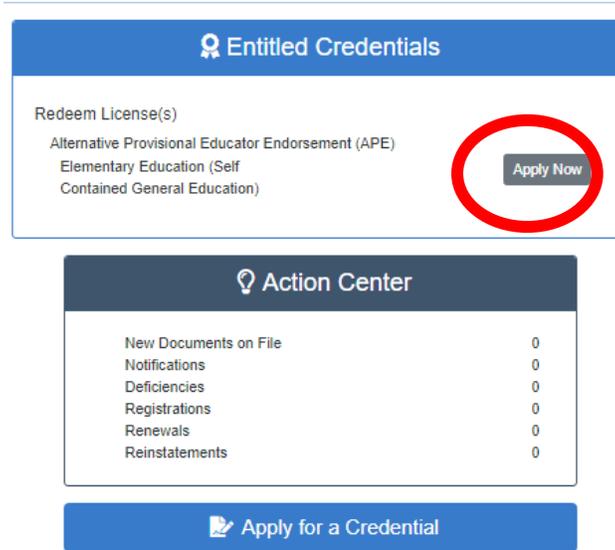


How to Apply for an Entitlement and Register an ELS-APE license.

1. [Log-in](#) to your ELIS account.

2. From the Log in Screen, click the “Apply Now” button to redeem an Entitled Credential



3. Answer the Background Questions

The screenshot shows the 'Candidate Entitlement Application' form. At the top, there is a progress bar with two steps: 'Legal Questions' (current) and 'Submit Payment'. Below the progress bar, the text reads: 'Please answer the following required questions of the Criminal History Disclosure Statement.' There are eight questions, each with 'Yes' and 'No' radio button options. The questions are: 1. Has your license or certificate (teaching, administrative, school support, etc.) ever been formally denied, suspended, or revoked in Illinois or any other state? 2. Have you ever been convicted of a felony in Illinois or any other state, or are you subject to pending criminal charges for a felony in Illinois or any other state? 3. Have you ever been convicted of any sex, narcotic, or drug offense (whether felony or misdemeanor) in Illinois or any other state? 4. Have you failed to (a) file an Illinois tax return, (b) pay the interest, penalty, or tax shown on an Illinois filed return, or (c) pay any final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue which was not subsequently resolved to the Department's satisfaction? 5. Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? 6. Are you currently more than 30 days delinquent in complying with a child support order? 7. I certify, under penalty of loss of my right to teach or work in the schools of Illinois, the answers to these questions are true and correct in every respect. At the bottom of the form, there are three buttons: 'Previous', 'Cancel', and 'Next'.

4. Pay for the ELS-APE application by entering your CC information and confirming payment by clicking “Submit Payment”.

Candidate Entitlement Application

Legal Questions Submit Payment

Please review the information below. Once you have reviewed the information, click "Submit Payment." By clicking "Submit Payment," you are electronically signing this application and authorizing the Illinois State Board of Education (ISBE) to charge your credit card for the listed application amount. **Once an application has been evaluated, a refund is no longer available.**

Name
Birth Date 5/8/1983
Amount \$100.00

Alternative Provisional Educator Endorsement (APE)
Elementary Education (Self Contained General Education)

Once you click "Submit Payment" you will be redirected to a payment processing page. Once your payment information has been entered, you will be redirected back to this page to complete the application process. Do NOT close this window until you receive a confirmation email.

*A non-refundable convenience fee will be assessed by NCR Corporation, a third party processing company, and will appear as a separate charge on your credit card statement.

Submit Payment

Previous Cancel Next

5. A confirmation of successful application will populate. The license is now issued and is ready to register. If it has issued, skip to step 7.

You have successfully applied for your new Illinois teaching credential.

Alternative Provisional Educator Endorsement (APE)
Elementary Education (Self Contained General Education)

Educator:
IEIN: 1232

Your license has been issued.

[Print](#) [Home](#)

6. If it has not issued, you will get this message. Contact your Licensure Officer to determine next steps or cause of pending review status.

You have successfully applied for your new Illinois teaching credential.

Alternative Provisional Educator Endorsement (APE)
Elementary Education (Self Contained General Education)

Educator:
IEIN:

Your request has been routed to a licensure specialist for review.

This occurs most often because you have not passed all the required tests, you have answered your criminal background questions in a manner that requires additional review, or you were listed in the national revoked/felony list.

Once the specialist has reviewed your file a detailed statement will be sent that outlines what tasks you need to perform to have your license issued. Applications are reviewed in the order in which they are received.

Print

Home

7. Once the license is in issued status, it must be registered within 60 days. To register, click "Registrations" from the Action Center.

*Failure to register the license will result in a lapsed license, which then requires [reinstatement](#).

Educator is not currently eligible for public school employment.

Attention: You hold a license that is not yet valid. Click "Registrations" in your action center to register your license.

| Action Center | |
|-----------------------|----------|
| New Documents on File | 0 |
| Notifications | 0 |
| Deficiencies | 0 |
| Registrations | 1 |
| Renewals | 0 |
| Reinstatements | 0 |

Apply for a Credential

8. Answer the background questions, then select Next.

Candidate Entitlement Application

Legal Questions
Submit Payment

Please answer the following required questions of the Criminal History Disclosure Statement.

