Previous Qualifications for Teacher Licensure

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Completing the Qualification Evaluation Forms: Instructions for Regional Offices of Education and Intermediate Service Centers

1) Find a set of requirements within this document that matches the year the teacher first became qualified in the applicable subject area. If a person failed to fully meet the requirements in existence at the time of initial licensure and later takes courses under a new set of requirements, the individual must meet the requirements in effect at the time the last course was completed.

2) Tally the higher education content courses listed on all regionally accredited institution of higher education transcripts in the Educator Licensure Information System (ELIS) that meet the applicable requirements and list each course on the Previous Qualification Evaluation Worksheet. Please list the course prefix and number (e.g., MATH 101), as well as the semester hours (e.g., three hours).

3) After determining and indicating whether or not the individual is qualified, upload the worksheet page and the cover sheet to the educator’s ELIS account.

4) If an educator is deemed qualified, add a “Previous Qualification” in the applicable grade level and subject area within the educator’s ELIS account by following the steps below.
   i. On the educator’s “Credentials” page, click the “Add New” button in the upper right-hand corner.
   ii. Select “Previous Qualification” from the “Add New Credential” menu.
   iii. In the “Issue Date” field, enter the print date of the educator’s transcript that shows the last course completed to be qualified for the area in question. Select “I-Issued” as the status, add your region, and select the applicable endorsement area. A “Grade” field will pop up after you select an endorsement area.
   iv. You may add multiple previous qualifications on this screen. A new “Endorsement” field will populate after the grade range is selected for the first field. Click “Finish” to add the previous qualification to the educator’s ELIS account.
   v. You will be re-directed to the educator’s ELIS “Credentials” page. Scroll toward the bottom of the page to the “Previous Qualifications” section and confirm the credential you added is listed under this section.
Evaluation Guidelines

- Please complete a separate qualification worksheet and coversheet for each Previous Qualification. 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. “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.
- Coursework must be taken at a regionally accredited institution of higher education. Regional accreditation will be listed in the transcript key, which is normally on the back side of the transcript.
SELF-CONTAINED CLASSROOM

Elementary

- **1958:** Must hold a valid elementary certificate.
- **1977-Present:** Must hold a valid certificate for the grade level assigned. A teacher first assigned an elementary position in a self-contained classroom on or after September 1, 1978, must have a course in each basic instructional area taught.

Junior High

- **1958:** Sixteen semester hours in each subject taught.
- **1971 through June 30, 1997:** Eighteen semester hours in the area of major teaching assignment, including at least five semester hours in each course where subject matter areas are divided into two or more specific courses. This requirement only applies to the departmentalized teachers if a school is departmentalized in part.

Note:

- *If a person teaches in two assignments comprising equal parts of the day or if a person teaches in more than two subjects, such that no subject comprises 50 percent or more of a day, then the district must designate one of the assignments as being the major assignment.*

Junior High Subjects

Previous qualifications for junior high subjects are available in the following areas. All are the same as at the secondary level (listed in the Secondary Level Subjects section), except for General Science and Mathematics, which are provided below.

- Agricultural Education (AGED)
- Art (ART)
- Biological Science (BISC)
- Business, Marketing, and Management (BMM)
- Family and Consumer Science (FACS)
- World Languages
- Health Education (HEED)
- Health Occupations
- Industrial Technology Education (ITE)
- Language Arts (LA)
- Music (MUS)
- Physical Education (PE)
- Physical Science (PHSC)
- Reading (READ)
- Social Science (SOSC)
- Speech (SP)

General Science (GESC)

- **1958:** Sixteen semester hours in the field, including:
  - Six to 10 semester hours of preparation in Physical Science
  - Six to 10 semester hours in Biological Science
  - One course in biological science and one course in Physical Science
• **1964 to June 30, 1997:** Twenty-four semester hours in the field, including the semester hours indicated in the subject to be taught:
  - Physical Science: Eight semester hours
  - Biological Science: Eight semester hours
  - One course in Biological Science and one course in Physical Science

**Mathematics (MATH)**

• **Sept. 1, 1985 to June 30, 1997:** Eighteen semester hours in the field, including:
  - Three semester hours in the methods of teaching Mathematics in junior high school. (Those with the 9-12 methods course need not take another methods course for 6-8.)
  - Fifteen semester hours to be selected from four of the following areas:
    - Math content courses for elementary teachers
    - Calculus
    - Modern Algebra or Number Theory
    - Geometry
    - Computer Science
    - Probability and Statistics
    - History of Mathematics
    - Electives

**SECONDARY LEVEL SUBJECTS**

The following requirements are for teachers in grades 9-12. A teacher at this level must meet the listed requirements for each subject taught, regardless of whether it is a major or minor assignment.

**Agricultural Education (AGED)**

• **1958:** Sixteen semester hours in the field, including a minimum of eight semester hours of work in each subject taught.

