School Support Personnel Endorsements and Administrative Endorsements
Beginning July 1, 2013, a Professional Educator License *(teaching, administrative, school support personnel)* requires that when recommended for entitlement, the candidate has met the following requirements:

- Successful completion of all the required testing under 21B-30 of the Code;
- All requirements of the approved program;
- Successful completion of coursework in the following areas:
  - Psychology of, the identification of, and the *methods* of instruction for the exceptional child including the learning disabled;
  - Reading methods; and
  - Reading in the content area
Must a teacher who is seeking admission to a principal preparation program take the TAP if she passed the Basic Skills 096 test in 1990 and received a teaching certificate based, in part, on passing that test?

- No. If an individual passed the Basic Skills 096, Basic Skills 300, TAP 400 or achieved the minimum required score on the ACT Plus Writing or SAT in lieu of the TAP, and was issued a certificate or license based, in part, on passing that test, he/she does not need to take the TAP for admission to a principal program.
- Such an individual need not pass the TAP for any subsequent license or endorsement.
There are five school support personnel endorsements:

- School Counselor
- School Psychologist
- School Social Worker
- School Nurse
- Speech Language Pathologist Non-Teaching
• The TAP is currently required for admission to any educator preparation program. As of January 1, 2014, the TAP will be required prior to the last semester of term of internship for candidates enrolled in a school support personnel preparation program.

• Additional coursework requirements apply. The additional coursework requirements per 25.25 are:
  ○ Psychology of, the identification of, and the methods of instruction for the exceptional child including the learning disabled;
  ○ Reading methods; and
  ○ Reading in the content area.
School Counselor Endorsement Requirements

- Master’s Degree or higher in school counseling, another counseling or related field or an education field;
- Completed an approved School Counseling Program;
- Passed the TAP and the School Counselor (181) tests;
- Completed coursework in the following areas:
  - Psychology of, the identification of, and the methods of instruction for the exceptional child including the learning disabled;
  - Reading methods; and
  - Reading in the content area.
School Counselor Endorsement Requirements

- Completed a supervised counseling practicum of 100 clock hours in a school with at least 40 of the clock hours consisting of direct service work; and one of the following:
  - Documented two years of full-time service as a school counselor on a valid school counselor certificate OR
  - Completed an internship in a school setting lasting at least one semester and consisting of a.) 600 clock hours or b.) 400 clock hours if one has 2 or more years of teaching experience;
    - A minimum of 240 clock hours of the 600 or 400 must be documented as direct service with children.
School Psychologist Endorsement Requirements

- Master’s Degree or higher in psychology or educational psychology;
- Passed the TAP and the School Psychologist (183) tests; and
- Completed coursework in the following areas:
  - Psychology of, the identification of, and the methods of instruction for the exceptional child including the learning disabled;
  - Reading methods; and
  - Reading in the content area.
Completed a supervised field experience of at least 250 hours in a school setting and/or a child study center AND

Completed a one year, full-time internship
School Social Worker Endorsement Requirements

- Master’s Degree or higher in social work;
- Passed the TAP and the School Social Worker (184) tests;
- Completed coursework in the following areas:
  - Psychology of, the identification of, and the methods of instruction for the exceptional child including the learning disabled;
  - Reading methods; and
  - Reading in the content area.
School Social Worker Endorsement Requirements

- Completed a school social work program accredited by the Council on Social Work Education;
- Completed a supervised field experience of 400 contact hours; and
- Completed an internship of 600 contact hours in a school setting.
School Nurse Endorsement Requirements

- Must hold a Bachelor’s Degree or higher from a regionally accredited institution;
- Must hold licensure as a registered nurse in Illinois;
- Completed an approved Illinois School Nurse program or comparable out-of-state program or hold a comparable out-of-state School Nurse certificate;
- Passed the TAP and the school nurse (182) test;
- Completed coursework in the following areas:
  - Psychology of, the identification of, and the methods of instruction for the exceptional child including the learning disabled;
  - Reading methods; and
  - Reading in the content area.
School Nurse Endorsement Requirements

- Completed an internship of at least 300 clock hours supervised by a certified school nurse with at least two full years of full-time experience as a school nurse with his/her current employer.
Speech Language Pathologist Non-Teaching Endorsement Requirements

- Master’s Degree or higher from a program approved by the American Speech and Hearing Association (ASHA);
- Passed the TAP and the Speech Language Pathologist-Non-Teaching test (154);
- Completed coursework in the following areas:
  - Psychology of, the identification of, and the methods of instruction for the exceptional child including the learning disabled;
  - Reading methods; and
  - Reading in the content area.
Speech Language Pathologist Non-Teaching Endorsement Requirements

- Must have completed 150 clock hours of supervised, school-based professional experience related to:
  - planning and intervention;
  - the learning environment;
  - service delivery;
  - professional conduct and ethics; and
  - facilitation and advocacy.
New legislation requires that school support personnel prepared by out-of-state programs shall meet the same requirements concerning coursework in methods of reading, reading in the content area, and instructional strategies for English language learners as in-State candidates in school service personnel areas, as defined by rules.

