



Illinois State Board of Education

Educator Preparation New Licensure Officer Training

October 24 & 25, 2023

Equity • Quality • Collaboration • Community

EXPECTATIONS OF A LICENSURE OFFICER



Illinois
State Board of
Education

Licensure Officer Roles & Responsibilities

Entitlement Officer	Program Compliance	Liaison between IHE and ISBE
✓ Enter candidates into Pre-Completion upon enrollment	✓ Inform ISBE of program proposals, changes or discontinuations	✓ Attend annual training conducted by ISBE
✓ Stay up to date on licensure requirements and ensure candidates have met them	✓ Submit annual data reporting for all programs	✓ Assist candidates with ELIS account and entitlement process
✓ Move candidates from PC to Completed Program	✓ Stay up to date on legislation/current rules and changes	✓ Serve as compliance liaison during Entitlement Audits



New Licensure Officers

- Steps to take before Licensure Officers can begin entitling:
 - Update your ISBE Liaison
 - Request ELIS for Administrators Access
 - Update APR Contact page
 - Attend a New Licensure Officer Training webinar or view previously-recorded webinar
 - Review materials on Licensure Officer page
 - Seek out internal training at your institution

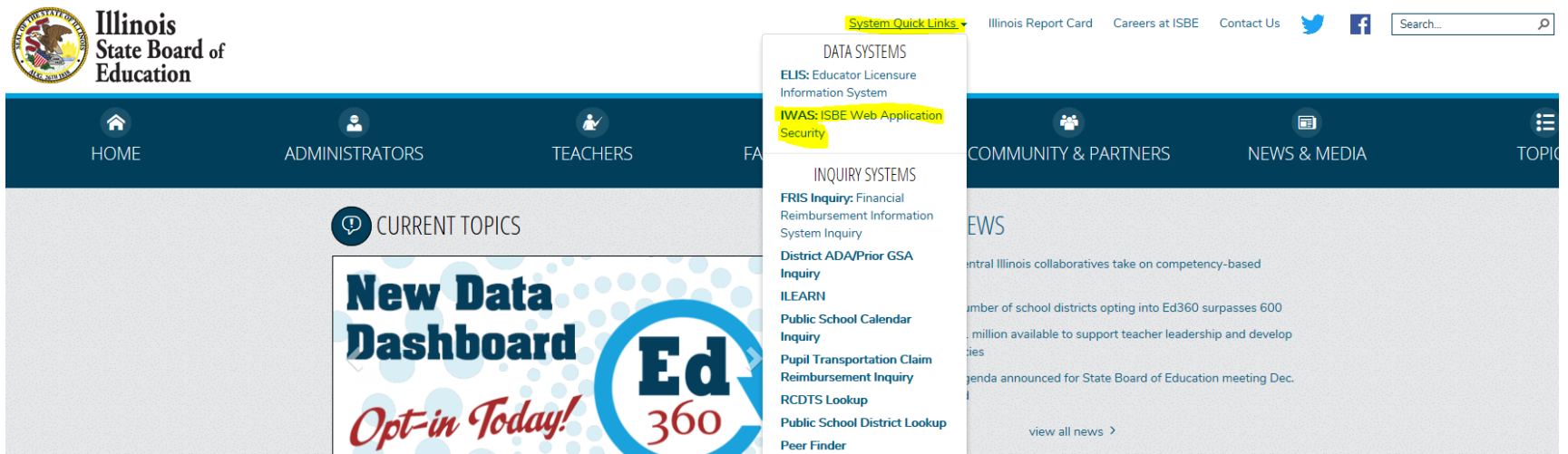
APR Contact Tip: If your LO holds more than one role at your institution (example: also the Dean), they can be listed twice as Contacts in APR to ensure inclusion on appropriate mailing lists

IWAS SYSTEM

IWAS Access

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IWAS (ISBE Web Application Security) is the portal through which you will interact with ELIS (Educator Licensure Information System) and perform many of your licensing duties. The easiest way to access it is through the “System Quick Links” link at the top of any page on ISBE.net.

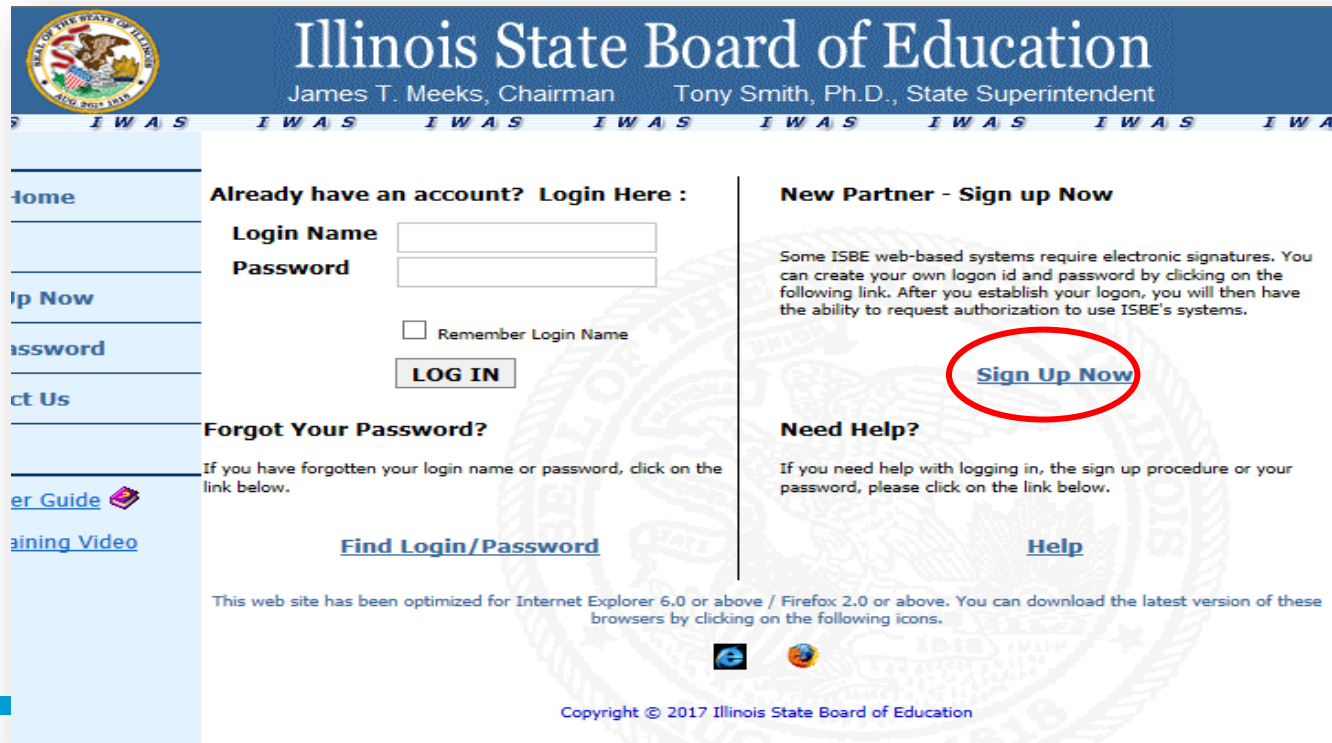


The screenshot displays the Illinois State Board of Education (ISBE) website. At the top left is the ISBE logo. The main navigation bar includes links for HOME, ADMINISTRATORS, TEACHERS, and FA. A dropdown menu titled "System Quick Links" is open, showing a list of links: DATA SYSTEMS, ELIS: Educator Licensure Information System, IWAS: ISBE Web Application Security (highlighted), INQUIRY SYSTEMS, FRIS Inquiry: Financial Reimbursement Information System Inquiry, District ADA/Prior GSA Inquiry, ILEARN, Public School Calendar Inquiry, Pupil Transportation Claim Reimbursement Inquiry, RCDTS Lookup, Public School District Lookup, and Peer Finder. Below the navigation bar, there is a "CURRENT TOPICS" section featuring a "New Data Dashboard" with the text "Opt-in Today!" and the "Ed 360" logo. To the right, there is a "NEWS" section with a list of recent news items and a "view all news" link.

IWAS Access

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- To gain IWAS rights, you will have to access IWAS from our website and use the 'Sign Up Now' link. From there, you will enter information and create a login and password.



The screenshot displays the Illinois State Board of Education (ISBE) website. At the top, the ISBE logo is on the left, and the text "Illinois State Board of Education" is centered, followed by "James T. Meeks, Chairman" and "Tony Smith, Ph.D., State Superintendent". Below this is a blue navigation bar with the text "IWAS" repeated. The main content area is divided into two columns. The left column contains a sidebar with links: "Home", "Sign Up Now", "Forgot Password", "Contact Us", "User Guide", and "Training Video". The right column contains the login and sign-up section. It starts with the heading "Already have an account? Login Here :", followed by input fields for "Login Name" and "Password", a checkbox for "Remember Login Name", and a "LOG IN" button. Below this is a section for "Forgot Your Password?" with a link to "Find Login/Password". The right column has a section for "New Partner - Sign up Now" with a paragraph explaining the need for electronic signatures and a link to "Sign Up Now" (which is circled in red). Below this is a "Need Help?" section with a link to "Help". At the bottom, there is a footer with a copyright notice: "Copyright © 2017 Illinois State Board of Education".

Illinois State Board of Education
James T. Meeks, Chairman Tony Smith, Ph.D., State Superintendent

I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

Home

Sign Up Now

Forgot Password

Contact Us

User Guide

Training Video

Already have an account? Login Here :

Login Name

Password

☐ Remember Login Name

LOG IN

Forgot Your Password?

If you have forgotten your login name or password, click on the link below.

Find Login/Password

New Partner - Sign up Now

Some ISBE web-based systems require electronic signatures. You can create your own logon id and password by clicking on the following link. After you establish your logon, you will then have the ability to request authorization to use ISBE's systems.

Sign Up Now

Need Help?

If you need help with logging in, the sign up procedure or your password, please click on the link below.

Help

This web site has been optimized for Internet Explorer 6.0 or above / Firefox 2.0 or above. You can download the latest version of these browsers by clicking on the following icons.

