

REQUIREMENTS FOR **PROFESSIONAL EDUCATOR LICENSE (PEL) ADMINISTRATIVE ENDORSEMENTS**

All administrative endorsements require the following:

- A master's degree or higher from a regionally accredited institution of higher education
- Completion of a preparation program in the field of specialization (e.g. superintendent) (Form [80-02: State-Approved Program and Completion of Standards Verification](#) must be submitted to ISBE)
- Internship or equivalent experience
- Completion of coursework* addressing methods of teaching exceptional children, reading methods, content area reading, and methods of teaching English language learners (Use form [80-02: State-Approved Program and Completion of Standards Verification](#))
- Licensure Tests: Content tests can be no more than 10 years old at the time of application. Basic skills scores are valid indefinitely. View the chart below to see the required tests for each area. [Click here](#) to register for the tests.
- Additional requirements: View required experience and specific requirements for each area in the chart below.

If completing a program at an Illinois institution, please work closely with the institution to ensure their specific requirements/timeframes are met.

ENDORSEMENT/ IL ADMINISTRATIVE RULE	VALIDITY/ GRADE RANGE	ILTS TESTS	EXPERIENCE	SPECIFIC REQUIREMENTS -in addition to the list at the top of the page-
Chief School Business Official (CSBO) (25.345)	Pre K- Grade 12	<ul style="list-style-type: none"> • A test of basic skills** • CSBO (185) 	<p><u>ONE</u> of the following options:</p> <ul style="list-style-type: none"> • 6 semester hours of internship in school business management from a regionally accredited institution of higher education. Work experience may be considered for meeting a portion (or all) of the 6 semester hours of internship. • 2 years' administrative experience in school business management or 2 years of university-approved practical experience. 	<ul style="list-style-type: none"> • Master's degree or equivalent in business administration, finance or accounting. <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none"> • Master's degree and completion of 24 semester hours of graduate coursework in a program approved for the preparation of school business officials.

ENDORSEMENT/ IL ADMINISTRATIVE RULE	VALIDITY/ GRADE RANGE	ILTS TESTS	EXPERIENCE	SPECIFIC REQUIREMENTS -in addition to the list at the top of the page-
Director of Special Education (25.365)	Pre K- Age 21	<ul style="list-style-type: none"> A test of basic skills** Director of Special Education (180) 	<p>2 years' full-time experience providing special education services as a:</p> <ul style="list-style-type: none"> special education teacher; speech-language pathologist; school social worker; or school psychologist 	<p>Option 1:</p> <ul style="list-style-type: none"> Completion of an approved program for directors of special education that includes a minimum of one course in each of the following: special education law, special education finance, supervision of programs for children with disabilities, and cross-categorical special education methods. <p>Option 2:</p> <ul style="list-style-type: none"> Hold a professional educator license endorsed in an administrative field AND complete 30 semester hours of coursework in special education with at least one course in: <i>special education law, special education finance, supervision of programs for children with disabilities, and cross-categorical special education methods</i>. The remainder of the 30 semester hours of coursework may be in any of the following areas: <i>curricular adaptation and modifications and assistive technology, facilitation of least restrictive environment for all students, characteristics of students with disabilities, collaboration with parents and school personnel, transition services for students with disabilities, and educational and psychological diagnosis and remedial techniques</i>. <p>→Additional requirements listed at the top of the page are not required for Option 2</p>
General Administrative (25.335)	K-Grade12	No Longer accepting applications. Must meet requirements for Principal endorsement (see below).		
Principal (25.337)	Pre K- Grade 12	<ul style="list-style-type: none"> A test of basic skills** Principal as an Instructional Leader (195 & 196) 	4 years of teaching, or until June 30, 2021, school support personnel experience, on a valid license	View the Directory of Approved Programs to see approved principal programs in Illinois.
Superintendent (25.360)	Pre K- Grade 12	<ul style="list-style-type: none"> A test of basic skills** Superintendent (187) 	2 years of experience working full time as a principal, director of special education, or chief school business official, or other administrative position while holding a valid administrator license	<ul style="list-style-type: none"> Must provide proof an issued teaching certificate/license. The license can be currently valid or lapsed.

ENDORSEMENT/ IL ADMINISTRATIVE RULE	VALIDITY/ GRADE RANGE	ILTS TESTS	EXPERIENCE	SPECIFIC REQUIREMENTS -in addition to the list at the top of the page-
Teacher Leader (25.32)	Pre K- Grade 12	<ul style="list-style-type: none"> A test of basic skills** 	Not applicable	View the Directory of Approved Programs to see approved teacher leader programs in Illinois.

**To see a list of acceptable courses you may take to fulfill this coursework requirement, [click here](#).*

***The test of basic skills is only required for the issuance of a PEL. Educators who hold a valid PEL and have already taken a test of basic skills will not be required to take another. If a test of basic skills has already been passed and used for issuance for the PEL, this requirement will be waived. This is only required if a passing score on a test of basic skills was NOT already used for issuance of the PEL.*

*Effective August 9, 2016: If an educator was issued a teaching or school support personnel certificate before July 1, 1988, a test of basic skills is **NOT** required for issuance of an administrative endorsement.*

The following test scores may be accepted for the test of basic skills:

Test of Academic Proficiency (TAP 400)

ACT: Prior to 9/1/15 - Composite score of 22 with combined English/Writing score of 19 **-OR-** 9/1/15 to 9/9/16 - Composite score of 22 with Writing score of 16 **-OR-** 9/10/15 and later - Composite score of 22 with Writing score of 6

SAT: Prior to 3/5/16 - Composite score of 1030 (mathematics and critical writing) with a minimum writing score of 450 **-OR-** 3/5/16 and later - Composite score of 1110 (evidence-based reading and writing + mathematics = 1110 or higher) and a minimum score of 26 on writing and language

Out-of-state test of basic skills that led to licensure in another state

This information is accurate at this time (note date below). Applicants will be held to the most current statutory and administrative rule requirements.