• **1962:** Twenty-four semester hours in the field, including work in the following areas (qualification to teach special courses in any of the areas requires eight semester hours in the area):
  - Soils and Crops (SOCR)
  - Animal Husbandry (AH)
  - Agricultural Economics (AGEC)
  - Rural Sociology (RUSO)
  - Horticulture (HOR)
  - Forestry (FOR)

• **1971:** Twenty-four semester hours in the field, including work in some of the following areas, plus preparation in the specific courses taught (qualification to teach special courses in any of the areas requires eight semester hours in the area):
  - Agriculture Science (ASCI)
  - Agriculture Engineering (AGEN)
  - Agriculture Fundamentals (AG)
  - Agriculture Electricity and Construction (AGEL)
  - Horticulture (HO)
  - Agriculture Power and Machinery (APM)
  - Agriculture Supply Service (ASS)
  - Agriculture Occupations

• **1977:** Twenty-four semester hours in the field, including an appropriate distribution in the following areas, plus preparation in the specific course taught (qualification to teach special courses in any of the areas requires eight semester hours in the area):
Agricultural Production (AGPR)
Agricultural Mechanics (AGME)
Agricultural Supplies and Services and Products (ASSP)
Horticulture (HOR)
Agricultural Resources and Forestry (AGRF)

- **1991 to June 30, 2004:** Twenty-four semester hours, including:
  - A vocational/occupational education methods course at the upper-division level
  - Twelve semester hours, including at least one course in each of the following areas:
    - Agricultural Exploration/Orientation: Agricultural Careers, Supervised Occupational Experience Programs, Adult Education in Agriculture, Agricultural Leadership
    - Agricultural Entrepreneurship: Agricultural Merchandising, Agricultural Business Procedures, Agricultural Economics, Computer Applications in Agriculture
    - Agricultural Natural Sciences: Animal Science, Plant Science, Soil Science
    - Agricultural Physical Science/Mechanization: Servicing Small Engines, Surveying, Electrical Wiring, Building Agricultural Structures
  - A minimum of one concentration (nine additional semester hours) in one of the following endorsement areas:
    - Agricultural Business and Management (ABM): Agricultural Commodity and Product Marketing; Financing Agricultural Businesses; Agricultural Business Management; Computerization in Agriculture; Producing, Processing, Promoting, and Selling Agricultural Products
    - Agricultural Power and Machinery (APM): Gasoline and Diesel Power Units, Field Machinery, Electric Motors and Controls, Hydraulic Systems, Power Transmission Systems
    - Agricultural Resources (RES): Agricultural Conservation, Recreation Management, Forestry Production and Management, Game and Wildlife Management

**Note:**
- Teachers must hold an endorsement that corresponds to their area of instruction if they are providing instruction at the preparation level.
- Instructors teaching preparation-level courses in vocational education reimbursable programs must have a total of 2,000 hours of work experience in the specific endorsement area being taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement areas being taught, with a minimum of 250 hours work experience in each endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants’ instructors stating the facts concerning the work experience in question.

**Art (ART)**

- **1958:** Sixteen semester hours in the field, including an appropriate distribution in:
  - Painting and Drawing
  - Two- and Three-dimensional Design
  - Crafts
  - History and Appreciation of Art
- **1964:** Twenty semester hours in the field, including an appropriate distribution in:
  - Painting, Drawing, and Printmaking
  - Pottery and Sculpture
  - Constructional Design
  - Art Education
  - History and Appreciation of Art
- **1971 to June 30, 2004:** Twenty-four semester hours in the field, including an appropriate distribution in:
  - Painting, Drawing, Printmaking
Sketching, Lettering, Jewelry, Design, Silkscreen
Pottery and Sculpture
Constructional Design
Art Education
History and Appreciation of Art

Note that “Appropriate Distribution” has no practical application except to indicate that the courses must be in more than one of the sub-topics.

**Biological Science (BISC)**

- **1958**: Sixteen semester hours in the field with the following minimum preparation in each subject (endorsement area):
  - Botany (BO): Eight semester hours
  - Zoology (ZOO): Eight semester hours
  - Physiology (PHGY): Eight semester hours

  **Note:**
  - Teachers of Biology must have at least eight semester hours of preparation in both Botany and Zoology, which includes at least one five-semester hour laboratory course in Botany and one five-semester hour laboratory course in Zoology or 10 semester hours of laboratory work in Biology.
  - It is necessary to find 16 semester hours in the field when considering a specific endorsement subject. For instance, a teacher who had only 12 hours of Biology in total that included eight hours of Zoology could not be endorsed in Zoology. ISBE does not require the laboratory courses.

- **1964 to June 30, 2004**: Twenty-four semester hours in the field, including the semester hours indicated in the subject to be taught (senior high school endorsement):
  - Biology (BI):
    - Eight semester hours in Botany, including five semester hours in laboratory work
    - Eight semester hours in Zoology, including five semester hours in laboratory work
  - Physiology (PHGY): Eight semester hours
  - Zoology (ZOO): Eight semester hours

  **Note that it is necessary to find 24 semester hours in the field when considering a specific endorsement subject. For instance, a teacher who had only 20 hours of Biology in total that included eight hours of Zoology could not be endorsed/qualified in zoology. ISBE does not require the laboratory courses.**

**Business, Marketing, and Management (BMM)**

- **1958**: Sixteen semester hours in the field, which may include a methods course, with the following minimum qualifications for the subject matter areas or courses taught:
  - A minimum of six semester hours in each of the following qualification areas:
    - Typewriting (TY): Six hours in sequential courses or completion of the advanced course in this sequence
    - Shorthand and Transcription (SH): Six hours in sequential courses or completion of the advanced course in this sequence
    - Bookkeeping (BOOK): Six hours in Accounting
    - Record Keeping (REKE): Six hours in Accounting
  - A minimum of two courses in each of the following qualification areas:
    - Business Law (BULA)
    - Salesmanship (SALE) from at least two of the following:
      - Salesmanship
- Retailing
- Marketing
- Store Management
- Advertising