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Helpful Tip: IWAS Access

New to IWAS

- Create IWAS Account
- Sign up for **IWAS Administrators Account**
- Your IHE administrator approves

Change IWAS Admin

- Send letter via email
- ISBE IT makes change
- Details on IWAS message center

IWAS Access Guide can be found here: <https://www.isbe.net/Pages/Licensure-Officers.aspx>



IWAS Access

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- Once an account is created, go to the system listing and request access for both **ELIS for Administrators** and **Annual Program Report – Institutions of Higher Education**



Illinois State Board of Education
James T. Meeks, Chairman Tony Smith, Ph.D., State Superintendent

I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
Reporting	
Annual	
Annual Program Report - Institutions of Higher Education	Authorized
Educators	
ELIS for Administrators	Authorized

Legend: ⓘ : System Description - Detailed 📅 : Due Dates 👤 : Profile

[Want to Signup for Other Systems?](#)

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ENTITLEMENT PROCESS



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What is Entitlement?

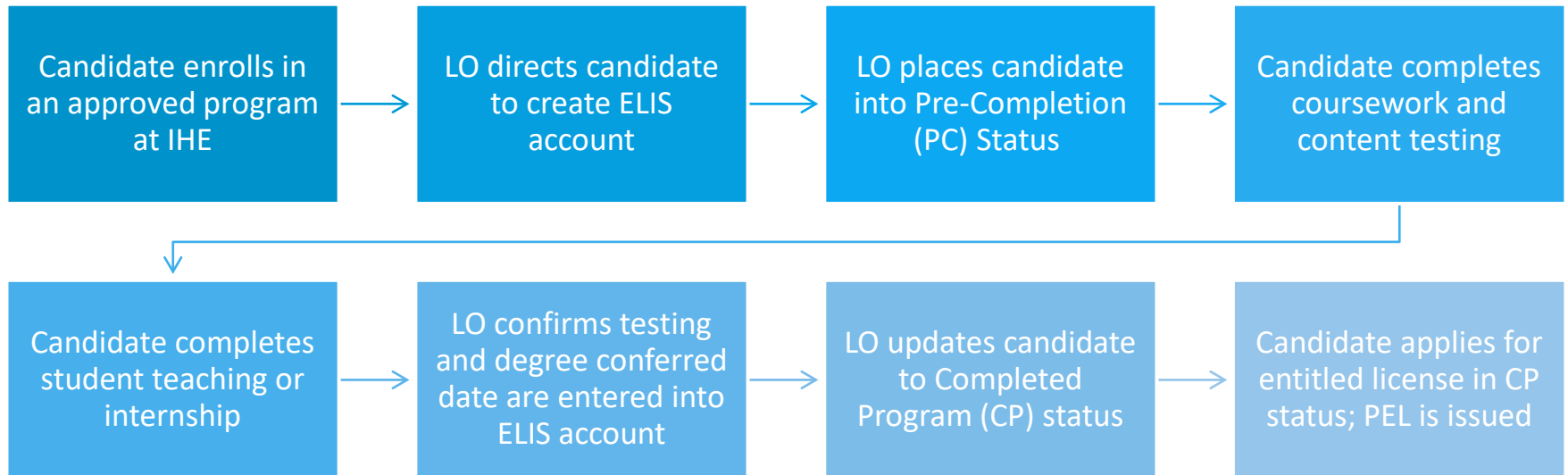
11

- The ability of an Institution of Higher Education (IHE) with an approved program to validate that an educator candidate has completed all necessary components of that program and is eligible for licensure.
- After entitlement, the candidate needs to Apply on the entitled license and Register their license in ELIS before it is valid.
- If candidates are not entitled by an IHE, they must apply on their own through ISBE, send all necessary paperwork for evaluation, and wait in line with all other applicants.



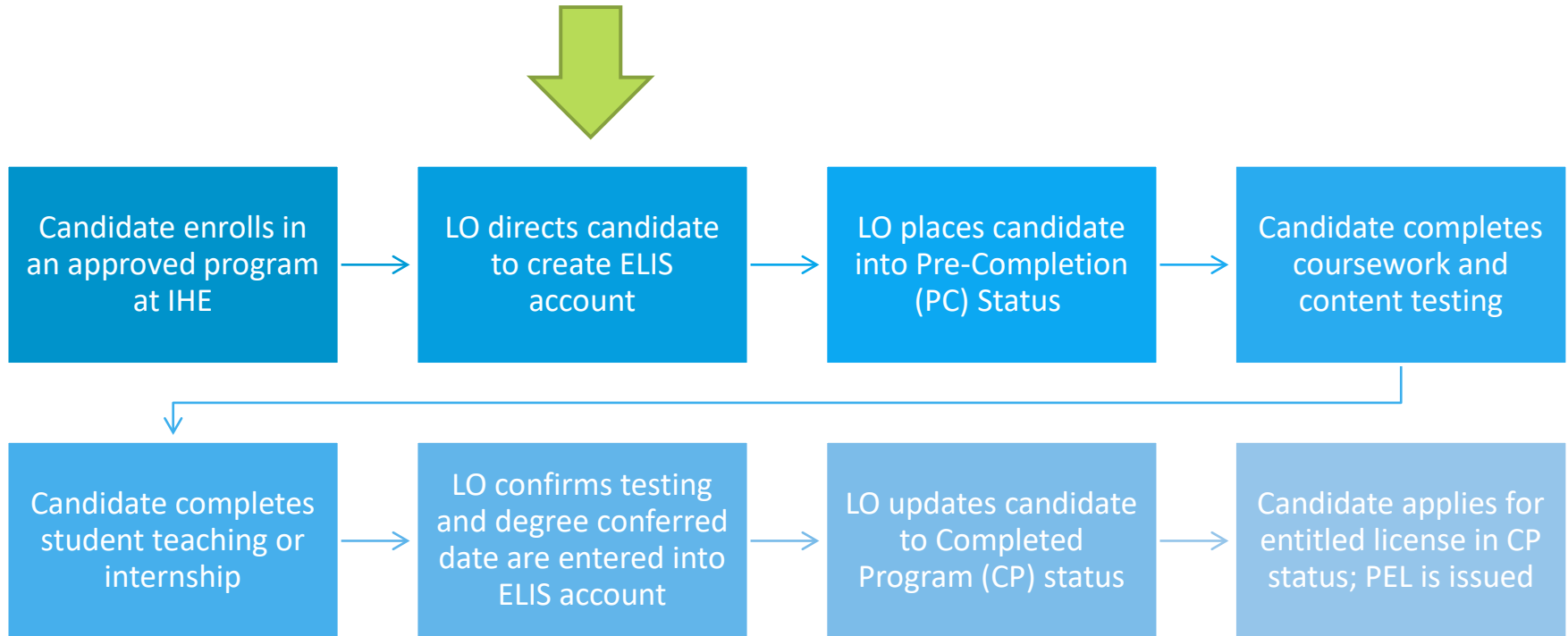
Entitlement Process Overview

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Entitlement Process Overview

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Setting Up ELIS Accounts

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**LO directs
candidate to
create ELIS
account**

- As a Licensure Officer, one of your roles is to assist students with their ELIS account and the application process.
- Students need to sign up for an ELIS account as soon as possible after enrollment in an approved program
- Provide clear guidance on this process to your candidates
- Upfront and consistent communication about the ELIS system and entitlement process are critical to ensure smooth, error-free licensing upon program completion



Setting up ELIS Accounts

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The screenshot shows the Illinois State Board of Education website. The header includes the ISBE logo, navigation links (System Quick Links, Illinois Report Card, Careers at ISBE, Contact Us), and social media icons. A search bar and a 'Translate' link are also present. The main navigation bar features icons for HOME, ADMINISTRATORS, TEACHERS, and FA. A dropdown menu is open, showing 'DATA SYSTEMS' with a red box around 'ELIS: Educator Licensure Information System'. Other options in the dropdown include 'IWAS: ISBE Web Application Security', 'INQUIRY SYSTEMS' (with sub-links for FRIS Inquiry, General State Aid Inquiry, ILEARN, Public School Calendar Inquiry, Pupil Transportation Claim Reimbursement Inquiry, RCDTS Lookup, and Public School District Lookup), and 'All Systems' with a 'Send ISBE a file' link. The main content area has a 'CURRENT TOPICS' section with a 'Message from State Superintendent Tony Smith, Ph.D.' and a 'NEWS' section with various headlines. A footer section contains several small images of students and staff.



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Setting up ELIS Accounts

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EDUCATOR LICENSURE

EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS)

The ELIS web site is best viewed with the latest version of Internet Explorer (IE).

EDUCATOR ACCESS

[Login to your ELIS account.](#)

Notice: ACT Plus Writing or SAT score reports listed under a maiden name or previous name may not be credited to your account. Please complete [ISBE form 73-71](#) to add a maiden name or previous name if applicable.

PUBLIC SEARCH

Perform a search of public license information for educators in Illinois by using the City, District, School, or Educator Name.

ADMINISTRATOR ACCESS

Perform a credential search of educators in Illinois. For use by institutions of higher education, school districts, or prospective employers to verify credentials of a potential educator candidate or employee. Illinois Educator Identification Number (IEIN) required.

(Effective July 1, 2013: deficiency letters and licenses will no longer be printed and mailed. You will be notified of any update to your file electronically to your current email address. Please review and update your current email address by accessing your ELIS Account.)



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Setting up ELIS Accounts

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ELIS Log In Page

Already have an account? Login Here:

Login Name

Password

☐ Remember Login Name

LOG IN

Forgot Your Password?

If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

[CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM](#)

ELIS (Educator Licensure Information System) is now replacing ECS (Educator Certification System).

You will be directed to create an IWAS for Educators account to instantly access ELIS and view your credentials. After successfully creating your account, you will be able to log in on the left side of this page anytime to access your information.

Need Help?

If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

This web site has been optimized for Internet Explorer 9.0 or above / Firefox 18.0 or above. You can download the latest version of these browsers by clicking on the following icons.



