



Illinois State Board of Education

Gery J. Chico, Chairman
Dr. Christopher Koch, State Superintendent

Frequently Asked Questions

Click a topic below to be taken to a list of questions relating to that topic. You may then select your question from the list to see the corresponding answer.

TOPICS

- [The Exchange from Certificates to Licenses](#)
- [License and Endorsement Types](#)
- [Requirements for Licenses and Endorsements](#)
- [The Application Process](#)
- [Registration and Renewal](#)
- [Reinstatement of a Lapsed License](#)
- [Terminology](#)
- [Additional Information for International Applicants](#)
- [General Questions](#)

Please note: The information in this document is subject to change with new law. Any new information set forth in Illinois Administrative Code or Illinois Compiled Statutes shall supersede the information in this document.

The Exchange from Certificates to Licenses

How do I access my Educator Licensure Information System (ELIS) account?

My credentials are not correct in ELIS. Who should I notify?

How is my new *license* different than my previous *certificate*?

Why did Illinois switch to a licensure system?

I previously held a master's certificate. How is that information listed on my new license?

Are there still *initial* and *standard* licenses?

License and Endorsement Types

What types of licenses exist?

What endorsements can be added to my professional educator license?

What endorsements can be added to my educator license with stipulations?

Can I receive a paper copy of my license?

For how many years is my license valid?

I have not met all of the requirements for a professional educator license. Can I receive any sort of provisional license so I can begin teaching right away?

If I receive an educator license with stipulations endorsed as a provisional educator, will this license automatically be exchanged for a professional educator license (PEL) once I have met the requirements for the PEL?

If I hold a valid professional educator license or educator license with stipulations, am I qualified to be a substitute teacher?

Requirements for Licenses and Endorsements

How can I obtain a substitute teaching license?

How can I obtain an ELS endorsed as a paraprofessional educator?

How can I obtain a middle school endorsement?

(continued on the next page)

Requirements for Licenses and Endorsements (continued)

How can I qualify to teach special education in pre-kindergarten?

How can I qualify to teach in a self-contained general education setting?

How can I apply for the LBS I approval?

How can I qualify to teach special education in a cross-categorical Learning Behavior Specialist I (LBS I) setting?

I have completed an alternative educator certification program in another state. What are my options for licensure in Illinois?

Which tests do I need to take for a specific license?

Which tests do I need to take to add a specific endorsement to my license?

Do I need to have U.S. citizenship to obtain a license in Illinois?

The Application Process

How much are the application fees?

How can I pay the application fees?

How long will it take for my license, endorsement, or approval to be issued?

The endorsement or approval I want is not available on the application. Why?

Registration and Renewal

How much are registration fees for my license?

Which regional office of education (ROE) is in my county or region?

What will I need to do to renew my professional educator license?

If I hold a substitute license, will I need to pass a test of basic skills to renew my license at the end of its five-year cycle?

I hold a professional educator license and a substitute license. Now that I have to pay separate registration fees for both, is it necessary to maintain both licenses?

(continued on the next page)

Registration and Renewal (continued)

My certificate has been exchanged for a license. When do I need to renew my license?

I am a new Illinois educator and have just received my first Illinois license. When should I register my license?

My TASN paraprofessional approval has been exchanged for an educator license with stipulations endorsed as a paraprofessional educator. When should I register my new license?

I applied after July 1, 2013 for a paraprofessional endorsement on my educator license with stipulations. When should I register my license?

Reinstatement of a Lapsed License

My license has lapsed. What are my options for reinstatement?

I need to reinstate my license. What coursework can I complete?

Terminology

My license/endorsement status is listed in ELIS as lapsed, deficient, pending review, etc. What do these statuses mean?

What is a *self-contained general education* endorsement?

What is an *endorsement*?

What is *LBS I*?

What are *school support personnel*?

What is a *paraprofessional*?

What do you mean by a *valid, comparable out-of-state certificate or license*?

What is a *state-approved program*?

What is *entitlement*?

What is the difference between an *endorsement* and a *designation* on my license?

What is an *approval*?

What is an *IEIN*?