- A minimum of one course in each of the following qualification areas:
  - Office Machines (OFMA)
  - Office (OFPR), plus qualifications for teaching Bookkeeping and Typewriting or Office Machines
  - Secretarial Practice (SPRA), plus qualifications for teaching Shorthand and Typewriting
  - Business Arithmetic (BUAR), or six hours in Accounting

- A minimum of four courses in the Basic Business Area (BABU), or General Business, distributed in at least four of the following:
  - Accounting and Business Mathematics
  - Business English
  - Business Law
  - Consumer Education
  - Economics
  - Introduction to Business
  - Marketing
  - Advertising and Salesmanship
  - Methods of Teaching Basic Business

- **1962:** Twenty semester hours in the field, which may include a methods course, with the following minimum qualifications for the subject matter areas or courses taught:
  - Typewriting (TY): Six hours in sequential courses or completion of the advanced course in this sequence
  - Shorthand and Transcription (SH): Six hours in sequential courses or completion of the advanced course in this sequence.
  - Bookkeeping, Record Keeping, Accounting (ACBO): Six hours in Accounting
  - Business Law (BULA): Two courses
  - Salesmanship (SALE): Two courses selected from:
    - Salesmanship
    - Retailing
    - Marketing
    - Store Management
    - Advertising
  - Office Machines (OFMA): One course
  - Office Practice (OFPR): One course in Office Practice, plus qualifications for teaching Bookkeeping, Typewriting, and Office Machines
  - Secretarial Practice (SEP): One course, plus qualifications for teaching Shorthand and Typewriting
  - Business Arithmetic (BUAR): One course or six hours in Accounting
  - General Business (GEBU): Four courses distributed in at least four of the following:
    - Accounting or Business Arithmetic
    - Business English
    - Business Law
    - Consumer Education
    - Economics
    - Introduction to Business
    - Marketing
    - Advertising or Salesmanship
    - Methods of Teaching Basic Business.

- **1964:** Twenty semester hours in the field, which may include a methods course, with the following minimum qualifications for the qualification taught:
  - Typewriting (TY): Six semester hours or a statement of equivalency from the institution granting the degree
  - Shorthand and Transcription (SH): Six semester hours or the completion of the terminal course in the
Shorthand-Transcription sequence
- Bookkeeping (BOOK) or Record Keeping: Six semester hours in Accounting
- Business Law (BULA): Five semester hours
- Salesmanship (SALE): Five semester hours covering at least two of the following:
  - Salesmanship
  - Retailing
  - Marketing
  - Store Management
  - Advertising
- Business Arithmetic (BUAR): Two semester hours in Business Arithmetic or Business Mathematics or six semester hours in Accounting
- Office Practice (OFPR), Secretarial Practice, Clerical Practice or Office Machines: Two semester hours in course work that includes the operation of the office machines taught in the secondary schools course and qualifications for teaching whichever of the following is a part of the course: Typewriting, Shorthand, Bookkeeping (see above)
- Basic Business (BABU), Elementary Business Training, Junior Business Training, and General Business: Ten semester hours distributed in at least four of the following areas:
  - Accounting and business mathematics
  - Business English
  - Business Law
  - Consumer Education
  - Economics
  - Introduction to Business
  - Marketing
  - Advertising
  - Salesmanship
  - Methods of Teaching Basic Business
- Business English (BUEN): Qualifications for teaching Typewriting, and two semester hours in Business English, Business Correspondence, Business Communications, or Business Writing
- Business economics (BUEC): Eight semester hours in the areas of Economics Finance, Management, or Marketing, including at least one course in Principles of Economics

**1971:** Requirements are identical to those in 1964 except in the added area of Data Processing:
- Data Processing (DAPR): Two college courses or the equivalent (a qualified mathematics teacher teaching a course in Data Processing will need the same requirement)

