

Webinar Questions & Answers September 6, 2023

Where can we have updated ELIS screenshots for applying for licensure?

There are multiple videos and screenshots on this page: [ISBE Helpful Hint Videos & Webinars webpage](#) under the “ELIS How to Demonstrations” dropdown. These videos can be shared with candidates, as they walk through the ELIS application and registration processes.

How can licensure officers document individualized pathways when licensing candidates?

You can review ISBE guidance on [Individualized Pathways to Licensure](#) via our website. The use of individualized pathways provides prospective Illinois teachers ways to supplement coursework with credit for prior skills and knowledge. Educator preparation programs (EPPs) have the autonomy to determine whether credit will be given for prior experiences. EPPs should submit the [83-85 Verification of Individualized Pathways Form](#) when honoring prior learning assessments or other alternative means in place of coursework required as part of a licensure program. The form should be verified by the licensure officer or department head and uploaded to the educator’s ELIS account prior to program completion.

What do we do for students who do not pass content exams? Do we delay graduation?

Passing scores on content exams are required prior to licensure, but they are likely separate from your institution’s graduation requirements. It is possible for an educator candidate to receive their degree from your institution without being eligible for Illinois licensure. In the event a candidate has trouble passing their content exam, we encourage them to review the test preparation materials on the [ILTS website](#). Candidates can take the content exams multiple times until a passing score is achieved.

What is happening with the Directory of Approved Programs page on the ISBE website? Is it being phased out?

Over time, there have been issues in maintaining the [Directory of Approved Programs webpage](#) and concerns the information displayed there was not always accurate. In an effort to eliminate confusion, our Prep Team discussed a plan to remove the DOAP page from the website and keep our master list of approved programs as an internal document. We had recently communicated to institutions of higher education (IHEs) the page would be phased out and eventually replaced. However, we have decided to **keep** the page active as a public list of approved programs and will be working to update the page. Once we believe the page is updated, we will send out notification to IHEs so its accuracy can be confirmed.

What would prevent a content exam result from linking correctly to a candidate’s ELIS account? Does ISBE follow up on scores that are not linked? Is the test taker notified?

A candidate must use the same name and SSN when they register for the test as the name and Social Security Number that appear on their ELIS account so that a content exam score can be properly linked to the candidate’s account. If the information does not match *exactly*, the system cannot upload the score to ELIS. Common issues include middle names/initials, maiden names, capitalization, hyphens, apostrophes, etc. Here are some examples of how small differences can result in a missing content exam score:

Name in ELIS:	Name on Test:
John O’Neil	John O Neil
Antoinette L. Miller	Antoinette Miller
Donna Marie Peterson	Donna Marie Peterson Smith

ISBE does not work to “find” missing test scores, and we do not get notified when a score is not automatically uploaded. We encourage all candidates to check their test score after receiving their results. If the results do not appear in their ELIS account, the licensure officer should reach out to their liaison for assistance. Please provide a copy of the score report when available. If a candidate needs to update their ELIS account to match their current name/Social Security number, they can do that by submitting a [73-71 Form](#) to licensureforms@isbe.net.

What are the rules and procedures for entitling individuals who are not students from our institutions?

If a licensed educator has returned to your institution as a “student at large” to take a series of courses leading to a subsequent endorsement, we encourage you to entitle this individual once they have completed the courses and passed the required test. IHEs can entitle for any subsequent teaching endorsement, even if they do not offer full programs in that content area. Exceptions are listed below:

LBS II, Deaf and Hard of Hearing, Blind and Visually Impaired and Early Childhood Special education (endorsement, not the approval) all require an approved program and can only be entitled if the candidate completed your approved program.

Is ISBE considering lowering the passing cut scores on content tests?

ISBE does not plan to lower passing cut scores. All tests go through a cyclical analysis and score-setting process as a condition of the testing vendor contract with ISBE; during this analysis, a new cut score could be recommended by the committee. We encourage faculty to take part in these committees for tests that are within their areas of expertise. ISBE is taking steps to evaluate the content and pass rates of the Early Childhood Education Test. These steps include an in-depth content analysis of test items, a possible “Flex” option, and the inclusion of a free practice test with Early Childhood Education Test registration.

