



Illinois State Board of Education

Previous Qualifications for Educator Licensure

Previous qualifications can be added to the ELIS accounts of educators who first became qualified to teach a subject and grade range **on or before June 30, 2004**. The educator may qualify with 16 semester hours of coursework in the applicable content area (note that Safety and Driver's Education requires a specific distribution of courses). All coursework must be completed through a regionally accredited institution with a C- grade or higher and must be completed prior to July 1, 2004. Remedial coursework (which normally is coursework below the 100-level) cannot be used. The licensure specialist, regional superintendent, or assistant regional superintendent may complete the evaluation.

Educators completing requirements for a subject area **on or after July 1, 2004**, must meet the current requirements and cannot be deemed "previously qualified." These educators must hold the applicable endorsement on their license to be assigned to teach the subject.

Any educator who is teaching by virtue of meeting the qualifications set forth in this document shall have a designation for the specific content area and grade range added to his or her ELIS account by the applicable regional office of education. The designation must be added **prior** to the educator being assigned to the position in which the previous qualification is required.

History of Previous Qualifications

- Content area endorsements have not always existed on teaching certificates/licenses.
- As a result, employers were responsible for determining if an educator was qualified to serve in a teaching position based on the requirements at the time of the issued certificate or coursework completed after the certificate was issued.

Previous Qualification vs. Endorsements

Type	Fee	Validity	Effective Date	Status in ELIS	Content Test Required
<i>Previous Qualification</i>	None	Life of PEL	Depends upon evaluation completion date	Designation	No
<i>Endorsement</i>	\$50 per application	Life of PEL	Depends upon evaluation completion date	Endorsement on the PEL	Yes

Evaluation Guidelines

- Complete Previous Qualification Worksheet (78-26) and upload into the educator's ELIS account in the Images section
- Add the educator's corresponding Previous Qualification as a designation into their ELIS account
- There is no fee associated with a previous qualification being added to an educator's ELIS account.
- It is the responsibility of the regional office of education to ensure all schools within their region have qualified educators in each teaching position.
- Methods courses for particular subject areas can be applied toward requirements.
- All credits required are listed in semester hours. If an institution is on quarter hours, multiply the quarter hours by .66 to determine the equivalent semester hours.
- All coursework used toward previous qualification requirements must be earned with a "C-" or higher. If a "passing" grade was earned, "passing" grades must be equivalent to a "C-" or higher at that institution of higher education.
- Remedial coursework cannot be used in evaluations. Typically, remedial coursework is below the 100-level. Check the key on the back of each transcript to see how remedial coursework is numbered at that college or university.
- Generally, the department in which the course is offered will determine the subject where a course is placed. Courses that are cross listed in more than one department may be applied to requirements in subjects appropriate to each.
- Any educator meeting the previous qualifications requirements on July 1, 2004 or after must apply for the endorsement on their PEL and meet the current requirements.
- You must complete a separate qualification worksheet for each Previous Qualification and educator earns. (e.g. one worksheet for mathematics, another one for music.)
- All coursework must be completed before July 1, 2004.
- The 'effective date' you will use in ELIS for the Previous Qualification will be the date the evaluation was completed.

Completing the Previous Qualification Evaluation

- Open the educator's ELIS account.
- Verify the educator holds a Professional Educator License originally issued prior to July 1, 2004.
- Gather all transcripts on file sorting from oldest to most recent.
- Open the Previous Qualification Evaluation Worksheet.
- Complete the first section of the Previous Qualification Evaluation Worksheet.
- Determine the coursework requirements by locating the desired previous qualification content area and grade range.
- Complete the table on the Previous Qualification Worksheet by listing the higher education content courses from transcripts of all regionally accredited institutions of higher education. You will list the course number, course title, institution the course was completed, the semester hours earned for each course entered, and when the coursework was completed.
- You must complete a separate Previous Qualification Worksheet for each content area.
- After determining the educator is previously qualified, follow the evaluation guidelines below to add the previous qualification to the educator's ELIS account.

Step 1

- Complete the Previous Qualification (78-26) worksheet

Step 2

- Upload the Previous Qualification (78-26) into the educator's ELIS account in the Images section

Document * Confidentiality Level

78-26 - 78-26 Previous Qualifications Worksheet High

Description

Country State Institution

United States Please select a state.

