

## Professional Educator License (PEL) Checklist for Out of Country Applicants

This checklist is a resource for educators to use when applying for an Illinois Professional Educator License as an out of country applicant. Upon evaluation, additional documentation may be requested by ISBE prior to the license being issued.

Additional Information regarding requirements can be found here: <https://www.isbe.net/Pages/Professional-Educator-License.aspx>

<input type="checkbox"/>	<b>Create an Account</b>	Create an account in the Educator Licensure Information System (ELIS).	<a href="https://sec3.isbe.net/IWASNET/login.aspx">https://sec3.isbe.net/IWASNET/login.aspx</a>
<input type="checkbox"/>	<b>Apply for licensure</b>	<p>Apply for the Professional Educator License (PEL) in your ELIS account.</p> <p>At the time of the initial evaluation for an Illinois Professional Educator License (PEL), educators will be considered for all areas listed on his or her foreign credential report.</p>	<a href="https://sec3.isbe.net/IWASNET/login.aspx">https://sec3.isbe.net/IWASNET/login.aspx</a>
<input type="checkbox"/>	<b>Submit Transcripts</b>	<p>Send an official transcript evaluation reflecting completion of 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.</p> <p>School Support Personnel (except for School Nurse) and Administrative endorsements require completion of a master's degree or higher.</p> <p>International transcripts must be evaluated by an <a href="#">ISBE-approved foreign credentials evaluation service</a>. Transcripts must be sent directly from the evaluation service.</p>	<p><a href="mailto:transcripts@isbe.net">transcripts@isbe.net</a></p> <p><b>OR</b></p> <p>Illinois State Board of Education Educator Effectiveness E-240 100 North First Street Springfield, IL 62777</p>
<input type="checkbox"/>	<b>Demonstration of English Language Proficiency</b>	Educators prepared out-of-country whose language of instruction was NOT English must pass the English Language Proficiency test.	<a href="http://www.il.nesinc.com/">http://www.il.nesinc.com/</a>