Is the free practice test being offered only for the Early Childhood Education Test?

Yes. At this time, the free practice test is only being offered for the Early Childhood test. Candidates are eligible to access a free practice test each time they register for it, but the practice test questions will remain the same.

Is there only one LBS1 content test required now?

Yes. LBSI candidates should take the 290 content test, which incorporates content from the 155 test. The 155 test is being phased out and the 163 test is no longer available for registration.

Will content exams be revised to incorporate the new standards?

Anytime the standards are updated in Rule, including the adoption of new standards, those are provided to our testing vendor so that its test items can be evaluated for alignment to the standards. Item review committees will help determine if changes to test items or test content are necessary in order to align to the changes to standards.

What is happening with the edTPA?

Recent legislation eliminated the edTPA as a requirement for licensure candidates, effective immediately through at least August 31, 2025. ISBE is currently reaching out to professional organizations that represent the stakeholder groups specified in law for task force membership. If you are interested in serving on this task force or have ideas for the future of the assessment, please make your interest known to your dean.

Will ELIS be updated to reflect the elimination of the edTPA requirement, or will licensure officers have to continue to use the edTPA waiver process in ELIS prior to entitlement?

ISBE staff is working to remove the edTPA requirement from ELIS. We anticipate this to be fixed soon. In the meantime, licensure officers should continue to utilize the edTPA waiver process in ELIS.

Are licensure officers required to use the 83-12 Cooperating Mentor Form?

It is not an ISBE requirement that you utilize the 83-12 Cooperating Mentor Form, but ISBE does highly recommend that licensure officers consider using it. Institutions may utilize their own forms instead of the 83-12; however, all internal forms should include all Cooperating Mentor Teacher requirements.

Can students still be placed in a school if they have not passed the content exam?

Effective January 1, 2024, all candidates must pass their content exam prior to beginning their student teaching or residencies.

Regarding the update to 23 Administrative Code 25.25 Professional Educator License, which now requires the completion of ESL/Bilingual Methods coursework, is this requirement for *all* initial PEL candidates?

Yes. This requirement is for all individuals seeking an initial Professional Educator License (PEL), including those seeking teaching, administrative, or school support PELs. Licensure officers should begin verifying the completion of

ESL/Bilingual Methods coursework prior to entitlement by May 1, 2024. These topics must be covered in “coursework”; it is not required that programs develop a specific course to address this topic if it is embedded throughout multiple courses.

If the ESL/Bilingual Methods coursework content is built into multiple existing program courses, how do we verify that if the course title and description doesn't specifically mention it?

Licensure officers will need an internal process in place in order to verify that the content is adequately covered. The content can be covered by a single course or a series of courses. Course descriptions or syllabi can be used to verify whether the content is adequately covered.

Does the updated rule on putting candidates into Pre-Completion status in ELIS within 60 days of enrollment override any requirements for admission that were put on the program proposal?

No. For ISBE purposes, this definition of “enrollment” is specific to reporting purposes for ISBE. Your program may still retain its own enrollment definition outside of what ISBE uses for data reporting purposes and it is okay if your program proposal states different enrollment/admissions criteria. You do not need to put a candidate in Pre-Completion if they are not actively enrolled in your program with 60-plus credit hours. Once a candidate with 60-plus credit hours is admitted into your program, you have 60 days to enter that candidate into Pre-Completion in ELIS.

If our institution has questions about the work related to WestEd and the Culturally Responsive Teaching and Leading Standards, who should we reach out to?

All questions or concerns related to alignment of Culturally Responsive Teaching and Leading standards and WestEd work should be directed to your ISBE liaison. ISBE staff will make all resources created through the partnership with WestEd available to IHEs as they are created and approved.

If a candidate completed their program years ago but did not pass the content test until recently, are Licensure officers able to entitle them?

Yes. If the licensure officer has verified that the candidate meets all *current* program requirements, the candidate can be entitled.