- Yes No Has your license or certificate (teaching, administrative, school support, etc.) ever been formally denied, suspended, or revoked in Illinois or any other state?
- Yes No Have you ever been convicted of a felony in Illinois or any other state, or are you subject to pending criminal charges for a felony in Illinois or any other state? (You are not obligated to disclose sealed and expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)
- Yes No Have you ever been convicted of any sex, narcotic, or drug offense in Illinois or any other state or are you subject to pending criminal charges for any sex, narcotic, or drug offense (whether felony or misdemeanor) in Illinois or any other state? (You are not obligated to disclose sealed and expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)
- Yes No Have you failed to (a) file an Illinois tax return, (b) pay the interest, penalty, or tax shown on an Illinois filed return, or (c) pay any final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue which was not subsequently resolved to the Department's satisfaction?
- Yes No Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? (Note: You must answer "Yes" to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer "No" to this question if the finding was reversed on appeal.)
- Yes No Are you currently more than 30 days delinquent in complying with a child support order?
*No, I am not more than 30 days delinquent in complying with a child support order. I certify under penalty of perjury that this information is true and correct. I understand that failure to respond to this question may result in disciplinary action and that making a false statement with regard to this question may subject me to disciplinary action and contempt of court.
Yes, I am currently more than 30 days delinquent in complying with a child support order.*
- Yes No I certify, under penalty of loss of my right to teach or work in the schools of Illinois, the answers to these questions are true and correct in every respect.

Previous
Cancel
Next

9.

9. Select the region you will be employed or anticipate future employment. Then select Next.

* You can always register additional regions at no additional charge, at any time.

APE Registration

Legal Questions
Choose Region
Submit Payment

Region

Please select the primary region in which you would like to register your license and click the "Next" button. You will have an opportunity to add additional regions at no charge in the "Credentials" section.

01 - Adams/Brown/Cass/Morgan/Pike/Scott

03 - Bond/Christian/Effingham/Fayette/Montgomery

04 - BOONE/WINNEBAGO ROE

05 - Region 05 North Cook ISC 1

06 - Region 06 West Cook ISC 2

07 - Region 07 South Cook ISC 4

08 - CARROLL/JO DAVISS/STEPHENSON ROE

09 - CHAMPAIGN/FORD ROE

11 - CLACK/CLARK/DELAUNE/EDGEM/MLTR/SHEL

12 - CLAY/CW/FORD/SPER/LWINNCE/RH/LAND

13 - Clinton/Jefferson/Marion/Washington

15 - CITY OF CHICAGO

16 - DE KALB ROE

| Previous | New Region |
|----------|--|
| 02 | If you work in Union, Alexander, or Putaski County, choose Region 02 |
| 10 | If you work in Johnson or Massac County, choose Region 21 |
| 22 | Choose Region 03 |
| 25 | Choose Region 20 |
| 26 | If you work in Jefferson County, choose Region 13 |
| 27 | If you work in Hamilton County, choose Region 20 |
| 27 | Choose Region 33 |
| 38 | If you work in Logan County, choose Region 17 |
| 43 | If you work in Merati County, choose Region 51 |
| 43 | If you work in Mason County, choose Region 53 |
| 43 | If you work in Woodford County, choose Region 53 |
| 48 | If you work in Putnam or Marshall County, choose Region 28 |
| 48 | Choose Region 01 |
| 55 | Choose Region 47 |

Previous
Cancel
Next

10. Review the information and payment amount for registration, click Submit Payment to confirm.

* \$10 for remaining fiscal year (June 30-July 1) + \$10 per year of 2 full fiscal years = \$30 registration

* Full amount must be paid at time of registration.

APE Registration

Legal Questions Choose Region Submit Payment

Please review the information below. Once you have reviewed the information, click "Submit Payment." By clicking "Submit Payment," you are electronically signing this application and authorizing the Illinois State Board of Education (ISBE) to charge your credit card for the listed application amount. **Once an application has been evaluated, a refund is no longer available.**

Name
 Birth Date 5/8/1983
 Amount \$60.00
 Registration For APE
 Region 05 - Region 05 North Cook ISC 1

Once you click "Submit Payment" you will be redirected to a payment processing page. Once your payment information has been entered, you will be redirected back to this page to complete the application process. Do NOT close this window until you receive your confirmation.

*A non-refundable convenience fee will be added by NCR Corporation, a third party processing company, and will appear as a separate charge on your credit card statement.

[Submit Payment](#)

[Previous](#) [Cancel](#) [Next](#)

11. Confirmation populates, select [View Credentials](#) to see your issued and registered license.

Your license has been registered as you requested, and it is now valid for employment in an Illinois public or state-operated school. If you would like to register your license in additional regions, click [View Credentials](#), then select the link under the *Register in an Additional Region* tab beside your license on the following page. You can register your license in additional regions for no charge.

[View Credentials](#) [Home](#)

12. View registration on the credentials screen.

Licenses

| License | Status Code | Status Desc. | Entitlement | Application Date | Orig Issued | Expires | ROE | Registered Thru |
|----------|-------------|---------------------------|---------------------|------------------|-------------|------------|-----|-----------------|
| ELS(APE) | I | Issued | IL-SXC (03/15/2021) | 07/28/2021 | 07/28/2021 | 08/30/2027 | 05 | 2027 |
| PFI | PC | Pre-Completion of Program | IL-SXC (07/09/2021) | | | | | |

HELPFUL TIPS

- For best performance, use a desktop or laptop computer and Google Chrome browser. (mobile device is not recommended)**
- A completed program status remains available for application for 12 months. After that, the license expires.**
- Registration remains available for 6 months. After that, the license becomes lapsed.**
- Always keep contact information up to date, especially the primary email address.**