Upload File *: No file chosen

Step 3:

- After completing and uploading the Previous Qualification (78-26) worksheet, go to the "Credentials" page to add the Previous Qualification as a designation in the educator's ELIS account

Primary Information Contact Information Profile

Full Name [Redacted] Address [Redacted] PD Status **Active**

IEIN [Redacted] City, State Zip [Redacted] Deceased: **No**

SSN [Redacted] Email [Redacted]

DOB [Redacted] Phone [Redacted] Phone 2 [Redacted]

Applications

Step 4:

- Select the "Add New" button

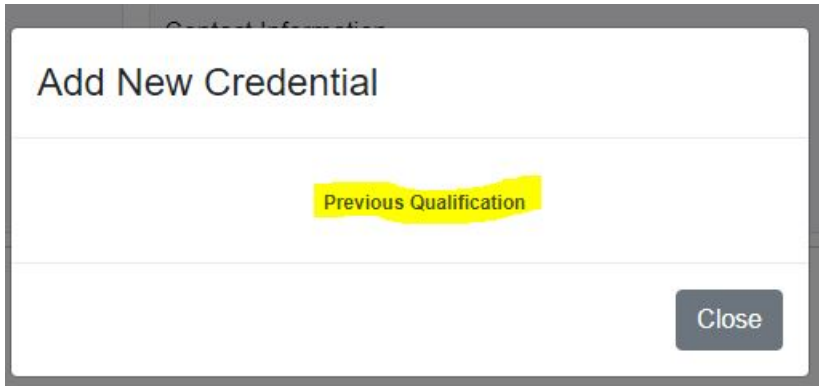
Profile

PD Status **Active**

Deceased: **No**

Step 5:

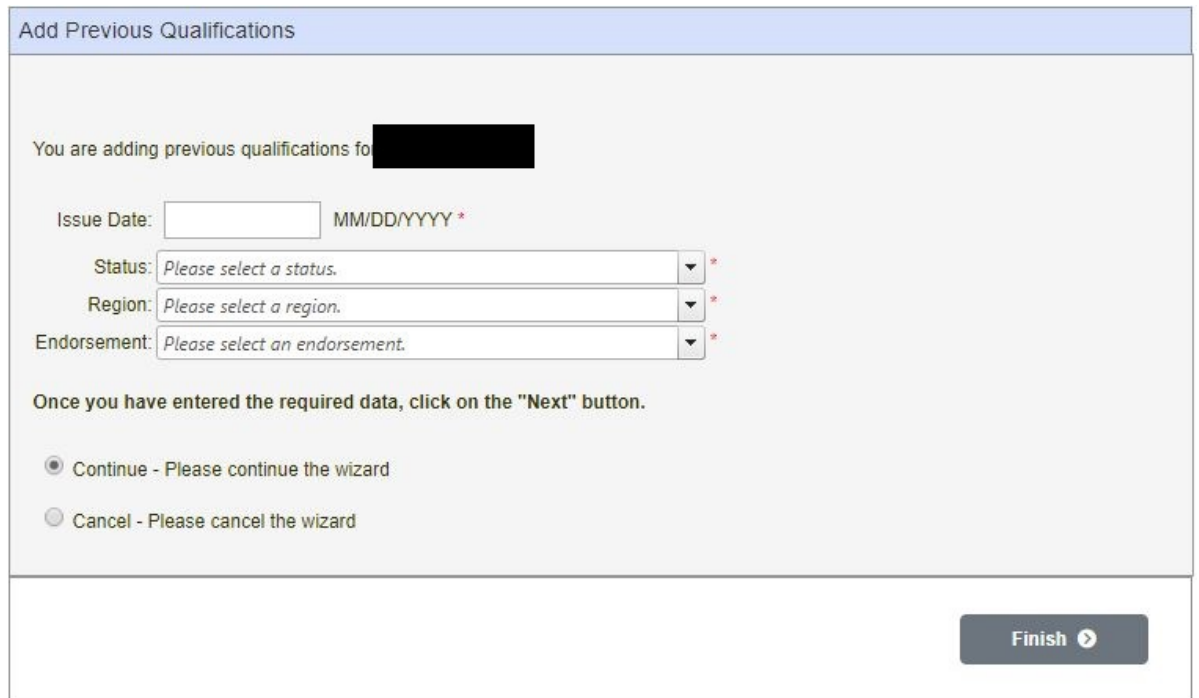
- Select "Previous Qualification"



The screenshot shows a dialog box titled "Add New Credential". Inside the dialog, there is a menu item labeled "Previous Qualification" which is highlighted in yellow. At the bottom right of the dialog, there is a "Close" button.

Step 6:

- Add the required information in the Previous Qualification menu including the "effective date" of the date the evaluation was completed and select "finish" at the bottom of the page.



The screenshot shows a form titled "Add Previous Qualifications". The form contains the following fields and options:

- A text field for "Issue Date" with a placeholder "MM/DD/YYYY *".
- A dropdown menu for "Status" with the placeholder "Please select a status. *".
- A dropdown menu for "Region" with the placeholder "Please select a region. *".
- A dropdown menu for "Endorsement" with the placeholder "Please select an endorsement. *".