**1977:** Twenty-four semester hours in the field, which shall include a specialized methods course, with the following minimum qualifications for the endorsement areas or courses taught:
- Typewriting (TY): Six semester hours or a statement of equivalency from the institution granting the degree
- Shorthand and Transcription (SH): Six semester hours or the completion of the terminal course in the Shorthand-Transcription sequence
- Bookkeeping, Accounting, Record Keeping (ACBO): Six semester hours in accounting and a course in Data Processing, or a statement of equivalency from the institution granting the degree
- Business Law (BULA): Three semester hours
- Distributive Subjects (i.e., Marketing, Retailing, Distributive Education) (DIED): Five semester hours covering at least two of the following — Sales, Retailing, Marketing, or Advertising
- Business Arithmetic (BUAR): Two semester hours in Business Arithmetic or Business Mathematics or six semester hours in Accounting
- Office Practices (OFPR), Secretarial Practice, Clerical Practice, or Office Machines: Two semester hours in course work, which includes the operation of the office machines taught in the secondary schools course, and qualifications for teaching whichever of the following is a part of the course: Typewriting, Shorthand, or Bookkeeping (see above)
  - Three semester hours of Consumer Education
- Three semester hours of Economics
- At least four semester hours in any two of the following areas: Business Law, Introduction to Business Marketing, Management, or a Methods of Teaching Basic Business
  - Business English (BUEN): Two semester hours in Business English, Business Correspondence, Business Communications, or Business Writing
  - Business Economics (BUEC): Eight semester hours in the area of Economics Finance, Financial Management, or Marketing, including at least one course in Principles of Economics.
  - Data Processing (DAPR): Five semester hours in Data Processing or the equivalent
- **1991 to June 30, 2004:** Twenty-four semester hours, including:
  - A vocational/occupational education methods course at the upper-division level
  - Twelve semester hours, including at least one course in each of the following areas:
    - Business Communications: Business English, Business Communications, Business Report Writing, Business Correspondence
    - Business Mathematics: Quantitative Methods of Business, Finance, Mathematics for Business, Statistics or one year of College Mathematics
  - A minimum of one concentration (nine additional semester hours) in one of the following qualification areas:
    - Accounting (ACC): Accounting, Financial Accounting, Managerial Accounting, or Finance, with one course in the upper division
    - Basic Business (BABU): Economics, Survey of Business, Business Law, Entrepreneurship, Consumer Education or upper-division course(s) in Management and/or Marketing
    - Information Processing (INPR): Microcomputer Applications; Introduction to Computers, including the terminal course in the Word Processing and/or Typewriting sequence; and one upper-division course in Office Administration/Information Management
    - Information Processing/Secretarial (IPR): Microcomputer Applications; Introduction to Computers, including one upper-division course in Office Administration/Information Management; the terminal course in the Word Processing and/or Typewriting sequence; and the terminal course in a Shorthand system
    - Business Computer Programming/Systems (BCPS): Business Computer Programming; Microcomputer Applications; Systems Analysis, including one upper-division Management Information System (MIS) systems analysis or Business Computer programming course
    - Marketing (MAR): Upper-division courses in Advertising, Sales, Retailing, Marketing, Wholesaling, Consumer Behavior, Entrepreneurship

**Note:**
- **Business, Marketing, and Management teachers who hold a Business, Marketing, and Management endorsement may teach an orientation/exploratory composite course that addresses a variety of subject areas in Business, Marketing, and Management Occupations. Teachers must hold the endorsement that corresponds to the area of instruction, as identified in the descriptions of the qualification areas above, to provide instruction in a specific subject.**
- **Instructors teaching preparation-level courses in vocational education reimbursable programs must have a total of 2,000 hours of work experience in the specific endorsement area being taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement areas being taught, with a minimum of 250 hours work experience in each endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants’ instructors stating the facts concerning the work experience in question.”
Family and Consumer Science (FACS)

- **1958:** Sixteen semester hours in the field
- **1962:** Twenty-four semester hours in the field, including eight semester hours in each endorsement area:
  - Foods and Nutrition (FONU)
  - Clothing and Textiles (CLTE)
  - Home Management (HMGT)
  - Home and Family Life (HFL)
- **1971:** Twenty-four semester hours in the field, including work in some of the following areas, plus preparation totaling eight semester hours in each endorsement area:
  - General Homemaking (HMKG)
  - Family Living (FALI)
  - Child Development (CHDE)
  - Foods and Nutrition (FONU)
  - Textiles and Clothing (TECL)
  - Home Mechanics (HOME)
  - Home Furnishings (HOFU)
  - Homemaking Occupations
- **1978:** Twenty-four semester hours in the field, including work in some of the following areas, plus eight semester hours in the specific endorsement areas:
  - Human Development (HUDE): Includes Prenatal, Child, Adolescent and Adult Development and Care
  - Interpersonal and Family Relationships (IFR)
  - Consumer Education and Home Management (CEHM)
  - Nutrition and Food (FONU)
  - Housing, Home Furnishings, and Equipment (HHFE)
  - Clothing and Textiles (CLTE)
- **1991 to June 30, 2004:** Twenty-four semester hours in the field, including work in some of the following areas, plus eight semester hours in the specific endorsement areas:
  - A vocational/occupational education methods course at the upper-division level
  - Twelve semester hours, including one course in four of the following areas:
    - Human Development, Child Development: Human, Prenatal, Child, Adolescent Growth and Development and Care, Adult Care, Gerontology, Administration of Child Care Programs, Instructional Activities, and Materials for Preschoolers
    - Interpersonal and Family Relationships and Parenting: Interpersonal and Family Relationships, Family Life, Adult Living, Family Dynamics, Parenting, Human Relationships
    - Food and Nutrition, Food Service, Hospitality: Foods and Nutrition, Food Preparation, Quantity Food Preparation, Food Sanitation, Hospitality Management, Food Management, Therapeutic Nutrition
  - A minimum of one concentration (nine additional semester hours) in the endorsement areas below. (See the coursework area descriptions above.)
    - Child and Day Care Services (CDC): Nine semester hours, including six from Human Development, Child Development and three from Interpersonal and Family Relationships and Parenting
    - Food and Nutrition Services (FN): Nine semester hours from Food and Nutrition, Food Service, Hospitality
    - Fashion and Clothing Services (FC): Nine semester hours from Clothing, Textiles, Fashion
    - Interior Furnishings Services/Living Environments (IFLE): Nine semester hours, including six from Housing, Interior Furnishings, Living Environments and three from Consumer and Resource Management and/or Clothing, Textiles, Fashion
Institutional and Home Management Services (IHMS): Nine semester hours, including one course from four of the following areas:
- Human Development, Child Development
- Interpersonal and Family Relationships and Parenting
- Consumer and Resource Management
- Housing, Interior Furnishings, Living Environments
- Food and Nutrition, Food Service, Hospitality

