# Guide to Entitlement Audit

Use this document as a guiding resource for the upcoming Entitlement Audit. You will be assigned an "Entitlement Audit Specialist" that will assist you along the way. It is important to understand that the Entitlement Audit Specialist may be different than your assigned preparation liaison. Please be sure to direct all questions regarding the entitlement audit to your assigned Entitlement Audit Specialist.

| ENTITLEMENT AUDIT TIMELINE | IMPORTANT DATES: |
|---|---|
| **Entitlement Audit Engagement materials sent to randomly selected EPPs**<br>• *Entitlement Audit Letter (PDF)*<br>• *Guide to Entitlement Audit (PDF)*<br>• *Entitlement Audit Data (Excel)*<br>• *Entitlement Policies, Procedures, Practices (Word)*<br>• *Entitlement Audit Checklist (Word)* | By: January 3, 2025 |
| **EPPs complete and submit required documentation to ISBE**<br>• Evidence (transcripts, field experience logs, cooperating teacher/mentor verification) uploaded into individual ELIS accounts<br>• *Entitlement Policies, Procedures, Practices*<br>• *Entitlement Audit Checklist* | Due: February 14, 2025 |
| **ISBE conducts audits and prepares** *Entitlement Audit Report* | 60 Days |
| *Entitlement Audit Report* **sent to EPPs** | By: April 15, 2025 |
| **EPP prepares and submits rejoinder/supplemental materials to ISBE (if applicable)** | Due: May 15, 2025 |
| **ISBE reviews rejoinder and supplemental materials and prepares findings letter** | No later than June 14, 2025 |
| **EPPs review findings and submit Remediation Plan (if applicable)** | No later than June 30, 2025 |
| **Entitlement Audit Report including Remediation plan reviewed by the State Board** | TBD |

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### *Entitlement Audit Data* **(Excel)**

This document is provided to licensure officers from ISBE and includes the random sample of individuals selected for audit as well as all individuals who were entitled at the institution between 9/1/2023-8/31/2024.

- This spreadsheet is for IHE use only and does not need to be returned to ISBE.
- The tab titled "FY24 Entitlements" includes all individuals entitled at the institution between 9/1/2023-8/31/2024. This data was used to select the random audit sample.
- The tab titled "Audit Sample" includes the 10% of individuals ISBE has randomly selected for audit.
- A minimum of 10 individuals will be included in an audit sample. If an institution's audit sample was <10, ISBE will audit 10 individuals.
- If an institution entitled <10 individuals between 9/1/2023-8/31/2024, ISBE will audit all individuals entitled by the institution.

### *Entitlement Policies, Procedures and Practices* **(Word)**

Use this document to provide ISBE auditors with the policies, procedures and/or practices an institution has in place to ensure that individuals have met all requirements necessary to be recommended for entitlement by an institution.
- Completed by the licensure officer and verified by a second representative from the institution (preferably the Dean/Department Head who maintains oversight of all educator preparation programs at the institution).
- Due to ISBE on or before **Friday, February 14, 2025**.

### *Entitlement Audit Checklist* **(Word)**

This document will be used by the licensure officer as a checklist to ensure appropriate documentation (**transcripts, field experience logs, cooperating teacher/mentor verification**) has been uploaded for each individual in the audit sample. These documents will be uploaded into the "images" section of an individual's ELIS account.
- Completed by the licensure officer and verified by a second representative from the institution (preferably the Dean/Department Head who maintains oversight of all educator preparation programs at the institution.)
- Evidence must be uploaded, and checklist completed and submitted to ISBE on or before **Friday, February 14, 2025**.