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Setting up ELIS Accounts

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ELIS for Educators Account Sign Up

⊕ Required

First Name ⊕

Last Name ⊕

Date of Birth ⊕ mm/dd/yyyy

Enter either SSN or IEIN

Social Security Number No hyphens ⊕

OR

IEIN ?

Login Name ⊕ ?

Password ⊕ ?

Confirm Password ⊕ ?

Email Address ⊕ ?

Secret Question ⊕ ?

Answer ⊕ ?

Broadcast Email ?

Email Type ?

Account Sign Up Confirmation

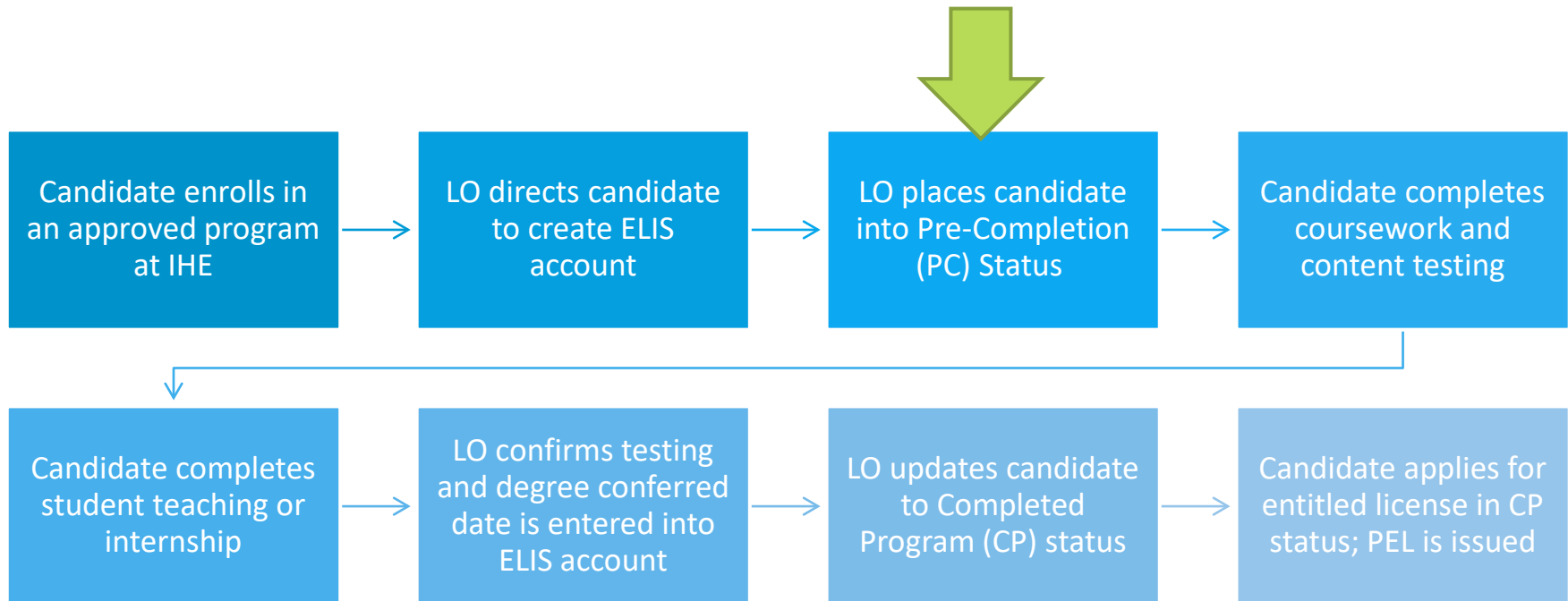
First Name	Fredrick
Last Name	Frugelbiner
Date of Birth	10/20/1985
SSN	987654321
IEIN	
Login Name	ffrugel99
Email Address	jseiler@isbe.net
Secret Question	What is your favorite pizza topping?
Answer	Pepperoni



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Entitlement Process

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Pre-Completion Status

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LO places candidate into Pre-Completion (PC) Status

- Per **25.170**, EPPs must enter candidates for licensure into Pre-Completion (PC) status in ELIS within 60 days of enrollment. Candidates shall be placed in a pre-completion status until recommended for licensure. "Enrollment" means:
 - A declaration by a student who has accumulated at least 60 semester hours (or equivalent) of coursework with an intent to graduate with an undergraduate major or minor leading to educator licensure; OR
 - A graduate or post-baccalaureate registration as a candidate in a licensure program
- Entering candidates into Pre-Completion status prohibits candidates from applying for licensure prior to completing the entitlement process.
- Pre-Completion is required for all Initial PEL and Full Program candidates
- Alternative ELS- APE or ELS-PIDU do not need to be entered in Pre completion, but the PEL should be entered.

Licenses

ge	Edit	App ID	License ID	License	Status Code	Status Desc	Source	Entitlement	Application Date	Orig Issued	Issued	Expires	Re
Image	Edit	2275306	2332630	PEL	PC	Pre-Completion of Program	UNIV	IL-NPC (10/06/2015)					

Illinois Approved Program / Endorsements For Selected License

App ID	Endorsement	Description	Grade	Status Description	Issued	Updated	Major?	Illinois Approved Program?
2567718	HEED	Health Education	Senior HS - Grade 9 through Grade 12	Pre-Completion of Program		twreed - 03/06/2018	No	No

[Click Here to Add an Endorsement](#)

Approvals

Manage	Edit	Approval Code	Approval	RCDT	Endorsement	Grade	Application Received
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Entering a candidate into PC

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Guidance for the Pre-Completion process can be found by going to our [Licensure Officers](#) page



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LICENSURE OFFICERS

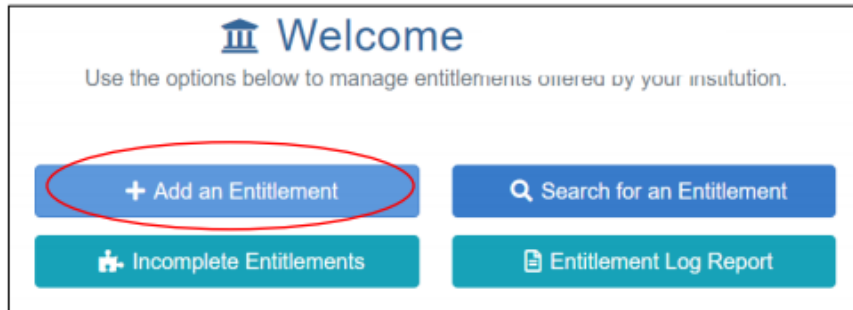
Materials and Resources

IWAS/ELIS	<ul style="list-style-type: none">• IWAS Access Guidance (Updated August 2019)• How to Create an ELIS Account
Entitlement	<ul style="list-style-type: none">• Entitlement for Licensure Officers:<ul style="list-style-type: none">◦ How to Add an Entitlement (Pre- Completion) ◦ How to Complete an Entitlement (Completed Program) ◦ How to Use Search for Entitlement and Entitlement Log Reports ◦ ELIS for Administrators Entitlement Guide ◦ Provisional In State Educator (PIDU)• Entitlement for Candidates:<ul style="list-style-type: none">◦ How to Apply for and Register an Entitled PEL ◦ How to Apply For Entitlement
Notices	<ul style="list-style-type: none">• ESL/BIL/GIF Grade Range Change • Important Notice to Grade Range change • Initial Teaching Evaluation Academy • Content Test Development
Forms	<ul style="list-style-type: none">• Form 80-09: Illinois Institution of Higher Education Approved Program Verification • Educator Licensure Forms
Presentations	<ul style="list-style-type: none">• Higher Education Forum Presentation • IACTE: Spring 2019 Presentation • IACTE: Spring 2019 Meeting/Background Check FAQ
Annual Training	<ul style="list-style-type: none">• FALL 2019 REGIONAL TRAININGS<ul style="list-style-type: none">◦ Training Presentation ◦ FAQ
Rule Updates	<ul style="list-style-type: none">• Part 25: December 5, 2019<ul style="list-style-type: none">◦ Part 25 Rule Change Impact ◦ Part 25 Presentation ◦ Part 25 Changes FAQ

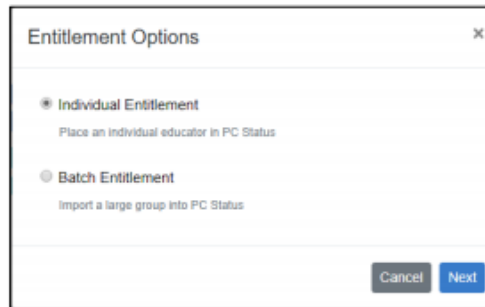
Entering a candidate into PC

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1. Start by selecting the Add an Entitlement button



2. Choose either Individual Entitlement or Batch Entitlement



Individual Entitlement: choose this option when entering an entitlement for one candidate at a time.

Batch Entitlement: choose this option to entitle 2 or more candidates at one time.



Entering an individual candidate into PC

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2. Enter either the IEIN of the individual or the SSN and Last Name, select Search.

Place an individual educator in PC status

Search Find a candidate Add Entitlement Add one or more entitlements Confirm Verify entitlements for candidate

⚠ This wizard should be used for initial PEL entitlement only. All subsequent endorsements should be entered through the educator's credential screen. Contact your preparation liaison for assistance.

Please enter the IEIN, or the SSN and last name of the candidate. The candidate must already be in the licensure database to enter the entitlement.

IEIN ##### OR SSN ###-##-#### Last Name

Search

3. The search will populate the individual name. If this is the correct individual, select Next.

Place an individual educator in PC status [Blank 05, Test]

Search Find a candidate Add Entitlement Add one or more entitlements Confirm Verify entitlements for candidate

⚠ This wizard should be used for initial PEL entitlement only. All subsequent endorsements should be entered through the educator's credential screen. Contact your preparation liaison for assistance.

Please enter the IEIN, or the SSN and last name of the candidate. The candidate must already be in the licensure database to enter the entitlement.

IEIN 1263014 OR SSN ###-##-#### Last Name

Search Found: Blank 05, Test

Previous Next

If the individual is not found, an error box will appear, re-enter the correct information and select Next.