Consumer Education and Resource Management (CERM): Nine semester hours, including six from Consumer and Resource Management and the remainder from the following areas:
- Human Development, Child Development
- Interpersonal and Family Relationships and Parenting
- Housing, Interior Furnishings, Living Environments
- Food and Nutrition, Food Service, Hospitality
- Clothing, Textiles, Fashion

Interpersonal, Family Relationships, Parenting (IFRP): Nine semester hours, including six from Interpersonal and Family Relationships and Parenting and three from Human Development, Child Development

Note:
- Home economics teachers who hold a Home Economics endorsement may teach an orientation/exploratory composite course that addresses a variety of subject areas in Home Economics Occupations. Teachers must hold the endorsement that corresponds to the area of instruction, as identified in the descriptions of the concentrations above, to provide instruction in a specific subject.
- Instructors teaching preparation-level courses in vocational education reimbursable programs must have a total of 2,000 hours of work experience in the specific endorsement area being taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement areas being taught, with a minimum of 250 hours work experience in each endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants’ instructors stating the facts concerning the work experience in question.

World Languages

- 1958: Sixteen semester hours in the particular language taught. Credit may be allowed to the extent of four semester hours for each unit of language earned in high school (not to exceed a total of six semester hours), provided the high school preparation in the language has been followed in college by a sufficient number of courses in the language in sequence and not in duplication of previous training in the language to make a total of 16 semester hours
- 1964 to June 30, 2004: Twenty semester hours in the language

Note that after September 1, 1961, no credit is allowed for units of language earned in high school, unless such credit is approved by an institution of higher education and is noted on the student’s official transcript.

General Science (GESC)

- 1958: Sixteen semester hours in the field, including:
  - Six to 10 semester hours of preparation in Physical Science
  - Six to 10 semester hours in Biological Science
- 1964 to June 30, 2004: Twenty-four semester hours in the field, including the semester hours indicated in the subject to be taught:
  - Physical Science: Eight semester hours
  - Biological Science: Eight semester hours
Health Education (HEED)

- **1958**: Sixteen semester hours in the field
- **1962**: Twenty semester hours, including work in:
  - School Health Education
  - Basic Health Sciences
  - Applied Health Sciences
- **1977**: Twenty semester hours in the field, including:
  - One course from each of the following areas to total 10-14 semester hours:
    - Advanced Concepts of Health
    - Programs in School Health
    - Programs in Community Health
    - Curriculum Development and Evaluation in Health Education
  - One course from at least three of the following areas to total six-10 semester hours:
    - The Growing and Developing Organism
    - Ecological Relationships
    - Disease Control
    - Human Sexuality and Family Life
    - Food Practices and Eating Patterns
    - Consumer Health Sources and Resources
    - Safety
    - Mood-Modifying Substances
    - Personal Health Practices
    - Mental/Emotional Health
- **1994 to June 30, 2004**: Twenty semester hours in the field, including:
  - One course from each of the following areas to total 10-14 semester hours:
    - Theories and Concepts of Health (Anatomy and Physiology may not be counted in meeting this requirement)
    - Programs in School Health
    - Programs in Community Health
    - Curriculum development and evaluation in health education
  - At least 10 semester hours distributed as follows:
    - At least one course in Human Sexuality or Sex Education
    - At least one course in drug/chemical use and abuse
    - At least two courses chosen from the following list of electives:
      - Mental/Emotional Health
      - Environmental Health
      - Disease Prevention and Control
      - Nutrition and Dietary Patterns
      - Consumer Health
      - Safety and Injury Control
      - Personal and Health Practices

*Note that qualification in Physical Education does not equate to qualification in Health; each has its own requirements and the content is not interchangeable.*

Health Occupations

- **1977**: Twenty-four semester hours in a Health Occupations specialty (e.g., Medical Laboratory, Nursing, Radiologic Technology, Inhalation Therapy) and graduation from an approved technical-level program in a specific health field with a minimum of 2,000 hours of postgraduate practical work experience in the health specialty in which trained and certified, licensed or registered in the Health Occupations specialty
- **1991 to June 30, 2004**: Licensure, registration, or certification in one health occupations specialty (e.g.,
Respiratory Therapy, Radiology, Medical Records Technology, Medical Assisting, Nursing or other health occupation, and twenty-four semester hours, including:

- A vocational/occupational education methods course at the upper-division level
- 12 semester hours, including at least one course in each of the following areas:
  - Introduction to Health Occupations: Introduction to various health professions, education requirements, licensure/registration/certification, career mobility, job market, technologies and other information
  - Principles and Philosophies of Vocational Education: Nature and purpose of vocational, occupational and career education, their relationships and differences, and the place of each in preparing for the world of work
  - Occupational Analysis and Curriculum Development: Upper-division course in a systems approach to curriculum development and instruction methods utilized in vocational and occupational education, includes analyzing operations and jobs, specifying objectives, and developing curriculum
  - Occupational Internship: Upper-division course(s) of experiential activities, which are based upon required occupational skills and knowledge and are related to health occupations

Note that in vocational education reimbursable programs, instructors teaching preparation-level courses must have a total of 2,000 hours of work experience in the specific endorsement area being taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement areas being taught, with a minimum of 250 hours work experience in each endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants’ instructors stating the facts concerning the work experience in question.