Additional Information for International Applicants

I completed an educator preparation program outside of the United States. What additional requirements do I need to apply for licensure in Illinois?

I am an international student completing a state-approved program at a U.S. college or university. Am I eligible to receive an Illinois license?

Do I need to have U.S. citizenship to obtain a license in Illinois?

General Questions

How do I change my name, address, or other information in ELIS?

How can I contact my regional office of education or ISBE?

I cannot open a deficiency letter in my account. What is wrong?

The Exchange from Certificates to Licenses

How do I access my Educator Licensure Information System (ELIS) account?

Click [here](#) to access ELIS. You will need to login to view your credentials.

My credentials are not correct in ELIS. Who should I notify?

Please contact ELIS support at licensure@isbe.net. Include your name, IEIN or social security number, and a detailed description of the inaccuracies.

How is my new *license* different than my previous *certificate*?

On July 1, 2013, Illinois implemented a new system of educator licensure that replaced the previous system of educator certification. All Illinois teaching, administrative, and school service personnel certificates have been converted to a corresponding license. Educators did not lose any of their credentials or endorsements in this transition.

If you held an initial, standard, or master teaching certificate, administrative certificate, or school service personnel certificate prior to July 1, 2013, your certificate has been converted to a **professional educator license (PEL)** endorsed for the content areas and grade levels that were listed on your certificate. Each endorsement corresponds with the certificate that was held prior to July 1.

If you held a provisional, alternative provisional (i.e. teaching or administrative), resident teacher, provisional vocational, temporary provisional vocational, transitional bilingual or visiting international certificate, or an approval to serve as a paraprofessional, your certificate or approval has been converted to an **educator license with stipulations (ELS)** endorsed for the content areas and grade levels that were listed on your certificate. Each endorsement corresponds with the certificate or approval that was held prior to July 1.

If you held an ESL or bilingual approval, your approval has been exchanged for a comparable endorsement. All other approvals are listed in the “My Credentials” section of your ELIS account.

If you held a substitute teaching certificate, your certificate has been converted to a **substitute teaching license**.

View the following PowerPoint link for additional information regarding the exchange from certificates to licenses. [The Illinois Licensure Exchange PowerPoint](#)

Why did Illinois switch to a licensure system?

In the past, Illinois educator certificates sometimes caused confusion for teachers and administrators; it has not always been clear from the certificate which subjects or grade levels the holder is qualified to teach. To clarify this, Illinois transitioned from a certificate system to a licensure system during the summer of 2013, moving from 60 types of educator certificates and endorsements to just three licenses.

To simplify the credential environment, ISBE will now only issue three types of licenses:

1. Professional Educator License (PEL)
2. Educator License with Stipulations (ELS)
3. Substitute License

It is possible for an individual educator to hold multiple licenses, as different certificates held at the time of the exchange will be converted to endorsements on different licenses.

I previously held a master's certificate. How is that information listed on my new license?

Anyone who previously held a master's certificate has been issued a professional educator license with a National Board for Professional Teaching Standards (NBPTS) master teacher designation.

Are there still initial and standard licenses?

No. All initial and standard certificates have been converted to professional educator licenses. Thus, letters of teaching experience for the purpose of moving from initial to standard are no longer needed beginning July 1, 2013.

License and Endorsement Types

What types of licenses exist?

There are three types of licenses in Illinois:

- [Professional Educator License](#)
- [Educator License with Stipulations](#)
- Substitute Teaching License

Click each license type to see the endorsements that can be added to that particular license. Please note endorsements cannot be added to a substitute license. [Click here](#) to see the requirements for obtaining each license.

What endorsements can be added to my professional educator license?

The following endorsements can be added to a professional educator license:

Early Childhood Education (birth-grade 3)*
Elementary Education (K-9)*
Secondary Education (6-12)*
Special (K-12, endorsed in one content area)*
Special Education (PK- Age 21)*
School Counselor (PK- 21)*
School Social Worker (PK- 21)*
School Psychologist (PK- 21)*
School Nurse (PK-21)*
Speech Language Pathologist (non-teaching) (PK-Age 21)*
General Administrative (K-12)*
Principal (PK-12)*
Chief School Business Official (PK-21)*
Director of Special Education (PK-Age 21)*
Superintendent (PK-21)*
Content/Subject Areas (Grade range varies)**

*Requires completion of a state-approved educator preparation program

** Can only be added within the grade range of your current credentials

What endorsements can be added to my educator license with stipulations?