Place an individual educator in PC status

Search Find a candidate Add Entitlement Add one or more entitlements Confirm Verify entitlements for candidate

⚠ This wizard should be used for initial PEL entitlement only. All subsequent endorsements should be entered through the educator's credential screen. Contact your preparation liaison for assistance.

Please enter the IEIN, or the SSN and last name of the candidate. The candidate must already be in the licensure database to enter the entitlement.

IEIN 123696814 OR SSN ###-##-#### Last Name

Search The candidate was not found.



Entering an individual candidate into PC

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4. Add License, Endorsement and Grade Range from the drop-down menus, select Add Entitlement

Place an individual educator in PC status [Blank 05, Test]

Search Find a candidate Add Entitlement Add one or more entitlements Confirm Verify entitlements for candidate

License PEL - Professional Educator License

Endorsement Elementary Education (Self Contained General Education) - SC

Grade Range Grade 1 through Grade 6

Approval

Add Entitlement

Previous Next

Helpful Hint: All grade range options within ELIS will be available, choose the applicable grade range for the selected endorsement.

5. Confirm the endorsement is correct. If it is incorrect, click on the "x" to remove and enter it again.

Place an individual educator in PC status [Blank 05, Test]

Search Find a candidate Add Entitlement Add one or more entitlements Confirm Verify entitlements for candidate

License PEL - Professional Educator License

Endorsement Elementary Education (Self Contained General Education) - SC

Grade Range Grade 1 through Grade 6

Approval

Add Entitlement

Previous Next



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Entering an individual candidate into PC

6. To enter additional endorsement(s) for the same individual

- Change the endorsement and grade range to reflect the additional endorsement
- Select Add Entitlement
- This endorsement will stack on the first endorsement entered.

Example: The educator is being entitled for both an Elementary Education 1-6 PEL and an ESL PK-12 endorsement.

7. Once the PEL and all endorsements are listed, select Next

8. Confirm the entitlements for the individual, select Finish

9. The status of the added entitlement populates into a chart.

Entitlement Results for - Blank 05, Test

Status	Entitlement	Message
Successful	PEL - ESL - T	
Successful	PEL - SCGE - V	

[Finish](#)
[Export CSV](#)
[Add Another Entitlement](#)

- Finish:** Choose this option to go back to the home screen
- Export CSV:** Choose this option to export the individual entitlements into a spreadsheet
- Add Another Entitlement:** Choose this option to start a new entitlement.



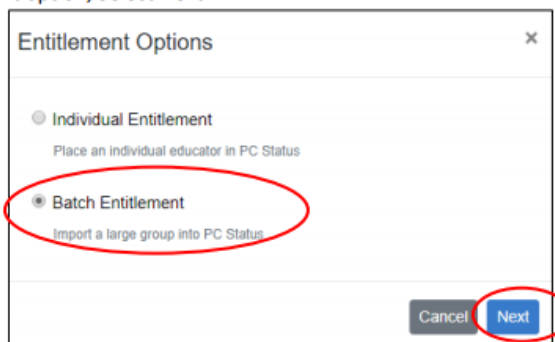
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Entering a batch of candidates into PC

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Batch Entitlement

1. Select Batch Entitlement option, Select Next



Entitlement Options

☐ Individual Entitlement
Place an individual educator in PC Status

☒ Batch Entitlement
Import a large group into PC Status

Cancel Next

Helpful Hint:

- Use this option to entitle multiple students at one time
- More than one program and grade range can be included within the template
- Refer to the Appendix for License, Grade Range, and Endorsement code options

2. Download the template, enter data, and save it on your computer.



Batch Entitlement Import

⚠ The imported file must be in the format defined by this template. Grade range codes can be found here.

Choose file Browse

Cancel Import File

Helpful Hint:

- Template will download with pre-populated examples, don't forget to delete the examples
- Save file on your network or desktop for easy access.
- Only codes listed in the appendix will be accepted



Entering a batch of candidates into PC

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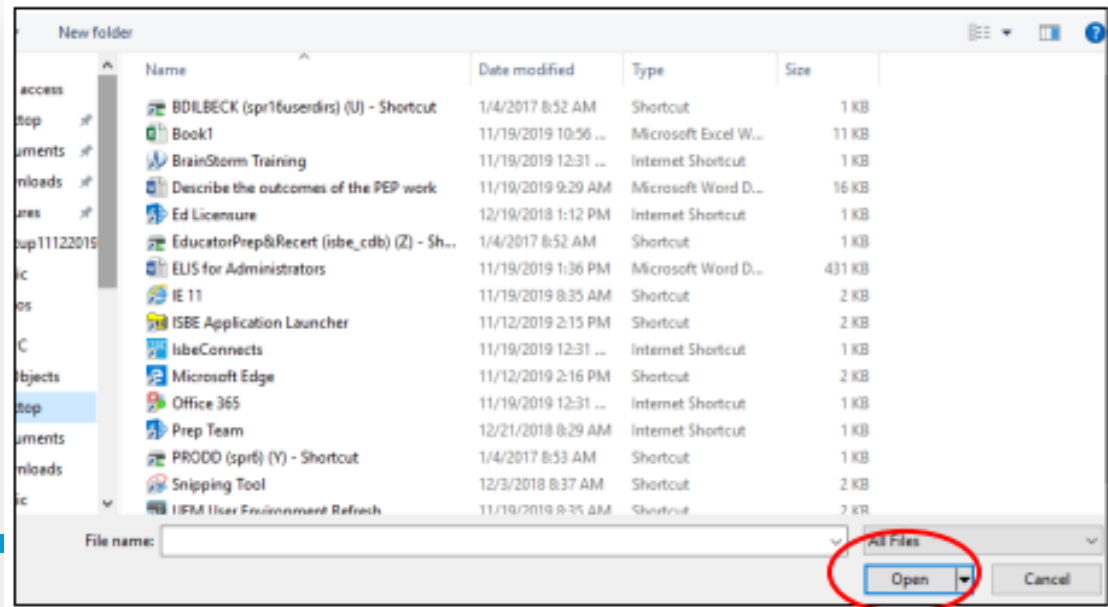
3. Upload saved template by selecting Browse, choose file and click Open.

Batch Entitlement Import

⚠ The imported file must be in the format defined by [this template](#). Grade range codes can be found [here](#).

Choose file Browse

Cancel Import File



Entering a batch of candidates into PC

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4. Select Import File

Batch Entitlement Import

⚠ The imported file must be in the format defined by [this template](#). Grade range codes can be found [here](#).

BatchEntitlementImportTemplate (1).csv Browse

Cancel Import File

5. Import Results will appear with a **summary** of Total entered, Number Imported, Number of Duplicates, Number of Failed Records, and Number of Educators Not Found.

Example: 4 entitlements were listed on the template, 3 of the 4 were imported successfully, and 1 failed to import

Batch Entitlement Import - Results

Summary Details BatchEntitlementImportTemplate (1).csv

Total: 4
Imported: 3
Duplicates: 0
Failed Records: 1
Educators Not Found: 0

Finish Export Results Import Another Batch

To view the **details** of the imported file, select Details.



Entering a batch of candidates into PC

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Batch Entitlement Import - Results

Summary **Details** BatchEntitlementImportTemplate (1).csv

Status	IEIN	Entitlement	Message	Action
Successful		PEL - AGED - M		No action needed
Successful		APE - ART - L		No action needed
Successful		PIDU - SCGE - 3		No action needed
Error		PEL - BRI - 76	Could not find Grade Range '76'	Entitle

a **b** **c**

Finish Export Results Import Another Batch

- a. Finish:** Choose this option to go back to the home screen
- b. Export Results:** Choose this option to export the batch entitlements into a spreadsheet
- c. Import Another Batch:** Choose this option to import an additional template.

Example: The grade range provided is invalid. To correct the entitlement, select Entitle to entitle the individual correctly. This will take you to the individual upload screen.

Batch Entitlement Import - Results

Summary **Details** BatchEntitlementImportTemplate (1).csv

Status	IEIN	Entitlement	Message	Action
Successful		PEL - AGED - M		No action needed
Successful		APE - ART - L		No action needed
Successful		PIDU - SCGE - 3		No action needed
Error		PEL - BRI - 76	Could not find Grade Range '76'	Entitle

Finish Export Results Import Another Batch

Helpful Hint: If there are multiple errors, export the results into an excel file, make corrections and then import again.



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Entering candidates into PC

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Illinois State Board of Education

James T. Meeks, Chairman
Tony Smith, Ph.D., State Superintendent of Education

Educator Licensure Information System

Welcome, ISU Test - Sign Out

[Home](#) [Entitlements](#) [Search](#) [Educator](#) [Help](#)

Recent Educators:

Credentials

[Home](#)

Primary Information

Full Name: Test Case
IEIN: 828918
SSN: ***.**-9991
DOB: 9/1/1964
Gender: Female

Contact Information

Address: 123 Any St
City, State Zip: Any City, IL 62222
Email: tcase@isbe.net
Primary Phone: (217) 782-4313
Secondary Phone:

Profile

Flag: ☐
PD Status: Active
Deceased: No

[Add Communication Record](#)

[Show All](#)

Licenses

Select	License ID	License	Status Code	Status Desc	Source	Entitlement	Application Date	Orig Issued	Issued	Expires	Renews	ROE	Registered Thru	Reg. Fees Due	Updated	Delete
Select	550022	Professional Educator License	PR	Pending Review	ISBE			04/05/2003	07/01/2013	06/30/2014	07/01/2014	05	2014	\$0.00	beckershannon - 08/10/2017	Delete

Illinois Approved Program / Endorsements For Selected License

Edit	Endorsement	Description	Grade	Status Description	Issued	Major?	Illinois Approved Program?	Approved Program Grade	Endorsement?	Source	Entitlement	Application Date	Delete
Edit	SCIC	Science-Chemistry	Senior HS - Grade 9 through Grade 12	Pending Review		Yes	Yes	6-12	Yes	ISBE		08/10/2017	Delete
Edit	SCIB	Science-Biology	Senior HS - Grade 9 through Grade 12	Pre-Completion of Program		Yes	Yes	6-12	Yes	ISBE	IL-ISU (09/25/2017)		Delete
Edit	BISC	Biological Science	Grade 6 through Grade 8	Pre-Completion of Program		No	No		Yes	ISBE	IL-ISU (09/25/2017)		Delete
Edit	PHSC	Physical Science	Grade 6 through Grade 8	Pre-Completion of Program		No	No		Yes	ISBE	IL-ISU (09/25/2017)		Delete
Edit	SOSC	Social Science	Grade 6 through Grade 8	Pre-Completion of Program		No	No		Yes	ISBE	IL-ISU (09/25/2017)		Delete

[Click Here to Add an Endorsement](#)

Approvals

Approval Code	Approval	RCDT	Endorsement	Grade	Application Received	Status	Approval Granted Date	End Date
---------------	----------	------	-------------	-------	----------------------	--------	-----------------------	----------

[Click Here to Add an Approval](#)



Illinois
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Editing endorsements

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Endorsements in PC status can be edited, by selecting "edit".