Industrial Technology Education (ITE)

- **1958:** Sixteen semester hours in the field with the following minimum preparation for teaching each subject:
  - Woodworking (WO): Eight semester hours
  - Metal Working (MET): Eight semester hours
  - Electricity (ELY): Eight semester hours
  - Graphic Arts (GRAR): Eight semester hours
  - Drawing (DRAW): Eight semester hours
  - Auto Mechanics (AUME): Eight semester hours

  In addition to preparation in the subject field, teachers of Woodworking, Metal Working, and General Shop must have four semester hours of preparation in Mechanical Drawing. General Shop teachers must have preparation or acceptable practical experience in each unit taught.

- **1962:** Twenty-four semester hours in the field, including work in each shop subject to be taught, for teaching in a unit shop or a general shop. Unit shop teachers must have eight semester hours in the subject taught. Vocational teachers who are approved to teach a specific trade or industrial subject and have experience in shop skills and knowledge of their trade may teach the same subject in the field of industrial arts without college preparatory courses in the subject. All other requirements for teaching industrial arts must be met.

- **1971:** Twenty-four semester hours in the field, including work in each shop subject to be taught. To teach a shop unit, the teacher shall have eight semester hours in the subject taught.

- **1991 to June 30, 2004:** Twenty-four semester hours, including:
  - A vocational/occupational education methods course at the upper-division level
  - Twelve semester hours of laboratory-based courses in industrial technology, including at least one course in each of the following content areas:
    - Communication Technology: Design and Drafting, Broadcasting, Computers in Communication, Photography, Graphic Arts, Telecommunications
    - Production Technology: Managing the Enterprise, Materials and Processes; Research and
Development; and producing, marketing, servicing in the manufacturing/construction enterprise

- Transportation Technology: Material Handling Conveyors, Space Transportation, Atmospheric Transportation, Marine Transportation, Terrestrial Transportation

A minimum of one concentration (nine semester hours of laboratory-based courses in addition to the 12 semester hours listed above) in one of the following endorsement areas:

- Construction (CON): Carpentry, Building Maintenance, Residential and Commercial, Electricity, Painting, Plumbing, Cement and Brick Masonry, Drywall application, and Roofing
- Electronics (ELY): Computer Repair, Radio and Television Repair, Small Appliance Repair, Electrical and Electronic Instrument Repair, Electromedical Equipment Repair, Communication Equipment Installation and Repair
- Graphic Communications (GRCO): Press Operation, Composition and Typesetting, Commercial Art, Lithographic Press Operation, Platemaking, Photography, Printing Camera Operation
- Public Service (PUSE): Firefighting Technology, Police Science, Criminal Justice Technology, Security Services
- Drafting/Design (DRDE): Architectural Drafting, Mechanical Drafting, Civil Drafting, Computer-Aided Drafting and Design, Geometric Construction, Industrial Design
- Autobody Repair (AURE): Frame Inspection and Alignment, Body and Fender Repair, Glass Installation, Vinyl Top Repair, Automotive Painting

Note:
- Teachers must hold an endorsement that corresponds to their area of instruction to provide instruction at the preparation level.
- Instructors teaching preparation-level courses in vocational education reimbursable programs must have a total of 2,000 hours of work experience in each specific endorsement area being taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement areas being taught, with a minimum of 250 hours work experience in each endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants’ instructors stating the facts concerning the work experience in question

**Journalism (JO)**

- **1958:** Sixteen semester hours in the field, including preparation in:
  - Publication and Reporting
  - Printing and Publishing
  - Copy Reading
- **1964 to June 30, 2004:** Eight semester hours in Journalism and 16 semester hours in English or 18 semester hours in Journalism and six semester hours in Rhetoric and Composition
Language Arts—English (LA)

- **1958**: Sixteen semester hours in the field, including preparation in:
  - Rhetoric
  - Composition
  - English Literature
  - American Literature

- **1964 to June 30, 2004**: Twenty-four semester hours in the field, including six semester hours in Rhetoric and Composition and not more than eight semester hours in Speech and Journalism. An English teacher must have one course in the following subjects in order to teach them: Grammar, American Literature, English Literature, Reading, or Dramatics.

