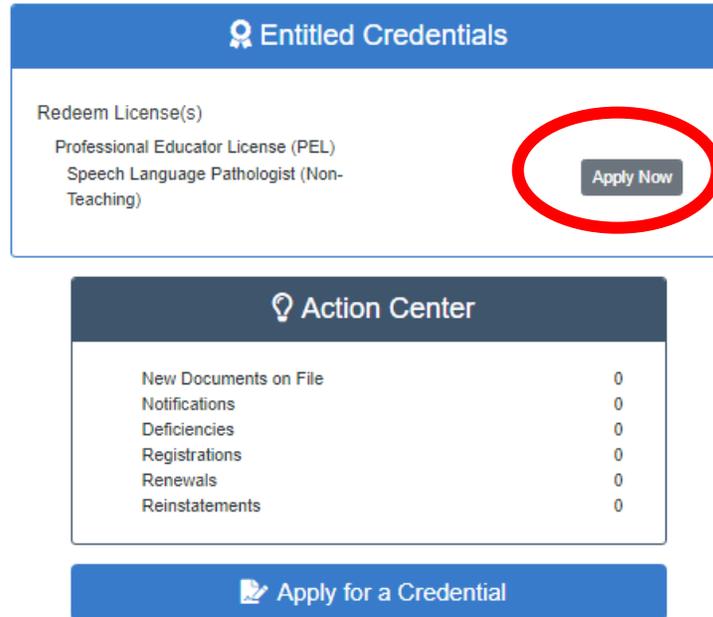


How to Apply for an Entitlement and Register a PEL

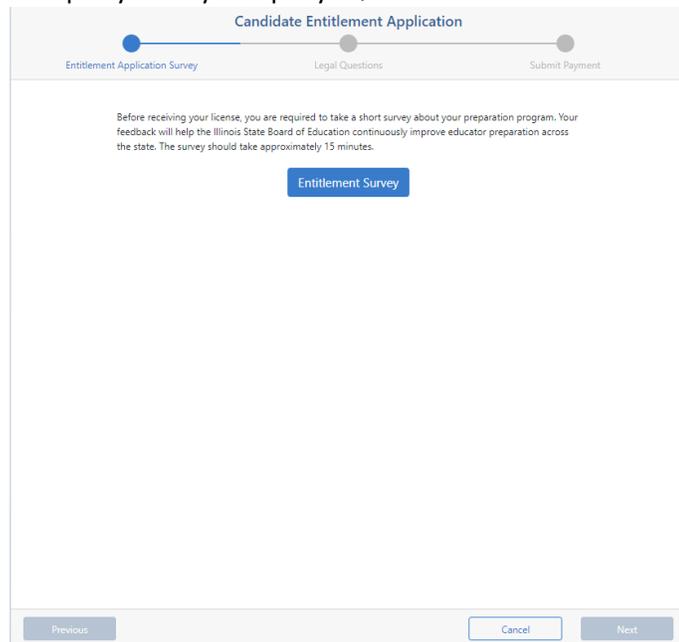
1. [Log-in](#) to your ELIS account.

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



3. Complete the Entitlement Survey (teaching PEL only, does not apply to School Support or Administrative program applicants)

*This link takes you to a third -party survey company- Qualtrics.



4. Once the survey is completed and the survey window goes back to the ISBE home page, click on the Next

button from the Entitlement Survey ELIS screen.

Candidate Entitlement Application

Entitlement Application Survey Legal Questions Submit Payment

Before receiving your license, you are required to take a short survey about your preparation program. Your feedback will help the Illinois State Board of Education continuously improve educator preparation across the state. The survey should take approximately 15 minutes.

Entitlement Survey

Thank you for taking the survey.

Previous Cancel Next

5. Answer the Background Questions

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

6. Pay for the PEL application by entering your CC information and confirming payment by clicking “Submit” at the bottom of the payment screen.

