1. Choose “Renew my PARA”

   ![ACTION CENTER]
   
   Renew my PARA

   *For 2018 Renewal Details, visit https://www.isbe.net/Pages/EdLicRenewal.aspx

2. Complete and hit “Next”
3. Complete and hit “Next”

Paraprofessional Application Wizard

Please answer the following required questions of the Criminal History Disclosure Statement.

Yes No Question
☐ ☐ Have you ever had a license or certificate (teaching, administrative, school support, etc.) formally denied, suspended, or revoked in Illinois or any other state?

☐ ☐ Have you ever been convicted of a felony in Illinois or any other state, or are you subject to pending criminal charges for a felony in Illinois or any other state? (If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)

☐ ☐ Have you ever been convicted of any sex, narcotic, or drug offense in Illinois or any other state, or are you subject to pending criminal charges for any sex, narcotic, or drug offense (whether felony or misdemeanor) in Illinois or any other state? (If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)

☐ ☐ Have you failed to (a) file an Illinois tax return, (b) pay the interest, penalty, or tax shown on an Illinois filed return, or (c) pay any final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue which was not subsequently resolved to the Department’s satisfaction?

☐ ☐ Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? (Note: You must answer “Yes” to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer “No” to this question if the finding was reversed on appeal.)

☐ ☐ Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?

☐ ☐ Are you currently more than 30 days delinquent in complying with a child support order?

No, I am not more than 30 days delinquent in complying with a child support order. I certify under penalty of perjury that this information is true and correct. I understand that failure to comply with this question may result in disciplinary action and that making a false statement with regard to this question may subject me to disciplinary action and contempt of court.

Yes, I am currently more than 30 days delinquent in complying with a child support order.

☐ ☐ I certify, under penalty of loss of my right to teach or work in the schools of Illinois, the answers to these questions are true and correct in every respect.

4. Complete and hit “Next”

Please answer the following required question for this application.

Yes No Question
1. ☐ ☐ Do you have a high school diploma or recognized equivalent?
5. Complete and hit “Next”

6. Complete and hit “Next”

7. Enter your payment information
8. Confirm the info is correct (Fee amount should show $0) and hit “Make Payment”
9. Print this screen for your records then hit “Finish”

10. Choose “Registrations”
11. Choose “Register This License Only”

12. Complete and hit “Next”
13. Choose a region

Please select the primary region in which you would like to register your license and click the "Next" button. You should register your license in the region where you plan to work or live. You will have an opportunity to select additional regions at no cost in the Credentials section of your ELIS account.

Region:

<table>
<thead>
<tr>
<th>Previous Region</th>
<th>New Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>If you work in Union, Alexander, or Pulaski County, choose Region 30</td>
</tr>
<tr>
<td>10</td>
<td>If you work in Johnson or Massac County, choose Region 21</td>
</tr>
<tr>
<td>22</td>
<td>Choose Region 03</td>
</tr>
<tr>
<td>25</td>
<td>Choose Region 26</td>
</tr>
<tr>
<td>27</td>
<td>If you work in Jefferson County, choose Region 13</td>
</tr>
<tr>
<td>38</td>
<td>If you work in Hamilton County, choose Region 20</td>
</tr>
<tr>
<td>33</td>
<td>Choose Region 33</td>
</tr>
<tr>
<td>38</td>
<td>If you work in Logan County, choose Region 17</td>
</tr>
<tr>
<td>43</td>
<td>If you work in Menard County, choose Region 51</td>
</tr>
<tr>
<td>55</td>
<td>If you work in Mason County, choose Region 53</td>
</tr>
<tr>
<td>46</td>
<td>If you work in Woodford County, choose Region 53</td>
</tr>
<tr>
<td>55</td>
<td>If you work in Putnam or Marshall County, choose Region 35</td>
</tr>
<tr>
<td>55</td>
<td>Choose Region 01</td>
</tr>
<tr>
<td>55</td>
<td>Choose Region 47</td>
</tr>
</tbody>
</table>

14. Enter your payment information and hit “Next”
15. Confirm the information is correct (fee amount should be $5 per year) and hit “Submit”
16. Complete and hit “Finish”

17. Verify your license expiration date and registered through date are 2024.