Below the input fields, there is a instruction: "Once you have entered the required data, click on the 'Next' button." and two radio button options:

- Continue - Please continue the wizard
- Cancel - Please cancel the wizard

At the bottom right of the form, there is a "Finish" button with a right-pointing arrow.

Self-Contained Classroom

Elementary (Kindergarten through Grade 9)

If licensed prior to July 1, 2004, an educator must hold a valid certificate for the grade level assigned and have formal training in each basic instructional area to be taught.

16 semester hours of coursework completed in the following areas:

- A. Language Arts
- B. Mathematics
- C. Science
- D. Social Science
- E. Physical Education
- F. Health
- G. Fine Arts
- H. General Elementary Teaching Methods
- I. Elementary Reading Teaching Methods

Middle Grades Subjects (Grades 5-8)

If licensed prior to July 1, 2004, an educator must have 16 semester hours of coursework from a regionally accredited institution in the applicable content area to be eligible for the previous qualification.

Middle Grades previous qualifications are available in the following areas. You may utilize the Acceptable Areas of Coursework document for applicable coursework.

General Science (GESC)	16 semester hours in GESC
Language Arts (LA)	16 semesters hours in LA
Mathematics (MATH)	16 semester hours in MATH
Social Science (SOSC)	16 semester hours in SOSC

Secondary Level Subjects (Grades 5-12)

If licensed prior to July 1, 2004, an educator must have 16 semester hours of coursework from a regionally accredited institution in the applicable content area to be eligible for the previous qualification.

Secondary Level 5-12 previous qualifications are available in the following areas. You may utilize the Acceptable Areas of Coursework document for applicable coursework.

Agricultural Education (AGED)	16 semester hours in AGED
Business, Marketing, and Computer Education (BMC)	16 semester hours in BMC
Business, Marketing, and Computer Education: Business Computer Programming (BMCP)	16 semester hours in BMCP
Computer Applications (COAP)	16 semester hours in COAP
Computer Science (COSC)	16 semester hours in COSC
Family and Consumer Science (FACS)	16 semester hours in FACS
Technology Education (Industrial Arts)(TEED)	16 semester hours in TEED

Secondary Level Subjects (Grades 9-12)

If licensed prior to July 1, 2004, an educator must have 16 semester hours of coursework from a regionally accredited institution in the applicable content area to be eligible for the previous qualification.

Secondary Level 9-12 previous qualifications are available in the following areas. You may utilize the Acceptable Areas of Coursework document for applicable coursework.

English Language Arts (ELA)	16 semester hours in ELA
Mathematics (MATH)	16 semester hours in MATH
Safety and Drivers Education (SDE)*	16 semester hours in SDE distribution (see below)*
Science: Biology (SCIB)	16 semester hours in SCIB
Science: Chemistry (SCIC)	16 semester hours in SCIC
Science: Earth and Space (SCES)	16 semester hours in SCES
Science: Environmental (SCIE)	16 semester hours in SCIE
Science: Physics (SCIP)	16 semester hours in SCIP
Social Science: Economics (SSEC)	16 semester hours in SSEC
Social Science: Geography (SSGE)	16 semester hours in SSGE
Social Science: History (SSHI)	16 semester hours in SSHI
Social Science: Political Science (SSPS)	16 semester hours in SSPS
Social Science: Psychology (SSPY)	16 semester hours in SSPY
Social Science: Social Anthropology (SSSA)	16 semester hours in SSSA

*Safety and Driver's Education:

- 3 semester hours in General Safety
- 6 semester hours in Driver Education, Advanced Traffic Safety, and Methods of simulation or multiple-car programs
- 7 semester hours chosen from two or more of the following areas:
 - General Safety, including Traffic and Industrial Safety
 - Advanced Psychology and Sociology
 - First Aid and Health Education
 - Instructional Materials

Full Grade Span Subjects (Grades PK-12)

If licensed prior to July 1, 2004, an educator must have 16 semester hours of coursework from a regionally accredited institution in the applicable content area to be eligible for the previous qualification.

Full span previous qualifications are available in the following areas. You may utilize the Acceptable Areas of Coursework document for applicable coursework.

Dance (DA)	16 semester hours in DA
Drama/Theatre Arts (DTA)	16 semester hours in DTA
Health Education (HEED)	16 semester hours in HEED
Library Information Specialist (LIS)	16 semester hours in LIS
Music (MUS)	16 semester hours in MUS
Physical Education (PE)	16 semester hours in PE
Reading Educator (READ)	16 semester hours in READ
Technology Specialist (TESP)	16 semester hours in TESP
Visual Arts (VART)	16 semester hours in VART
World Language	16 semester hours in target World Language