The following endorsements can be added to an educator license with stipulations:

Provisional Educator

- Early Childhood Education (birth-grade 3)*
- Elementary Education (K-9)*
- Secondary Education (6-12)*
- Special (K-12, endorsed in one content area)*
- Special Education (PK- Age 21)*
- School Counselor (PK- 21)*
- School Social Worker (PK- 21)*
- School Psychologist (PK-21)*
- School Nurse (PK-21)*
- Speech Language Pathologist (non-teaching) (PK-Age 21)*
- General Administrative (K-12)*
- Principal (PK-12)*
- Chief School Business Official (PK-21)*
- Director of Special Education (PK-Age 21)*
- Superintendent (PK-21)*
- Content/Subject Areas (Grade range varies)**

Career and Technical Educator (9-12)

- Provisional Career and Technical Educator (9-12)
- Part-time Provisional Career and Technical Educator (9-12)
- Transitional Bilingual Educator (PK-12)
- Visiting International Teacher (grade range varies)
- Paraprofessional Educator (all grades)
- Content/Subject Areas (grade range varies)**

** Can only be added within the grade range of your current credentials

The following endorsements can only be issued through [entitlement](#):

- Alternative Provisional Educator (grade range varies)
- Alternative Provisional Superintendent (PK- Age 21)
- Resident Teacher (grade range varies)

Can I receive a paper copy of my license?

Educators will not receive paper copies of their licenses but may print any ELIS page if they wish to have a printed version of their credentials.

For how many years is my license valid?

Your first license after the exchange (July 1, 2013) will be valid for the time period remaining on the current certificate; thereafter, each license will have to be renewed and registered at the end of its validity period. Note: Upon renewal and registration, the professional educator license will be valid for five years.

A newly-issued **professional educator license** is valid for five full fiscal years and renewable if professional development requirements are met.

The educator license with stipulations endorsed as a **provisional educator** is valid for two full fiscal years and is non-renewable.

The educator license with stipulations endorsed as a **transitional bilingual educator** is valid for five full fiscal years and may not be renewed.

The educator license with stipulations endorsed as a **career and technical educator** is valid for five full fiscal years and may be renewed.

The educator license with stipulations endorsed as a **provisional career and technical educator** is valid for five full fiscal years and may be renewed once.

The educator license with stipulations endorsed as a **visiting international teacher** is valid for three full fiscal years and may not be renewed.

The **substitute teaching license** is valid for five full fiscal years and renewable if the licensee has passed Illinois' test of basic skills.

I have not met all of the requirements for a professional educator license. Can I receive any sort of provisional license so I can begin teaching right away?

If you have not met all of the requirements for a professional educator license and you would like to begin teaching immediately, you may be eligible for an **educator license with stipulations endorsed as a provisional educator**. Please [view the requirements for the professional educator license and the educator license with stipulations](#) to determine which license is best for you.

An educator license with stipulations endorsed as a provisional educator is valid for two full fiscal years and cannot be renewed. You must meet the requirements of the professional educator license to continue to be legally employed.

If I receive an educator license with stipulations endorsed as a provisional educator, will this license automatically be exchanged for a professional educator license (PEL) once I have met the requirements for the PEL?

Yes, your educator license with stipulations endorsed as a provisional educator will be automatically exchanged for a professional educator license if the requirements for the PEL have been met within the **one-calendar year validity** of your deficiency letter. [Click here to see the requirements for obtaining the professional educator license.](#)

If you do not meet the requirements for the PEL within one calendar year, you must submit a new application and fee and meet any new licensure requirements that are in effect at the time of your new application.

If I hold a valid professional educator license or educator license with stipulations, am I qualified to be a substitute teacher?