Illinois State Board of Education
James T. Meeks, Chairman
Tony Smith, Ph.D., State Superintendent of Education

Educator Licensure Information System
Welcome, ISU Test - Sign Out

Home Entitlements Search Educator Help

Recent Educators: [Dropdown]

Credentials

[Home](#)

Primary Information

Full Name: Test Case
IEIN: 828918
SSN: ***-**-9991
DOB: 9/1/1964
Gender: Female

Contact Information

Address: 123 Any St
City, State Zip: Any City, IL 62222
Email: tcase@isbe.net
Primary Phone: (217) 782-4313
Secondary Phone:

Profile

Flag: ☐
PD Status: Active
Deceased: No

[Add Communication Record](#)

Show All

Licenses

Select	License ID	License	Status Code	Status Desc	Source	Entitlement	Application Date	Orig Issued	Issued	Expires	Renews	ROE	Registered Thru	Reg. Fees Due	Updated	Delete
Select	550022	Professional Educator License	PR	Pending Review	ISBE			04/05/2003	07/01/2013	06/30/2014	07/01/2014	05	2014	\$0.00	beckershannon - 08/10/2017	Delete

Illinois Approved Program / Endorsements For Selected License

Edit	Endorsement	Description	Grade	Status Description	Issued	Major?	Illinois Approved Program?	Approved Program Grade	Endorsement?	Source	Entitlement	Application Date	Delete
Edit	SCIC	Science-Chemistry	Senior HS - Grade 9 through Grade 12	Pending Review		Yes	Yes	6-12	Yes	ISBE		08/10/2017	Delete
Edit	SCIB	Science-Biology	Senior HS - Grade 9 through Grade 12	Pre-Completion of Program		Yes	Yes	6-12	Yes	ISBE	IL-ISU (09/25/2017)		Delete
Edit	BISC	Biological Science	Grade 6 through Grade 8	Pre-Completion of Program		No	No		Yes	ISBE	IL-ISU (09/25/2017)		Delete
Edit	PHSC	Physical Science	Grade 6 through Grade 8	Pre-Completion of Program		No	No		Yes	ISBE	IL-ISU (09/25/2017)		Delete
Edit	SOSC	Social Science	Grade 6 through Grade 8	Pre-Completion of Program		No	No		Yes	ISBE	IL-ISU (09/25/2017)		Delete

[Click Here to Add an Endorsement](#)

Approvals

Approval Code	Approval	RCDT	Endorsement	Grade	Application Received	Status	Approval Granted Date	End Date
---------------	----------	------	-------------	-------	----------------------	--------	-----------------------	----------

[Click Here to Add an Approval](#)

Editing endorsements

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Endorsements in PC status can be edited, by selecting "edit".

The screenshot displays the Illinois State Board of Education's Educator Licensure Information System. The page is titled 'Credentials' and shows the profile of an educator named Test Case. The 'Licenses' section lists the Professional Educator License (550022) in 'Pending Review' status. Below this, the 'Illinois Approved Program / Endorsements For Selected License' table is shown. A red arrow points to the 'Edit' link for the SCIC endorsement. The table lists five endorsements: SCIC, SCIB, BISC, PHSC, and SOSC, all in 'Pre-Completion of Program' status. The 'Approvals' section at the bottom shows the approval process for these endorsements.

Primary Information

Full Name: Test Case
IEIN: 828918
SSN: ***-**-9991
DOB: 9/1/1964
Gender: Female

Contact Information

Address: 123 Any St
City, State Zip: Any City, IL 62222
Email: tcase@isbe.net
Primary Phone: (217) 782-4313
Secondary Phone:

Profile

Flag: ☐
PD Status: Active
Deceased: No

Add Communication Record

Show All

Licenses

Select	License ID	License	Status Code	Status Desc	Source	Entitlement	Application Date	Orig Issued	Issued	Expires	Renews	ROE	Registered Thru	Reg. Fees Due	Updated	Delete
Select	550022	Professional Educator License	PR	Pending Review	ISBE			04/05/2003	07/01/2013	06/30/2014	07/01/2014	05	2014	\$0.00	beckershannon - 08/10/2017	Delete

Illinois Approved Program / Endorsements For Selected License

Edit	Endorsement	Description	Grade	Status Description	Issued	Major?	Illinois Approved Program?	Approved Program Grade	Endorsement?	Source	Entitlement	Application Date	Delete
Edit	SCIC	Science-Chemistry	Senior HS - Grade 9 through Grade 12	Pending Review		Yes	Yes	6-12	Yes	ISBE		08/10/2017	Delete
Edit	SCIB	Science-Biology	Senior HS - Grade 9 through Grade 12	Pre-Completion of Program		Yes	Yes	6-12	Yes	ISBE	IL-ISU (09/25/2017)		Delete
Edit	BISC	Biological Science	Grade 6 through Grade 8	Pre-Completion of Program		No	No		Yes	ISBE	IL-ISU (09/25/2017)		Delete
Edit	PHSC	Physical Science	Grade 6 through Grade 8	Pre-Completion of Program		No	No		Yes	ISBE	IL-ISU (09/25/2017)		Delete
Edit	SOSC	Social Science	Grade 6 through Grade 8	Pre-Completion of Program		No	No		Yes	ISBE	IL-ISU (09/25/2017)		Delete

[Click Here to Add an Endorsement](#)

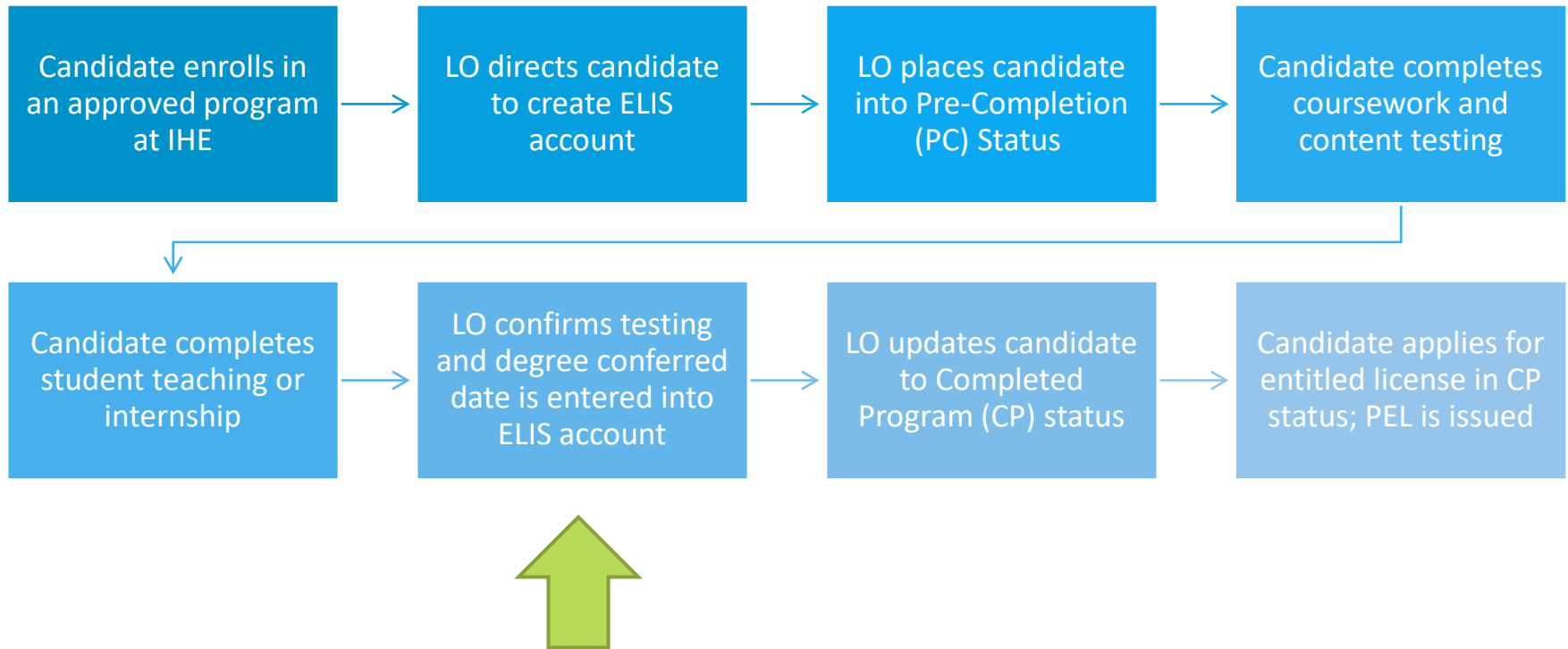
Approvals

Approval Code	Approval	RCDT	Endorsement	Grade	Application Received	Status	Approval Granted Date	End Date
---------------	----------	------	-------------	-------	----------------------	--------	-----------------------	----------

[Click Here to Add an Approval](#)

Entitlement Process

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Testing

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Content Tests

- For initial PEL programs, content tests must be completed prior to beginning student teaching or serving as a teacher of record.
 - Note: This was waived during emergency proclamation period, will go back into effect January 1, 2024. Any candidate planning to start student teaching in Spring 2024 semester will need to have passed content test prior to starting.
- Content tests must be passed prior to licensure for School Support and Administrative candidates.