The screenshot shows a web interface for a 'Candidate Entitlement Application'. At the top, there is a progress bar with two steps: 'Legal Questions' (completed) and 'Submit Payment' (current step). Below the progress bar, a paragraph of text reads: '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.**'

Below this text is a table with the following information:

| | |
|------------|-------------|
| Name | Catherine t |
| Birth Date | 10/24/1994 |
| Amount | \$100.00 |

Underneath the table, the license type is listed as 'Professional Educator License (PEL) Speech Language Pathologist (Non-Teaching)'. A paragraph of text follows: '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 small asterisked note at the bottom left states: '*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.'

At the bottom center, there is a blue button labeled 'Submit Payment'. At the very bottom of the page, there are three buttons: 'Previous' (blue), 'Cancel' (light blue), and 'Next' (light blue).

7. The license will now go into issued status and is ready to register. If it has issued, skip to step 9.

You have successfully applied for your new Illinois teaching credential.

Professional Educator License (PEL)
Speech Language Pathologist (Non-Teaching)

Educator Catherine Glass
IEIN: 1258841

Your license has been issued.

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

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

You have successfully applied for your new Illinois teaching credential.

Professional Educator License (PEL)
Visual Arts

Educator: .
IEIN: 1215!

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 file.

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

9. 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](#).

The screenshot shows the 'ACTION CENTER' dashboard. It features a table with the following data:

| Category | Count |
|-----------------------|-------|
| New Documents on File | 0 |
| Notifications | 0 |
| Deficiencies | 0 |
| Registrations | 1 |
| Renewals | 0 |
| Reinstatements | 0 |

Below the table, there is a section titled 'What do you want to do?' with several blue links: 'Enter Professional Development', 'Apply for Educator License with Stipulations', 'Apply for Substitute License', 'Apply for an Approval', 'Apply for an Endorsement', and 'Apply for a Paraprofessional License (Teacher's Aide)'. The 'Registrations' link in the table is circled in red.

10. 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, narcotics, 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

11. 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/Cas/Morgan/Pike/Scott
03 - Bonds/Christian/Effingham/Fayette/Montgomery
04 - BOONE/WINNEBAGO RDE
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 RDE
09 - CHAMPAIGN/FORD RDE
11 - CLK/CLS/CMBN/DGLAS/EDGR/MLTR/SHLB
12 - CLAY/CWFORD/SPER/LWINNCE/RH/LAND
13 - Clinton/Jefferson/Marion/Washington
15 - CITY OF CHICAGO
16 - DE KALB RDE

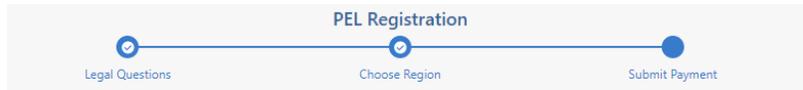
| Previous | New Region |
|----------|--|
| 02 | If you work in Union, Alexander, or Pulaski County, choose Region 30 |
| 10 | If you work in Johnson or Massac County, choose Region 21 |
| 22 | Choose Region 03 |
| 25 | Choose Region 26 |
| 27 | If you work in Jefferson County, choose Region 13 |
| 38 | If you work in Logan County, choose Region 17 |
| 43 | If you work in Merand County, choose Region 51 |
| 48 | If you work in Mason County, choose Region 53 |
| 55 | If you work in Woodford County, choose Region 33 |
| | If you work in Putnam or Marshall County, choose Region 55 |
| | Choose Region 01 |
| | Choose Region 47 |

Previous Cancel Next

12. 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 5 full fiscal years = \$60 registration

* Full amount must be paid at time of registration.



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 Catherine
 Birth Date 10/24/1994
 Amount \$60.00
 Registration For PEL
 Region 12 - CLAY/CWFORD/ISPER/LWRNCE/RHLAND

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](#)

13. Confirm license, and click [View Credentials](#) to see the license screen.

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](#)

LICENSES

| License | Status Code | Status Desc. | Entitlement | Application Date | Orig Issued | Expires | ROE | Registered Thru |
|---------|-------------|--------------|---------------------|------------------|-------------|------------|-----|-----------------|
| PEL | I | Issued | IL-SXC (08/11/2021) | 07/28/2021 | 07/28/2021 | 06/30/2027 | 12 | 2027 |

HELPFUL TIPS

- For best performance, use a desktop or laptop computer. Google Chrome is the preferred browser. (mobile devices are 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.