The legislation removed the requirement that such individuals complete “a course” or a certain number of semester hours in the above areas.
There are five administrative endorsements:

- Chief School Business Official (CSBO)
- Director of Special Education
- General Administrative (*Per 97-607, no one may be admitted to a general administrative program after September 1, 2012*)
- Principal
- Superintendent
The CSBO endorsement is required to serve as the Chief School Business Official for a school district. An individual may obtain this endorsement using one of the two following options:
<table>
<thead>
<tr>
<th>Option A—Must complete all requirements</th>
<th>Option B—Must complete all requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Complete an approved CSBO program at an Illinois institution</td>
<td>• Hold a master’s degree in Business Administration, Finance or Accounting from a regionally accredited institution of higher education</td>
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<tr>
<td>• Hold a master’s degree or higher (J.D., Ph.D., etc.)</td>
<td>• Complete a 6 semester hour internship in school business management at a regionally accredited institution under the supervision of a certified CSBO</td>
</tr>
<tr>
<td>• Document two years of experience as a school business manager</td>
<td>• Pass the TAP and the CSBO content-area (185) test</td>
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This endorsement is required for employment as a Director of Special Education or an Assistant Director of Special Education.

There are three options—A, B and C—for achieving this endorsement.
<table>
<thead>
<tr>
<th>Option A — must meet all stated requirements</th>
<th>Option B — Held an Approval for Administrator of Special Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Hold a master’s degree or higher from a regionally accredited institution</td>
<td>• Hold a valid administrative endorsement</td>
</tr>
<tr>
<td>• Complete an approved Illinois program for DSE</td>
<td>• Hold a master’s degree or higher from a regionally accredited institution</td>
</tr>
<tr>
<td>• Document 2 years of full-time special education teaching or serving as a school social worker, psychologist or speech language pathologist on a valid certificate</td>
<td>• Document 2 years of full time special education teaching or serving as a school social worker, psychologist or speech language pathologist on a valid license</td>
</tr>
<tr>
<td>• Pass the DSE content-area (180) test and the TAP</td>
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</tr>
</tbody>
</table>

*Note that all such Administrator of Special Education Approvals expired in 2005.*
Option C: Make application to add the DSE to a valid Illinois license already endorsed in an administrative field by completing the following requirements:

- Hold a master’s degree or higher from a regionally accredited institution
- Document 2 years of full-time special education teaching or serving as a school social worker, psychologist, or speech language pathologist on a valid license
- Pass the TAP and the DSE content-area (180) test
• Must complete a total of 30 semester hours in the following areas:
  ○ Complete **one course in each** of the following:
    ✷ Special Education Law
    ✷ Special Education Finance
    ✷ Supervision of Programs for Children with Disabilities
    ✷ Cross-categorical Special Education Methods
Complete the remainder of the 30 semester hours of coursework in any of the following areas:

- Curricular adaptations/modifications and assistive technology
- Facilitation of the Least Restrictive Environment for All Students
- Characteristics of students with disabilities
- Collaboration with parents and school personnel
- Transition services for students with disabilities
- Educational and psychological diagnosis and remedial techniques
Director of Special Education (DSE) Required for Options A, B and C

- 2 years full-time teaching experience on a valid license
  - Must be full-time
  - Must be reported as the teacher of record (full time teaching responsibilities for the class).
    - Only experience that can count: special education teacher or speech language pathologist, school social worker or school psychologist.
  - May not count experience as a paraprofessional
  - Must be Pre K-Age 21 (common schools) experience
  - Position must require an educator license
  - May not be day-to-day substitute teaching (different classroom each day)
  - Day care experience cannot be accepted; OR
2 years of school support personnel experience on a valid license endorsed in one of the following areas:

- School Psychology
- School Social Worker
- Speech Language Pathologist—Non-Teaching

Note: School Counselor and School Nurse experience cannot be used as experience to obtain a DSE endorsement.
General Administrative

