

Professional Educator License Checklist for Out-of-State Applicants

This checklist is a resource for out-of-state (including all U.S. territories) educators to use when applying for an Illinois Professional Educator License (PEL). Upon evaluation, additional documentation may be requested by ISBE prior to the license being issued.

Additional information regarding requirements can be found on the [ISBE Professional Educator License webpage](https://www.isbe.net/elis).

<input type="checkbox"/>	Create an Account	Create an account in the Educator Licensure Information System (ELIS).	https://www.isbe.net/elis
<input type="checkbox"/>	Apply for Licensure	Apply for a PEL in your ELIS account. Educators will be considered for all areas listed their valid, comparable out-of-state license.	https://www.isbe.net/elis
<input type="checkbox"/>	Submit Transcripts	Request an official transcript that reflects completion of a bachelor’s degree or higher from a regionally accredited institution. Transcripts must be sent directly from the college/university to ISBE. School Support Personnel (except for School Nurse) and Administrative endorsements require completion of a master’s degree or higher.	transcripts@isbe.net OR Regional Office of Education/Intermediate Service Center OR Illinois State Board of Education Educator Effectiveness E-240 100 North First Street Springfield, IL 62777
<input type="checkbox"/>	Submit Out-of-State Teaching License Or ISBE Form 80-02 / 80-02S	Provide a copy of your valid, out-of-state teaching license. Either ISBE Form 80-02 or 80-02S is required if you do not hold a valid, comparable license. The college/university must fill out the form and submit it directly to ISBE.	Upload a PDF version of your license to your ELIS account: <ul style="list-style-type: none"> Go to “Images” tab. Click “Add Image.” Select “Out of State Certificate.”

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