



# Illinois State Board of Education

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www.isbe.net

James T. Meeks  
Chairman

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State Superintendent of Education

## Applying for an Illinois Professional Educator License (PEL)

This checklist is a resource for educators to use when applying for an IL Professional Educator License (PEL) as an out of country (OOC) license holder. Although each PEL has its own requirements, following this process will allow ISBE to evaluate applications with initial required documentation.

### CHECKLIST

<input type="checkbox"/>	Create an ELIS account	<a href="#">ELIS Log-In</a>
<input type="checkbox"/>	Apply for a PEL <sup>1</sup> , from your ELIS account, in the content and grade range closest to your OOC license	<a href="#">How- To Videos</a>
<input type="checkbox"/>	Send an official transcript evaluation reflecting a bachelor’s degree or higher from a regionally accredited institution. The evaluation must verify completion of an education preparation program and/or state the grade range/content area you are qualified to teach  *International transcripts must be translated by an approved foreign credential evaluation service. You do not need to send original copies of your foreign transcripts to ISBE	<b>Mail Code:</b> E-240 <b>Email:</b> <a href="mailto:transcripts@isbe.net">transcripts@isbe.net</a>  <a href="#">Foreign Credential Evaluation Service</a>

For more details regarding requirements: [www.isbe.net/Pages/Professional-Educator-License.aspx](http://www.isbe.net/Pages/Professional-Educator-License.aspx)

1 An application fee will be collected via credit card before the application is submitted