Preparing for ILTS Assessments

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- Pearson has devoted a page to test preparation. Educators can access this page at the following link:
https://www.il.nesinc.com/PageView.aspx?f=GEN_PreparationMaterials.html
- Includes:
 - Test frameworks
 - Practice tests
 - Study guides

The screenshot shows the 'Prepare' page of the ILTS Illinois Licensure Testing System. The header includes the ILTS logo, the text 'Illinois Licensure Testing System', and navigation links for 'View Cart', 'My Account', and 'Contact Us'. A search bar is also present. The main navigation menu includes 'Home', 'Tests', 'Prepare', 'Register', 'Scores', 'Policies', 'Faculty Resources', and 'Find Info'. The 'Prepare' section is active, showing a dropdown menu to 'Select a test...' and a 'Go' button. Below this, there is a section titled 'Preparation Materials for ILTS Tests' with a link to 'Test Content and Study Guides'. This section features four cards: 'Test Frameworks' (What content is on a test?), 'Study Guides' (Prepare for the tests with these study guides), 'Practice Tests' (Learn more about ILTS practice tests), and 'Test of Academic Proficiency (TAP): Expanded Study Guide' (Prepare for the test with an interactive study guide). Each card has a 'Purchase Now' button. At the bottom, there is a section for 'Sample Questions for the Test of Academic Proficiency (TAP)' and a promotion for the 'Teacher Prep: Basic Skills Mobile App' with download links for the App Store, Google Play, and Amazon.

Official Scores

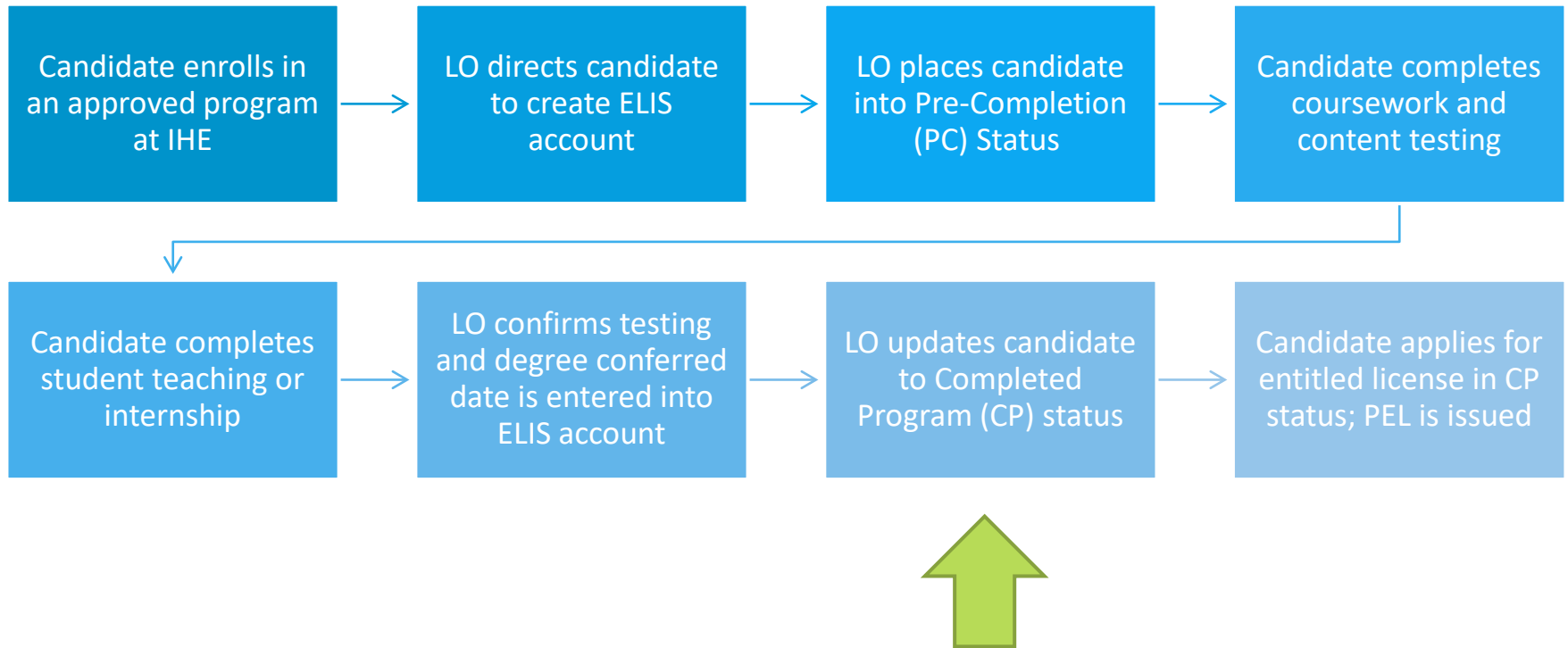
36

- Examinees receive “unofficial” results at the end of the test session.
- Official Scores* are sent electronically from Pearson to ISBE and uploaded into ELIS every two weeks.
- If a score appears to be missing, contact your Prep Liaison with candidate name, IEIN, test date and unofficial test scores (if available).
 - **Reminder:** Names must match exactly!
- An educator cannot be placed into Completed Program status until passing scores of all tests are reflected ***in their ELIS account***.
 - Scores* are posted in the examinee’s “My Account” under “Testing.”

*P, F, or I—Pass, Fail, or Incomplete

Entitlement Process

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Entitlement Requirements for Completed Program Status in ELIS

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LO updates
candidate to
Completed
Program (CP)
status

Before moving candidates to Completed Program, please verify the following:

- Bachelor's degree w/ conferred date, or Master's degree (if applicable)
- Completed approved preparation program PEL coursework
- Student Teaching/Internship Completed
- Passing content test score (in ELIS)
- Grade "C-" or above on all coursework
- Met all other criteria established by 23 Administrative Code
 - Licensure Officers are responsible for knowing the requirements, including the correct grade range, for each endorsement added via entitlement.

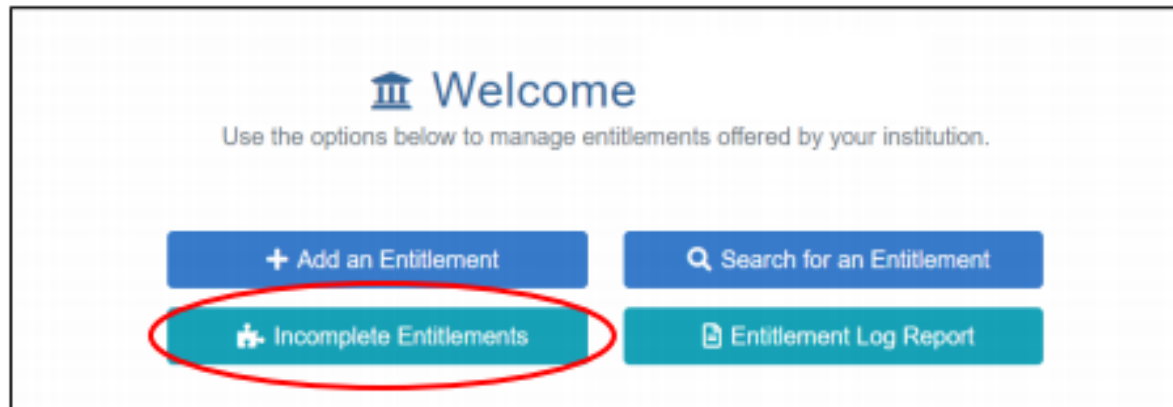


Incomplete Entitlements

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Incomplete Entitlements

To view entitlements in Pre-Completion (PC) status, Not Eligible for completed program status, and entitlements in completed program (CP) status



Incomplete Entitlements

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Incomplete Entitlement Key

The screenshot shows the 'Incomplete Entitlements' web application. At the top, there are tabs for 'Eligible', 'Not Eligible', and 'Completed'. Below these are several search filters: 'Educator First Name', 'Educator Last Name', 'Educator IEIN', 'Entered by', 'Updated By', 'License', and 'Endorsement'. A 'Search' button and a 'Clear' button are also present. Below the filters is a table with columns for 'First Name', 'Last Name', 'IEIN', 'Status', 'Entered By', 'Updated By', 'License', 'Endorsement', 'Content Test', 'EdTPA', 'Status Change', and 'Degree'. The table contains four rows of data. Numbered callouts (1-18) point to various elements: 1 points to the 'Eligible' tab; 2 points to the 'Educator First Name' search field; 3 points to the 'Educator Last Name' search field; 4 points to the 'Educator IEIN' search field; 5 points to the 'Entered by' search field; 6 points to the 'Updated By' search field; 7 points to the 'License' dropdown; 8 points to the 'Endorsement' dropdown; 9 points to the 'Search' button; 10 points to the 'Clear' button; 11 points to the 'Move to Completed' button; 12 points to the 'Export' button; 13 points to the 'Refresh' button; 14 points to the 'Status' column header; 15 points to the 'Content Test' column header; 16 points to the 'EdTPA' column header; 17 points to the 'Status Change' column header; and 18 points to the 'Degree' column header.

1. Eligible/Not Eligible/Completed: Individuals in PC status that are eligible for entitlement, not eligible, or completed.

