



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- Out-of Country Evaluated Credential	TRANS -or- FTCRED
Substitute	Transcript -or- Out-of Country Evaluated Credential	TRANS -or- FTCRED
ELS – Paraprofessional	Transcript -or- Out-of Country Evaluated 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 -or- High School Diploma Verification and Parapro Test -or- High School Diploma Verification and WorkKeys Test	TRANS -or- FTCRED -or- HSDIP and PARPRO -or- HSDIP and WK -or- HST and PARPRO -or- HST and WK -or- 83-93 and PARPRO -or- 83-93 and WK
Professional Educator License	Transcript and Out of State Certificate -or- Transcript and 80-02 Form -or- Out-of Country Evaluated 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- Out-of Country Evaluated Credential	TRANS -or- FTCRED
ELS – TBE	Transcript -or- Out-of Country Evaluated Credential	TRANS -or- FTCRED
ELS – CTE	Transcript and 73-23 Form -or- Out-of Country Evaluated Credential and 73-23 Form	TRANS and 73-23-or-FTCRED and 73-23
ELS – CTEP	73-23 Form	73-23

Endorsements

Application	Document Name	Document Code
All Endorsements	Transcript -or- Out-of Country Evaluated Credential	TRANS -or- FTCRED

Approvals

Application	Document Name	Document Code
Adaptive PE	73-42 Form	73-42
Bilingual Special Education	Transcript -or- Foreign Evaluated Credential	TRANS -or- FTCRED
Cued Speech	Transcript -or- Out-of Country Evaluated 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 - or- High School Diploma Verification and Parapro Test -or- High School Diploma Verification and WorkKeys Test -or- GED test score report and Parapro Test -or- GED test score report and WorkKeys Test	TRANS -or- FTCRED -or- HSDIP and PARPRO -or- HSDIP and WK -or- HST and PARPRO -or- HST and WK -or- 83-93 and PARPRO -or- 83-93 and WK -or- GEDSCR and PARPRO -or- GEDSCR and WK
Early Childhood Special Education	Transcript -or- Out-of Country Evaluated Credential	TRANS -or- FTCRED
ESL Special Education	Transcript -or- Out-of Country Evaluated Credential	TRANS -or- FTCRED
Interveners for Students who are Deaf-Blind	Transcript -or- Out-of Country Evaluated 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 - or- High School Diploma Verification and Parapro Test -or- High School Diploma Verification and WorkKeys Test -or- GED test score report and Parapro Test -or- GED test score report and WorkKeys Test	TRANS -or- FTCRED -or- HSDIP and PARPRO -or- HSDIP and WK -or- HST and PARPRO -or- HST and WK -or- 83-93 and PARPRO -or- 83-93 and WK -or- GEDSCR and PARPRO -or- GEDSCR and WK
Short Term Approval for Teachers at All Grade Levels	Transcript -or- Out-of Country Evaluated Credential	TRANS -or- FTCRED
Short Term Emergency	Transcript and 73-86 Form -or- Out-of Country Evaluated Credential and 73-86 Form	TRANS and 73-86 -or- FTCRED and 73-86
Sign Language Interpreter	Transcript -or- Out-of Country Evaluated Credential -or- High School Diploma and Parapro Test -or- High School Diploma and WorkKeys Test -or- High School Transcript and Parapro Test -or-	TRANS -or- FTCRED -or- HSDIP and PARPRO -or- HSDIP and WK -or- HST and PARPRO -or-

	High School Transcript and WorkKeys Test -or- High School Diploma Verification and Parapro Test -or- High School Diploma Verification and WorkKeys Test -or- GED test score report and Parapro Test -or- GED test score report and WorkKeys Test	HST and WK -or- 83-93 and PARPRO -or- 83-93 and WK -or- GEDSCR and PARPRO -or- GEDSCR and WK
Teacher Coordinator	Transcript -or- Out-of Country Evaluated Credential	TRANS -or- FTCRED
Career and Technical Coordinator	Transcript -or- Out-of Country Evaluated Credential	TRANS -or- FTCRED

6/25/2025