*Note that teachers of Business English shall have at least 16 semester hours of preparation in the field of Commerce in addition to the above specified preparation in the field of English.*

Mathematics (MATH)

- **1958**: Sixteen semester hours in the field. Credit may be allowed to the extent of two semester hours for each half unit of Mathematics earned in high school above the elementary courses in General Mathematics, Algebra, and Plane Geometry not to exceed a total of six semester hours. Duplicate credit for a high school course repeated in college is not acceptable.
- **Sept. 1, 1962**: Twenty semester hours in the field
- **Sept. 1, 1985 to June 30, 2004**: Twenty-five semester hours in the field, including:
  - Eight semester hours from Calculus
  - Three semester hours of coursework in the teaching of Secondary School Mathematics
  - 14 semester hours of work from at least four of the following areas:
    - Computer Science
    - Linear Algebra
    - Modern Algebra
    - Geometry
    - Applied Mathematics
    - Probability and Statistics
    - History of Mathematics

*Note that after September 1, 1961, no credit is allowed for high school Mathematics unless such credit is approved by an institution of higher education and is noted on the student’s official transcript. Credit for high school Mathematics is limited to one semester hour for each unit of high school Mathematics, not to exceed four semester hours.*

Media (MED)

- **1962**:
  - Coordinator of Instructional Materials: Twenty semester hours in the field, including:
    - Twelve semester hours in Library Science
    - Three semester hours in Organization and Administration
    - Five semester hours in Audiovisual and related areas
  - Librarian: Sixteen semester hours in Library Science, including three semester hours in Organization and Administration.
  - Audiovisual Director: Six semester hours, or two courses in Audiovisual Education
- **1964**:
  - Instructional Materials Specialist: Thirty-two semester hours of Library and Audiovisual Services. This position was added to the positions above, which remained the same.
• **1971:**
  - Instructional Media Specialist: Twenty-four semester hours with at least nine semester hours in Audiovisual and 15 semester hours in Library Science, including training in Administration, Organization, Selection, Production, and Communications
  - School Librarian: Eighteen semester hours in Library Science, including Organization and Administration, Cataloging and Classification, Reference, and Materials
  - Audiovisual Coordinator: Nine semester hours in audiovisual education
  - Media (Instructional Materials) Specialist: Thirty-two semester hours in Media (Instructional Materials, Library Science, Audiovisual), including training in Administration, Organization, Selection, Production, and Communications
  - School Library Specialist: Thirty-two semester hours in Library Science
  - Audiovisual Specialist: Thirty-two semester hours in Audiovisual Education

• **1977 to June 30, 2006:**
  - Media Professional: Responsible for both Library and Audiovisual Services to students, teachers, and other school personnel. Must hold a Professional Educator License and have completed 18 semester hours of Library Science-Media coursework in the areas of Administration, Organization (Cataloging and Classification), Reference, and Selection of Materials (elementary and/or secondary levels). ISBE accepts courses at the undergraduate level to meet this requirement.
  - Media Specialist: Responsible for both Library and Audiovisual Services to students, teachers, and other school personnel. Must hold a Professional Educator License with a Library Science-Media (instructional materials) Teaching Endorsement.
  - Media Supervisor or Director: Works with teachers and supervises other media professionals and specialists. Must hold a Supervisory or Standard Special Supervisory Endorsement or the General Supervisory Endorsement (Administrative Certificate) with specialization in media.

*Note that these standards do not apply to those individuals employed prior to September 1, 1978.*

**Music (MUS)**

• **1958:** Sixteen semester hours in music with the following minimum preparation in each subject below. A composite course requires minimum preparation in the field of Music and the amount of preparation specified in each branch of Music included in the course.
  - Music Appreciation: Four semester hours
  - Theory and Harmony: Six semester hours
  - History of Music: Four semester hours
  - If teaching Band/Orchestra: Three semester hours in Instrumental Methods and Conducting and 10 semester hours in Applied Music (in addition to the requirements above)
  - If teaching Chorus: Ten semester hours in Voice (in addition to the requirements above)

• **1964:** Twenty semester hours in the field, including work in each of the following:
  - Applied Music
  - Music Theory
  - Conducting
  - History of Music
  - Methods and Materials for General Public School Music

• **1977 to June 30, 2004:**
  - Vocal (MUSV): Twenty-four semester hours in the field, including:
    - Applied Vocal Music
    - Music Theory
    - Conducting
    - History of Music
    - Methods and Materials for General School Vocal Music
  - Music/Instrumental (MUSI): Twenty-four semester hours in the field, including:
    - Applied Instrumental Music
    - Music Theory
Physical Education (PE)

- **1958**: Sixteen semester hours in the field
- **1962**: Twenty semester hours in the field, including work in each of the following:
  - Team sports
  - Individual activities
  - Rhythms
  - Body mechanics and basic exercises
  - Organization and administration of physical education classes
  - Health Education
- **1977**: Twenty semester hours in the field, including the following:
  - Five semester hours from at least two of these areas:
    - Anatomy
    - Physiology
    - Kinesiology
    - Physiology of Exercise
  - One course from each of the three areas below, to total five semester hours:
    - Dance and/or rhythmic activities
    - Individual/dual activities
    - Team sports
  - 10 semester hours to be selected from at least three of the four areas listed below:
    - Instructional Methods for Physical Education
    - Curriculum Design for Physical Education
    - Physical Education for the atypical child
    - Physical Education for the elementary school (required for elementary school)
- **1994 to June 30, 2004**: Twenty-four semester hours in the field, including:
  - Knowledge and skill acquisition: At least one course in each of the following, for a total of at least six semester hours:
    - Health-related fitness (e.g., conditioning, aerobic fitness exercise, stress management)
    - Rhythm and dance
    - Individual sports/activities
    - Team sports
  - Scientific foundations: At least nine semester hours distributed as follows:
    - Three semester hours earned in at least one of the following:
      - Human Anatomy
      - Human Physiology
    - Six semester hours from at least two of the following areas:
      - Exercise Physiology
      - Kinesiology or Biomechanics
      - Motor Learning, Motor Behavior, or Motor Development
  - Curriculum and Instruction: At least one course in each of the following, all of which must explicitly include an emphasis on both regular and special populations:
    - Curriculum Design in Physical Education
    - Instructional Strategies/Methodology in Physical Education
    - Assessment/Evaluation of Physical Education (learning assessment and program evaluation)

