



# Illinois State Board of Education

## Workable Queue

Licensure staff works out of “queues” that list applications in the order received. Our evaluators give priority to educators who have all required documentation on file. These applications are considered “workable.”

The charts below show what documents must be on file for your application to be considered Workable. All required forms available [here](#). You can check your Images page in ELIS to see if you have the required documentation on file.

### Licenses

Application	Document Name	Document Code
Short Term Sub	Transcript -or- Foreign Translated Credential	TRANS -or- FTCRED
Substitute	Transcript -or- Foreign Translated Credential	TRANS -or- FTCRED
ELS – Paraprofessional	Transcript -or- Foreign Translated Credential -or- High School Diploma and Parapro Test -or- High School Diploma and WorkKeys Test -or- High School Transcript and Parapro Test -or- High School Transcript and WorkKeys test	TRANS -or- FTCRED - or- HSDIP and PARPRO -or- HSDIP and WK -or- HST and PARPRO - or-HST and WK
Professional Educator License	Transcript and Out of State Certificate -or- Transcript and 80-02 Form -or- Foreign Translated Credential -or- Transcript and 80-02S Form – or- Nationally Certified School Psychologist License – or – Transcript and Certificate of Clinical Completion, and Professional License – or – Transcript and 80-09 Form	TRANS and OSCERT - or-TRANS and 80-02 -or- FTCRED -or- TRANS and 80-02S – or- NCSP – or – TRANS and CCC and LICENS – or – TRANS and 80-09
ELS – CSBO	Transcript -or- Foreign Translated Credential	TRANS -or- FTCRED
ELS – TBE	Transcript -or- Foreign Translated Credential	TRANS -or- FTCRED
ELS – CTE	Transcript and 73-23 Form and 73-23A Form -or- Transcript and 73-23 Form and 73-23B Form -or- Foreign Translated Credential and 73-23 Form and 73-23A Form -or- Foreign Translated Credential and 73-23 Form and 73-23B Form	TRANS and 73-23 and 73-23A -or- TRANS and 73-23 and 73-23B -or- FTCRED and 73-23 and 73-23A -or- FTCRED and 73-23 and 73-23B
ELS – CTEP	73-23 Form and 73-23A Form -or- 73-23 Form and 73-23B Form	73-23 and 73-23A -or- 73-23 and 73-23B

## Endorsements

Application	Document Name	Document Code
All Endorsements	Transcript -or- Foreign Translated Credential	TRANS -or- FTCRED

## Approvals

Application	Document Name	Document Code
Adaptive PE	73-42 Form	73-42
Bilingual Special Education	Transcript -or- Foreign Translated Credential	TRANS -or- FTCRED
Cued Speech	Transcript -or- Foreign Translated Credential -or- High School Diploma and Parapro Test -or- High School Transcript and Parapro Test	TRANS -or- FTCRED -or- HSDIP and PARPRO -or- HST and PARPRO
Early Childhood Special Education	Transcript -or- Foreign Translated Credential	TRANS -or- FTCRED
ESL Special Education	Transcript -or- Foreign Translated Credential	TRANS -or- FTCRED
Interveners for Students who are Deaf-Blind	Transcript -or- Foreign Translated Credential -or- High School Diploma and Parapro Test -or- High School Transcript and Parapro Test	TRANS -or- FTCRED -or- HSDIP and PARPRO -or- HST and PARPRO
Short Term Approval for Teachers at All Grade Levels	Transcript -or- Foreign Translated Credential	TRANS -or- FTCRED
Short Term Emergency	Transcript and 73-86 Form -or- Foreign Translated Credential and 73-86 Form	TRANS and 73-86 -or- FTCRED and 73-86
Sign Language Interpreter	Transcript -or- Foreign Translated Credential -or- High School Diploma and Parapro Test -or- High School Transcript and Parapro Test	TRANS -or- FTCRED -or- HSDIP and PARPRO -or- HST and PARPRO
Teacher Coordinator	Transcript -or- Foreign Translated Credential	TRANS -or- FTCRED
Career and Technical Coordinator	Transcript -or- Foreign Translated Credential	TRANS -or- FTCRED