**TRANSCRIPTS:** Upload transcripts for each individual identified within the "Audit Sample." ISBE requires transcripts to be utilized during the audit of entitlements. Official documentation is required for reliability and verification of licensure requirements. **(Note: Any transcripts, including "unofficial" transcripts, uploaded directly by IHE staff are considered sufficient for entitlement audit purposes).**

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- The Entitlement Audit Data (Excel) document provided by ISBE includes the existing transcript information from ELIS. (Make sure to scroll to the right!)
- Many individuals obtain a transcript from an institution after completing a program or sequence of courses for an endorsement and submit the transcripts to ISBE. Additionally, many licensure officers upload official transcripts for individuals after they complete a program or sequence of courses for an endorsement. The transcript information (Institution name and upload date) stored in the "image" section of an individual's ELIS account is included as part of the data run provided. See example below.

| Image ID 1 | Document 1 | Description 1 | Institution 1 | Update Date 1 |
|---|---|---|---|---|
| 4556367 | TRANS | | Lake Forest College | 2/15/17 |
| 4591133 | TRANS | | Lake Forest College | 6/6/17 |
| 4590310 | TRANS | | Lake Forest College | 6/5/17 |

- If a transcript "update date" is close to or after the date of entitlement, it is likely that transcript contains the coursework necessary for the entitlement audit.

**TRANSCRIPTS (TRANSFER STUDENTS):** Upload transcripts for transfer students/transfer credit

- If an institution honored coursework completed at another institution in lieu of program/endorsement coursework at their institution the following must be uploaded:
- Include course information (title, number, and grade) from the transfer institution on an official transcript from the institution being audited, or
- Include a copy of the official transcript utilized for the transcript audit done at your institution.

**FIELD EXPERIENCE LOG:** Upload Field Experience Log (Hours/Setting)

- Institutions will be required to upload a record or log verifying an individual's completion of specific hours and/or completion of diverse setting requirements for specific programs or endorsements.
- ISBE understands that this information may be provided in a variety of ways. Please provide the documentation that is currently utilized at the institution to monitor, record, and verify the requirements for field experiences as applicable to specific programs/endorsements. The documentation uploaded should include specific hours, locations, and settings for each candidate. In the case that alternative individual pathways are accepted by the entitling institution to meet any required field experience, please upload any documentation (such as form 83-85) and/or a description of how candidates met required field experience with another pathway.
- This documentation may not be required for every individual entitled at an institution, as not all endorsements require field experience. Please denote these cases by typing "NA" on the *Entitlement Audit Checklist* document.

**COOPERATING TEACHER/MENTOR CREDENTIAL VERIFICATION**: Upload Cooperating Teacher/Mentor Credential Verification

- Upload documentation utilized by the program to verify the credentials of an individual's cooperating teacher and/or mentor for specific programs/endorsements.
- ISBE understands that this information may be provided in a variety of ways. Please provide the documentation that is currently utilized at the institution to record and verify the requirements for cooperating teacher and/or mentor for each individual (as applicable to specific programs/endorsements). The documentation uploaded should include specific names and credentials (IEIN) of the individual's cooperating teacher/mentor.
- This documentation may not be required for every individual entitled at an institution, as not all endorsements require a cooperating teacher and/or mentor. Please denote this by typing "NA" on the *Entitlement Audit Checklist* document.

## Document Upload to ELIS

Follow the directions below to upload documents into the "images" section of an individual ELIS account. Images should only be uploaded with that specific individual's information. Do not upload a log of all entitled candidates to an individual's files. Only upload the log to the specific individual's images section.

| Entitlement Audit Documentation | Document Type (Drop down) | Confidentiality Level | Description | Country | State | Institution |
|---|---|---|---|---|---|---|
| Transcripts from Entitling Institution | TRANS | High | FY25 Entitlement Audit Document: Transcript | US | IL | Select entitling institution |
| Transfer Transcript | TRANS | High | FY25 Entitlement Audit Document: Transfer Transcript | US or other | IL or other | Select transfer institution |
| Field Experience Log | OTHER | High | FY25 Entitlement Audit Document: Field Experience Log | US | IL | Select entitling institution |
| Cooperating Teacher/Mentor Credential Verification | OTHER | High | FY25 Entitlement Audit Document: Cooperating Teacher/Mentor Credential Verification | US | IL | Select entitling institution |