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the tutorial video.

How to Apply for a Short-term Approval for School Support Personnel

(For PEL and non-PEL holders)

Handheld devices, tablets and Macs are not compatible with our system.
Please make sure you are using a desktop or laptop computer for the most optimal experience.

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Action Center

New Documents on File	0
Notifications	0
Deficiencies	0
Registrations	0
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 **Apply for Credential**

Professional Educator License (PEL)
Substitute License (SUB)
Short-Term Substitute License (STS)
Paraprofessional License (Teacher's Aide)
Career and Technical Educator Endorsement (CTE)
Transitional Bilingual Educator Endorsement (TBE)
Visiting International Educator Endorsement (VIT)
Chief School Business Official (CSBO)
Approval

Select "Approval."

Type here to search

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Approval Application

Approval Type Endorsement Categories Endorsement and Grade Range Legal Questions Submit Payment

The first step to submitting your Illinois approval application is to determine your approval type. Please select your desired approval type from the list below.

- ☐ Adaptive PE (No existing license found for this type of approval and educator)
- ☐ Bilingual Special Education
- ☐ Early Childhood Special Education
- ☐ English as a Second Language Special Education
- ☐ Interpreters - Cued Speech
- ☐ Interpreters - Sign Language
- ☐ Short Term Approval for Paraprofessionals
- ☒ Short Term Approval for Teachers at all Grade Levels
- ☐ Short Term Emergency Approval for Special Education
- ☐ Teacher Coordinator
- ☐ Career and Technical Coordinator
- ☐ Intervener for Students who are Deaf-Blind

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Select "Short-Term Approval for Teachers at all Grade Levels," then click "Next."

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Approval Application

Approval Type Endorsement Categories Legal Questions Misconduct Question Submit Payment

Please select an endorsement category.

- ☐ School Support Personnel
- ☐ Content Knowledge Pathway
- ☐ Kindergarten *(No existing license found for this type of approval and educator)*
- ☐ Career and Technical Education *(No existing license found for this type of approval and educator)*
- ☐ All other areas of teaching *(No existing license found for this type of approval and educator)*

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Select "School Support Personnel." Click "Next."

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Approval Application

Approval Type Endorsement Categories Endorsement and Grade Range Legal Questions Misconduct Question Submit Payment

Select a School Support Personnel Endorsement and Grade Range.

- ☐ MFT - Marriage and Family Therapist
PreKindergarten through Age 22
- ☒ SCOU - School Counselor
PreKindergarten through Age 22
- ☐ SN - School Nurse
PreKindergarten through Age 22
- ☐ SPSY - School Psychologist
PreKindergarten through Age 22
- ☐ SSW - School Social Worker
PreKindergarten through Age 22
- ☐ SPLP - Speech Language Pathologist
PreKindergarten through Age 22

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Select a School Support Personnel endorsement for which you would like to apply. School Counselor is selected in this example. Click "Next."

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Approval Application

Approval Type Endorsement Categories Endorsement and Grade Range Legal Questions Submit Payment

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

☐ Yes ☐ No Have you ever had a professional license of any kind or a license or certificate (teaching, administrative, school support, etc.) 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 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 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.

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Answer each of the background questions as they apply to you. The last question must be answered "Yes" as this verifies you have answered the background questions truthfully. When finished, click "Next."

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Approval Application

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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. **Refund requests can only be considered for applications that are still in Pending status AND the request is received within 7 days of the application date. ISBE form 95-10 must be used to request a refund.**

Amount	\$50.00
Approval	Short Term Approval for Teachers at all Grade Levels
	SCOU - School Counselor
	PreKindergarten through Age 22

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

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Click "Submit Payment" after you review the information on this screen.
You will enter your debit, credit, or prepaid card information on the next screen.
If you're using a prepaid card, ensure that the card balance covers both the application fee and the processing fee.

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Print this page for your records

You have successfully applied for the approval
Short Term Approval for Teachers at all Grade Levels
SCOU - School Counselor
PreKindergarten through Age 22

All materials should be sent to:

Illinois State Board of Education
Educator Licensure Department
100 North First Street, E-240
Springfield, Illinois 62777-0001

OR

Your local Region Office of Education (ROE).
Find your local ROE [here](#).

Your application will not be evaluated until all required supplemental documents (e.g. transcripts, forms) have been received. Visit www.isbe.net/Pages/Educator-Licensure-Requirements to view requirements for your application.

To check the status of this application, please sign into your ELIS account and click *My Credentials*.

Once the review is complete, you will receive an e-mail indicating your status. All evaluations are valid for two fiscal years.

Print Home

**You can print this page for your records after you complete the application process.
A state evaluator will review your application. Upon issuance, the approval is valid for employment.**