

Professional Educator License Checklist for Out-of-Country Applicants

This checklist is a resource for out-of-country 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 on their out-of-country credential report.	https://www.isbe.net/elis
<input type="checkbox"/>	Submit Transcripts	International transcripts must be evaluated by an ISBE-approved out-of-country credential evaluation service and sent directly from the evaluation service to ISBE. The official transcript evaluation must reflect completion of a bachelor's degree or higher from a regionally accredited institution and list each completed course, number of semester hours earned for each course, and the U.S. equivalent of all degrees awarded. It must also verify completion of an education preparation program and/or state the grade range/content area you are qualified to teach. 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

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