- a. Eligible: Individual is in PC status and all testing is posted
- b. Not Eligible: Individual is in PC status and test requirement(s) missing
- c. Completed: Individual is in CP status, but has not yet applied for Entitlement
 - i. CP status expires after 1 year

2. Educator First Name: Filter eligible individuals by first name

3. Educator Last Name: Filter eligible individuals by last name

4. Educator IEIN: Filter eligible individuals by IEIN

5. Entered by: Filter eligible individuals by name of IHE representative who entered the initial pre-completion

6. Updated by: Filter eligible individuals by name of IHE representative who last updated the individual file

7. License: Filter by License type (PEL, APE, PIDU)

8. Endorsement: Filter by Endorsement

9. Search: Search results based on the filters entered/selected

10. Clear: Clear the search/filter to start a new search

11. Move to Completed: Move selected individuals to completed program status

12. Export: Export eligible individuals into an excel sheet

13. Refresh: Refresh screen to update

14. Status: Entitlement status of individual record

15. Content Test: Date the applicable content test results posted in ELIS

16. EdTPA: Date the applicable edTPA results posted in ELIS

17. Status Change: Date the entitlement status changed

18. Degree: Highest degree listed in ELIS account



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Incomplete Entitlements

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How to move from Pre-Completion (PC) to Completed Program (CP)

1. Start by clicking on the Eligible tab
2. Check the box next to the First Name(s) of the individual(s) that have completed a program
3. Once selected, click Move to Completed

	<input type="checkbox"/>	First Name
1	<input checked="" type="checkbox"/>	ALYSSA
2	<input checked="" type="checkbox"/>	Meghan
3	<input checked="" type="checkbox"/>	Kelly
4	<input checked="" type="checkbox"/>	Haley
5	<input type="checkbox"/>	Kaitlin
6	<input type="checkbox"/>	Emma
7	<input type="checkbox"/>	Maggie



Incomplete Entitlements

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4. Enter the Degree information in the pop-up screen, select Next

Move selected entitlements to a completed a status

Degree
Optionally add a degree

Confirmation
Review and commit changes

Degree Code Bachelors

Major 1 Elementary Education

Major 2 None

Major 3 None

Degree Date 11/18/2019

Previous Next

Helpful Hint: Select all individuals that have the same degree code, major and degree date. During this process you will be unable to add different degrees at one time.

5. Confirm list of completed entitlement individuals
6. Click Finish



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Education

Incomplete Entitlements

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Helpful Hint: If an individual is listed on the confirmation page incorrectly, click the "x" to remove the record

Move selected entitlements to a completed status

Degree - Bachelors, Elementary Education, 2019-11-18

SCGE -	NDER, ALYSSA	x
SCGE -	Kelly	x
SCGE -	, Haley	x
SCGE -	Emma	x

Previous Finish

7. Verify the status of entitled individuals, select finish or export results.

Results

Status	IEIN	Entitlement	Message
Successful		SCGE	
Successful		SCGE	
Successful		SCGE	

a b

Finish Export Results

Helpful Hint: Clicking on the IEIN of the individual will take you to the ELIS screen of the individual to verify the CP status.

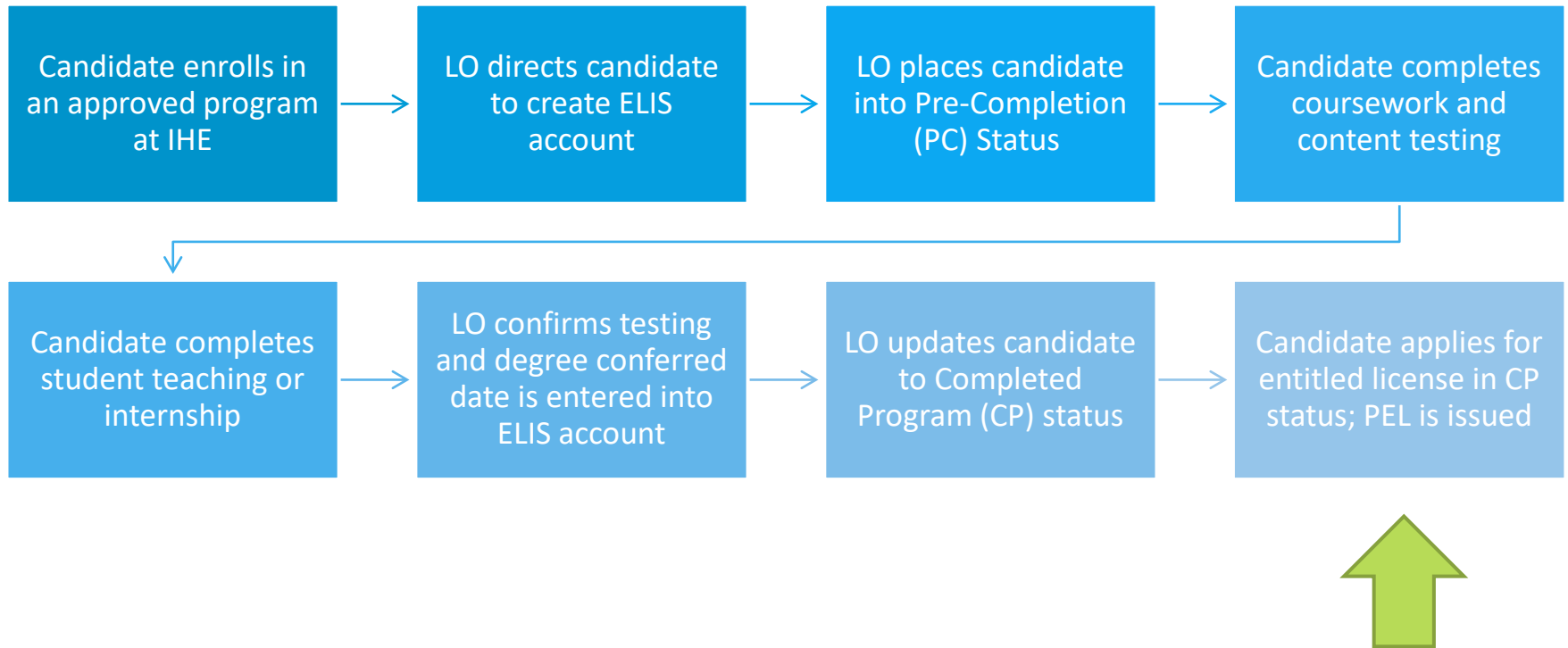
- a. **Finish:** Choose this option to go back to the home screen
- b. **Export Results:** Choose this option to export the batch entitlements into a spreadsheet



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Education

Entitlement Process

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Applying for Entitlement

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- Once a license/endorsement has been placed in 'Completed Program,' a change in the home screen of the educator occurs.
- Candidates have 1 year from time of CP status to apply before the entitlement expires. If that happens, the LO can re-entitle them (provided they still meet *current* requirements for their particular program) OR the candidate can apply through ISBE for evaluation (though they would have to provide a copy of their transcripts and an 80-09 form from the college or university).

Attention: You now have a license that is not yet valid. Click [registrations](#) in your action center to register your license.

Primary Information Full Name: Teacher J. Bogus IEIN: 970826 DOB: 10/31/1972 Gender: Female	Contact Information Address: 1234 Main Street City, State Zip: Springfield, IL 62702 Email: efox@isbe.net , efox@isbe.net Primary Phone: (217) 555-1212 Secondary Phone: Click Here to Edit Your Contact Information	Profile PD Status: Active Click Here to Update
----------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------

Important: Requirements for middle grade endorsements will change February 1, 2018. Visit <https://www.isbe.net/Documents/future-of-illinois-middle-grades.p>

It appears you have completed an Approved Illinois Educator Preparation Program. Click 'Apply Now' button below to apply for a license and/or endorsement(s).

License
Professional Educator License (PEL) Apply Now
Endorsements
Science-Earth and Space Science

Educator now has ability to apply for the entitled license/endorsement

Applying for Entitlement

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APPLICATION WIZARD



Applying for Entitlement

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Completer's
Survey

[Click here to edit your contact information](#)

Candidate Entitlement Application

Before receiving your license, please 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 10 minutes.

[Click here to take the survey now!](#)

Next Cancel

Teacher
program
completers
only!

Please select the category that best describes the teacher preparation that led to or is leading to your first teaching license.

Alternative/lateral entry (serving as a classroom teacher while completing initial licensure/credential requirements)

Teach for America

Public College or University

Private College or University

Please select the category that best describes the teacher preparation that led to your first teaching license.

For Best Results: Use a desktop or laptop to complete the survey in Chrome or Safari.

PRO TIP: Close the pop-up window and return to previous window and hit “Next” button.



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Education

Applying for Entitlement

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Background Questions

- Depending on answers to these questions, PEL may issue or go into pending review status
- If PEL goes into pending review, educator will be contacted by ISBE for next steps



Subsequent Endorsements

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- Once an educator holds a PEL, he/she can add additional/subsequent content area endorsements.
- IHEs can entitle for subsequent endorsements by verifying 18 hours of coursework (and any applicable distributions) + passing content test score
 - Candidates with a PEL in Science or Social Science area can add a subsequent endorsement in another Sci/SocSci area with 12 hours of credit in that content area
- IHEs can add subsequent endorsements for ANY endorsement that does not require a full program.
 - IHEs may also require a candidate to complete a full program in any other endorsement area they deem necessary.

ISBE Process

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Common examples of when educators are **not** entitled by an IL institution:

- Educator is seeking a subsequent endorsement and is short coursework hours
- Out of State full program/endorsement completers
- Completed an IL program and entitlement expired out after 1 year; program has been discontinued
- Didn't complete all requirements of an IL program and now wants an IL license
- **NOTE: Illinois offers reciprocity to educators already validly licensed from out of state. Educators apply on their own for ISBE review and must provide a copy of their valid OOS license along with a transcript showing their degree. Once both of those pieces are received and evaluated, the educator will be granted an Illinois PEL in the subject areas and grade ranges closest to what appears on their OOS license.**



ISBE Process *(not able to entitle)*

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Apply through ELIS for PEL/ endorsement

Educator sends transcript, 80-09, official test results

Educator waits “in-line” to be evaluated (weeks to months)

ISBE reviews all transcripts on file- verifies all requirements for application

PEL/Endorsement is either issued or marked deficient

Acceptable Areas of Coursework

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- When educators apply to ISBE for endorsements, their coursework is often evaluated according to our [Acceptable Areas of Coursework](#) document.
- This document lists common course titles and subject matters which are generally accepted toward specific endorsement areas.
- This may be a helpful tool for you if you are conducting transcript audits for transfer students and determining their need for a full or focused program.
- The document can be found in pdf form on ISBE's Subsequent Teaching Endorsements [page](#).