- Individuals holding an educator license with the general administrative endorsement may serve as a school principal, assistant principal or assistant or associate superintendent.
- Institutions may no longer enroll candidates in General Administrative programs.
- Once entitled, candidates should apply as soon as possible in order to receive the endorsement by **August 31, 2014**. Note that during the summer, processing time can take up to 60 days.
- Beginning September 1, 2014, individuals wishing to obtain an endorsement to serve as a school principal must meet the requirements for the Principal endorsement.
General Administrative Requirements

- Complete an approved general administrative program at an Illinois institution
- Hold a master’s degree or higher from a regionally accredited institution
- Document two years of full-time teaching experience or school support personnel experience
- Pass the TAP and the Principal (186) test
Document 2 years of full-time teaching experience in early childhood, elementary, secondary, special K-12 or special education Pre K-Age 21:

- Must be full-time teaching
- Must be the teacher of record (teaching responsibilities for the entire class)
- May not count paraprofessional experience
- Must be within the Pre K-12 common schools (not infants or adults)
- May not count day-to-day substitute teaching (different classroom each day), OR
• 2 years of full-time school support personnel experience in one of the following in a PreK-12 common school setting:
  ○ School Psychologist
  ○ School Social Worker
  ○ School Counselor
  ○ Speech/Language Pathologist (Non-Teaching)
  ○ School Nurse
The new Principal endorsement is defined in school code at 105 ILCS 5/21B-25 2) B) and in Part 30 of the Illinois Administrative Rules. This endorsement requires:

- Completion of an Illinois Principal preparation program approved by the State Educator Preparation and Licensure Board (SEPLB) per 105 ILCS 5/21B 60;
- Hold a master’s degree or higher from a regionally accredited institution;
- Document 4 years of successful teaching (note this excludes School Service Personnel);
- Pass both Principal tests (195 and 196)
- Pass the TAP for program admission (unless an Illinois Basic Skills test was passed for the issuance of a previous Illinois certificate).
Any institution wishing to obtain approval for a Principal preparation program must submit the program to the Illinois State Board of Education (ISBE) to be reviewed by the Principal Preparation Review Panel. The panel will make a recommendation to the State Educator Preparation and Licensure Board (SEPLB).

No principal endorsements will be issued on an Educator License with Stipulations.
Individuals who hold the General Administrative endorsement and have served at least one full year during the five years prior in a position requiring the General Administrative endorsement may apply to have their General Administrative endorsement converted to a Principal endorsement.

- All such applications to convert the General Administrative to the Principal must be processed by July 1, 2015.
All other individuals who hold a General Administrative endorsement may convert the endorsement to a Principal endorsement by doing one of the following:

- Pass the Principal I (195) and Principal II (196) tests; or
- Through July 1, 2019, complete an Administrator’s Academy course to be determined by the State Superintendent.
Is Converting a General Administrative Endorsement to a Principal Endorsement Mandatory?

- No.
- Individuals who chose not to convert the General Administrative endorsement to a Principal endorsement shall continue to be able to serve as a principal, assistant principal, assistant or associate superintendents, and staff filling other similar or related positions as indicated in 23 Ill. Adm. Code 1.705. (Section 25.335)
Superintendent Endorsement Requirements

- Complete an approved Illinois program for superintendent
- Hold a master’s degree or higher
- Pass the content-area (187) test and the TAP
- Document 2 years of full-time administrative experience on a valid license with one of the following administrative endorsements:
  - General Supervisory endorsement (no longer available)
  - General Administrative endorsement
  - Director of Special Education endorsement (DSE)
  - Chief School Business Official endorsement (CSBO)
  - Principal (NEW)
Superintendent Endorsement—Experience Requirement

- Must be full-time administrative experience
- Must be within the Pre K-12 grade range
- Must hold the administrative certificate while the experience was accrued

One who holds a superintendent’s endorsement may serve as a school district superintendent.
All Administrative Endorsements

- Official documentation must be on file with the entitling institution.
- The experience must be verified by an authorized official from the employing school district, preferably on letterhead.
- Do not rely on ELIS for verification of the appropriate required experience as the data in TSR/EIS has not been historically accurate.
Thank you for attending this week’s webinar.

Programmers are making changes to ELIS based on input from Licensure Officers. The changes should be ready soon, but may not be ready in time to demonstrate at the October 8, 2013 webinar.

Therefore, we will move the webinar on ELIS Entitlement Procedures to Tuesday, October 15. We apologize for any inconvenience.