*Note that qualification in Health does not equate to qualification in Physical Education; each subject has its own requirements that are not interchangeable.*
Physical Science (PHSC)

- **1958**: Sixteen semester hours in the field, with the following minimum preparation in each subject below.
  - Astronomy (ASMY): Five semester hours
  - Chemistry (CH): Ten semester hours
  - Geology (GEOL): Eight semester hours
  - Physiography (PHGE): Five semester hours
  - Physics (PHYS): Ten semester hours

- **1964 to June 30, 2004**: Twenty-four semester hours in the field, including the semester hours indicated in the subject to be taught:
  - Astronomy (ASMY): Five semester hours
  - Chemistry (CH): Ten semester hours, including four semester hours in laboratory work
  - Geology (GEOL): Eight semester hours
  - Physics (PHYS): Ten semester hours, including four semester hours in laboratory work
  - Physiography (PHGE): Five semester hours
  - Aerospace (AE): Five semester hours
  - Earth Science (EASC): Eight semester hours

Note:
- It is recommended that field experiences be included in Astronomy, Geology, and Earth Science courses as part of the hourly requirements.
- It is recommended that a teacher of Astronomy, Chemistry, or Physics have the minimum preparation required of a Mathematics teacher.
- ISBE does not require laboratory courses.

Psychology (PS)

- **1964 to June 30, 2004**: Twenty semester hours in the field

Note that Psychology courses may be included in the 24 semester hours required for endorsement in Social Science.

Reading (READ)

- **September 1, 1978 to June 30, 2006**: Eighteen semester hours of graduate or undergraduate level work in the field, including preparation in the following areas:
  - Foundation or survey of reading fundamentals, including reading in the content areas
  - Testing procedures and diagnosis of reading disabilities
  - Diagnostic teaching techniques and materials
  - Clinical or laboratory practicum in reading
  - Literature appropriate for the age of students included in the program

Safety and Driver Education (SDE)

- **June 30, 2004 or earlier**: Sixteen semester hours in the field, including preparation as follows:
  - Three semester hours in General Safety
  - Five semester hours in Driver Education and Advanced Traffic Safety
  - Eight 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
One semester hour or its equivalent in the methods of either simulation or multiple-car programs if a teacher is assigned to such a program

**Social Science (SOSC)**

- **1958**: Sixteen semester hours in the field
  - Civics-Political Science (CPS): Eight semester hours
  - Economics (EC): Eight semester hours
  - Sociology (SO): Eight semester hours
  - Geography (GEOG): Eight semester hours
  - American History (AMHI): Eight semester hours
  - European History (EUHI): Eight semester hours
  - World History (WOHI): Eight semester hours in European History and five semester hours in American History

- **1964 to June 30, 2004**: Twenty-four semester hours in the field, including the semester hours indicated in each subject to be taught:
  - United States History (USHI): Eight semester hours
  - Civics, Political Science (CPS): Eight semester hours
  - Economics (EC): Eight semester hours
  - Geography (GEOG): Eight semester hours
  - Sociology (SO): Eight semester hours
  - World History (WOHI): Eight semester hours in World History, five semester hours in U.S. History
  - Anthropology (AN): Five semester hours

**Note:**
- **A teacher of any History course is expected to have completed at least 16 semester hours of preparation in the field of History.**
- **Courses designed to train a person in City Management or in Law and similar or related professions do not apply to Social Science.**
- **Psychology courses may be counted toward this requirement as well as toward the Psychology requirement.**

**Speech (SP)**

- **1958**: Sixteen semester hours in the field, including six semester hours of Rhetoric and Composition
- **1964**: Eight semester hours in Speech and 16 semester hours in English or 18 semester hours in Speech and six semester hours in Rhetoric and Composition
- **1974 to June 30, 2004**: Eighteen semester hours in Speech, selected from the four areas listed below, and six semester hours in Rhetoric and Composition or 16 semester hours in English and eight semester hours in Speech, selected from at least three of the areas below:
  - Public Speaking
  - Interpersonal Communication
  - Oral Interpretation
  - Group Discussion
Coversheet for Previous Qualification Evaluation

Previous qualifications can be added to the ELIS accounts of teachers who first became qualified to teach a subject and grade range on or before June 30, 2004. Attach this page to the front of your evaluation worksheet prior to uploading it into ELIS.

Teacher Name  ________________________________________________________________

Last  Maiden (If Applicable)  First

IEIN  ________________________________________________________________

Qualification Subject  __________________________________________________________

Qualification Grade Range  ______________________________________________________

Date Qualification Completed  ____________________________  

Print Date on Last Transcript

University Transcripts Used in the Evaluation

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Regional Office of Education  ______________________________________________________

Qualification Evaluation Completed By  ____________________________  

Staff Member Name