Common Forms

- **80-09**: Used to confirm a candidate who applied via ISBE completed an approved IL program, but IHE can no longer entitle
- **80-02s**: Used to confirm a candidates who applied via ISBE completed an Out of State program
- **73-71**: Name or SSN change request; merge ELIS accounts
- **80-07**: Re-evaluation of coursework request
- **83-85**: Verification of Individualized Pathway

Forms can be uploaded directly into educators' Images section. Notify liaison when form is added.

ILLINOIS ADMINISTRATIVE RULE & SCHOOL CODE



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Illinois Administrative Rule

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Part 25-Educator Licensure

<https://www.isbe.net/Documents/25ark.pdf>

- Requirements for licensure
- Requirements for endorsements
- Illinois Licensure Testing System (ILTS)
- Accreditation and approval of preparation programs
- Clinical experiences
- Alternative licensure

Illinois Administrative Rule

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- Part 20 (Standards for Endorsements in Elementary Education)
- Part 21 (Standards for Endorsements in the Middle Grades)
- Part 22 (Code of Ethics for Illinois Educators)
- Part 23 (Standards for School Support Personnel Endorsements)
- Part 24 (Standards for all Illinois Teachers)
- Part 26 (Standards for Endorsements in Early Childhood Education and Elementary Education)
- Part 27 (Standards for Endorsements in Specific Teaching Fields)
- Part 28 (Standards for Endorsements in Special Education)
- Part 29 (Standards for Administrative Endorsements)
- Part 30 (Programs for the Preparation of Principals in Illinois)

Find all rules in their entirety at this [link](#).

Tips and Tricks

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- Becoming familiar with rule will be very helpful to you and your work as the LO
- Use CTRL+F (Find) to look for specific words or phrases in rule when you don't know exactly in what section they might be
- Keeping a short list of the sections you most commonly need may help you search more quickly as well (e.g. 25.620 regards student teaching)



ENTITLEMENT AUDITS



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Entitlement Audits

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- According to Section 21B-25 of the School Code, every IHE must be audited by the State Board at least once every five years.
- Audits verify that proper procedures were followed for candidates entitled by each institution in the previous 12 months.
- If your IHE is being audited, you will be notified, provide documentation back to ISBE, and comply with requests for further information as needed.
- More information can be found in section 25.127 of rule.

Entitlement Audit - General Timeline

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Entitlement Audit Webinar	Early January
Engagement letters submitted to IHE's being audited	Early January
Selected IHE's documentation requested by ISBE due	Mid-February
ISBE Review/completion of Finalized Entitlement Audit Report	Mid-February – Late March
ISBE sends Audit Report to IHE with request for further clarification	Early April
IHE submits further information to ISBE	Early May
ISBE staff does final review clearing or indicating findings for IHE	Early June
IHE develops and submits remediation plan to ISBE (if applicable)	Remediation plan must be submitted within 60 days of communicated findings
SEPLB and State Board approve remediation plan prior to implementation	July (no findings) OR August (if remediation plans are required)

ANNUAL PROGRAM REPORTING (APR)



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Annual Program Reporting

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- February 1- April 30 annual reporting window
- Candidate and Institution data is reported for all approved programs (teaching, school support, and administrative)
- IHE Contact Directory- IHE must update as needed
- More information can be found [on the APR website](#)



PROGRAMS



Illinois
State Board of
Education

Directory of Approved Programs

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DIRECTORY OF APPROVED PROGRAMS

Want to be a teacher, administrator or school support personnel in Illinois? Utilize the search bar to find the Illinois Institutions of Higher Education (IHE) that offer approved preparation programs by institution name, program name or location. Also, find approved programs using the filter function on the left side of the page. For questions about specific program requirements (i.e. coursework, student teaching placement, program completion timeline), please contact the IHE directly.

FILTERS

PROGRAM TYPES

☐ Administrative
☐ School Support Personnel
☐ Teaching

PROGRAMS

Search by Institution Name, Program Name, or Location

DELIVERY MODE

☐ Blended
☐ Online
☐ Traditional

PROGRAM FORMAT

☐ Alternative
☐ Traditional

PROGRAM LEVEL

☐ Endorsement
☐ Graduate
☐ Undergraduate

Augustana
COLLEGE

Aurora
University

Benedictine
University

Blackburn
COLLEGE
Learn. Work. Earn.

BRADLEY
University

CHICAGO
STATE
UNIVERSITY

Columbia
COLLEGE CHICAGO

CONCORDIA
UNIVERSITY
CHICAGO

DEPAUL
UNIVERSITY

DOMINICAN
UNIVERSITY

EASTERN
ILLINOIS
UNIVERSITY

Elmhurst
College

Erikson
Institute

EUREKA
COLLEGE

Governors
State
UNIVERSITY

GREENVILLE
UNIVERSITY

- ISBE's Directory of Approved Programs is a tool used by prospective candidates to research Illinois programs in their areas of educational interest.
- The Directory includes all current IHE's and lists every program they host.
- Candidates can sort by program type, program level, and program delivery.
- It can be found [here](#).



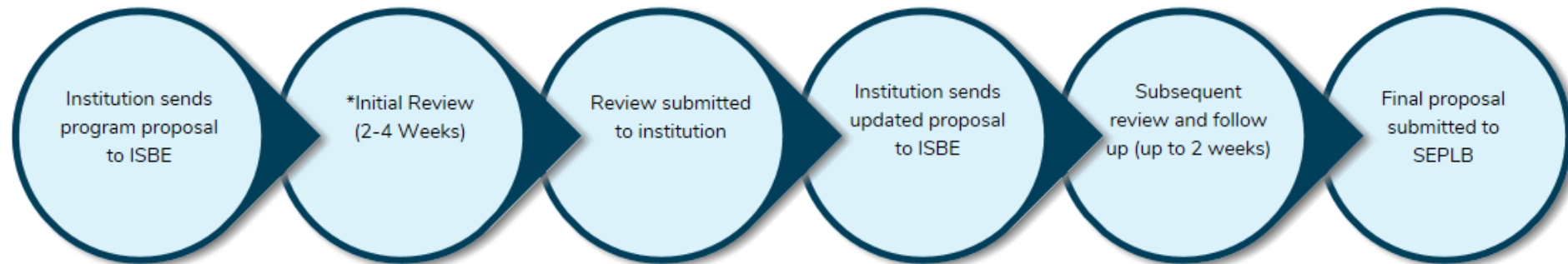
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New Program Proposal Process

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PROGRAM REVIEW PROCESS

All preparation proposals shall follow the process below. Proposals that do not obtain initial approval may undergo a truncated version of this process as determined by the agency.



- a. *Peer Review is mandatory for Principal and Superintendent programs.
- b. *Peer Review is optional for Early Childhood, Elementary Education, Middle Grades, Secondary, and Alternative programs.
- c. *Agency staff will review all proposals.



The Basics of Program Proposals

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- All proposals must meet requirements set forth in rule at the time the proposal is submitted.
- Formatted proposals can be found on the College and Universities [site](#), under Educator Preparation Program Resources*
- Proposals consist of the following requirements:
 - Program Components
 - Admission Criteria
 - Faculty
 - Course of Study
 - Field Experiences & Clinical Practice
 - Program Assessments
 - Standards Alignment
 - Assurances

***Updated forms will be coming soon!**

ILLINOIS STATE BOARD OF EDUCATION
Center for Educator Effectiveness
100 North First Street, E-310 • Springfield, IL 62777-0001
Phone: 217.782.2948 • Fax: 217.357.8392

**MIDDLE GRADES (5-8)
PROGRAM PROPOSAL**

All program proposals shall meet requirements set forth in rule at the time the proposal is submitted.

Submit Proposals to: Cristina Dimmitt-Salinas, cdimmitt@isbe.net
Please also email a copy to your ISBE consultant

PROGRAM COMPONENTS

Institution: _____

Date of Submission to State Board of Education: _____

Primary Contact: _____ Email: _____ Phone number: _____

Secondary Contact: _____ Email address: _____ Phone number: _____

Name of the Education Unit: _____

Name of the Program: _____

Endorsements to be awarded: _____

Term: _____

☐ Semester ☐ Trimester ☐ Quarter ☐ Other

Semester hour equivalent: (If credit is not awarded in semester hours) _____

Type of Program: _____

☐ Traditional (face to face) ☐ Blended (traditional & online) ☐ Online Only ☐ Alternative

Degree to be awarded: _____

☐ Licensure Only ☐ Undergraduate ☐ Graduate ☐ Doctorate

Level of the Program (as defined by CAEP): _____

☐ Initial ☐ Advanced ☐ Alternative

Projected Size of Initial Cohort: _____

Projected Student Entry Date: _____



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Program Change Process

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- IHE submits a program change proposal in pdf format directly to their ISBE liaison who will acknowledge receipt of the proposal.
- ISBE staff will review all of the proposal's components and note where changes are suggested and/or required to approval
- If any further information is needed, you will be notified with all suggested and required changes. This process will continue until no further changes or updates are needed.
- Your liaison will notify you via email when the program change is approved.

The program change form can be found on the website: <https://www.isbe.net/Pages/Educator-Licensure-Colleges-and-Universities.aspx>*

***Updated forms will be coming soon!**



Illinois
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State Educator Preparation & Licensure Board (SEPLB)

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- SEPLB meetings generally take place on the first Friday of every other month.
- Prior to each meeting, agendas are posted on the [ISBE website](#).
- If you plan on presenting during public comment, you must sign in prior to the beginning of the meeting.
- New Program representatives should plan to attend SEPLB.
- Guidelines can be found [here](#).

Get Started!

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- ❑ Get access to ELIS and APR (if applicable)
- ❑ Work with IHE dean and faculty to understand your IHE's program requirements
- ❑ Familiarize self with ELIS and entitlement process
- ❑ Familiarize self with ISBE websites
 - [Colleges and Universities](#)- links to program templates, licensure officer site, standards links, and testing info.
 - [Licensure](#)- General requirements for endorsements, approvals, link to rules/legislation etc.



QUESTIONS?



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THANK YOU FOR COMING!



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