

Short Term Approvals (STA)

Requirements:

Teaching:

An educator who holds a PEL (issued or completed program status) and has completed either 9SH of content coursework for an endorsement or who has passed the required content test, may be entitled for a short-term approval for the [content area](#) sought.

Validity: 3 Fiscal Years

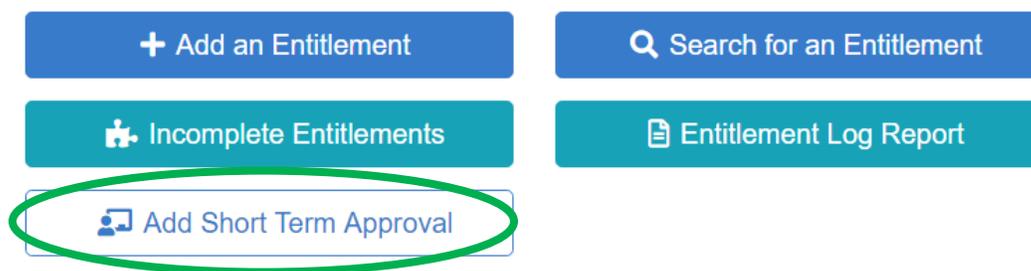
Cost:
\$50 per approval

Renewable:
No

How to entitle for a Short-Term Approval

1. Log-in to ELIS for Administrators

2. Select the “Add Short Term Approval” button from the home screen



3. Enter the educator’s IEIN or SSN/Last name, select Search

Short Term Approval (STA) ×

Search Find a candidate | Add Choose Approval | Confirm Verify STA for candidate

⚠ This wizard should only be used to entitle educators for Short Term Approvals. The educator must have a valid PEL on file. Contact your preparation liaison for assistance.

Please enter the IEIN, or the SSN and last name of the candidate. The candidate must already be in the licensure database to enter the entitlement.

IEIN #####

OR

SSN ### ## #### Last Name

Search

4. The educator’s name will appear on the bottom right, confirm and select Next

Search Find a candidate | **Add** Choose Approval | **Confirm** Verify STA for candidate

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IEIN 23

OR

SSN ###-##-#### | Last Name

Search | Found: Berane

Previous **Next**

5. Select the endorsement and grade range for the approval, select Next

Search Find a candidate | **Add** Choose Approval | **Confirm** Verify STA for candidate

Endorsement English Language Arts - ELA

Grade Range Senior HS - Grade 9 through Grade 12

Approval **Short Term Approval for Teachers at all Grade Levels**

Previous **Next**

6. Confirm the credentials are correct, select Finish

7. Once the approval is added, the candidate can log-in to ELIS and apply for the approval.