If you hold a valid professional educator license or educator license with stipulations that required a bachelor's degree for issuance, you are qualified to be a substitute teacher. You do not need to hold a substitute teaching license.

Requirements for Licenses and Endorsements

How can I obtain a substitute teaching license?

A substitute teaching license, valid for substitute teaching in grades PK-12 in any county in Illinois, may be issued to individuals who hold a bachelor's degree or higher from a regionally accredited institution of higher education. To apply, individuals may submit an application online in the [Educator Licensure Information System \(ELIS\)](#). A \$75 fee will be assessed electronically when the application is submitted. After submitting their application, individuals should have an official transcript showing an awarded bachelor's degree sent to ISBE.

A substitute teaching license is valid for five years and may be renewed if the educator has passed Illinois' test of basic skills (TAP 400.) The test of basic skills may be waived with a composite score of 22 on the ACT Plus Writing or a composite score of 1030 on the SAT (mathematics + critical reading). An individual who has passed a test of basic skills for the first licensure renewal is not required to retake the test for further renewals.

How can I obtain an ELS endorsed as a paraprofessional educator?

A paraprofessional educator endorsement on an educator license with stipulations may be issued to an individual who holds a high school diploma or its recognized equivalent and has met one of the following requirements:

1. Holds an associate degree from a regionally accredited institution of higher education;
2. Has completed at least 60 semester hours of credit from a regionally accredited institution of higher education (excluding remedial coursework);
3. Presents an official score report from Educational Testing Service (ETS) showing a score of 460 or higher on the ParaPro test; or
4. Presents evidence of earning the following scores on the Work Keys test (offered by ACT): reading (4), writing (3), and math (4).

To apply for an educator license with stipulations endorsed as a paraprofessional educator, individuals may submit an application in the [Educator Licensure Information System \(ELIS\)](#). A \$75 fee will be assessed electronically when the application is submitted. After submitting their application, individuals should have a copy of their high school diploma and official transcripts showing completion of any college coursework sent to ISBE.

If an educator currently holds an educator license with stipulations endorsed in another area (provisional educator, transitional bilingual educator, etc.), he/she must submit an application for a

new educator license with stipulations since the validity period of the paraprofessional educator endorsement will be different than the other license's endorsement.

An educator license with stipulations endorsed as a paraprofessional educator is valid until June 30 immediately following five years of the endorsement being issued and may be renewed.

How can I obtain a middle school endorsement?

Before you can add a middle school endorsement, you must hold an endorsement for one of the following grade ranges:

- Elementary (K-9)
- Secondary (6-12)
- Special (K-12) or Special Education (PK-21)

If you hold an elementary education endorsement, the middle school endorsement is valid for grades 5-8. If you hold a secondary education endorsement, the middle school endorsement is valid for grades 6-8. If you hold a special (K-12) or special education (PK-21) endorsement, the middle school endorsement is valid for grades 5-8.

To obtain a middle school endorsement, you must submit an application for endorsement and meet the coursework requirements for the endorsement sought. Some middle school endorsements also require passing a content area test. [View requirements for all available middle school endorsements here.](#) Six semester hours of middle grade professional coursework must also be completed. For more information about the middle school coursework, click [here](#).

Exception: If you completed a state approved K-12 program and hold a special K-12 endorsement in a specific subject area, you can teach middle school in that specific subject area without completion of the middle grade professional coursework.

How can I qualify to teach special education in pre-kindergarten?

To teach special education in pre-kindergarten, you must hold an **early childhood special education approval**. This approval can ONLY be obtained if you already hold an early childhood education (birth-grade 3) endorsement, a special (LBSI PK-21) endorsement, or a split elementary education/secondary education endorsement that includes an LBSI endorsement with a combined grade range equivalent to PK-21. The Early Childhood Special Education approval (ECT) is granted when an educator has completed coursework in early childhood special education methods, early childhood special education assessment, language development in the young child, and child, family, & community relationships. This is not always

achieved with the completion of just four courses. Illinois institutions have identified a specific sequence of courses offered at their institutions that will meet these areas.

Although the grade range of the special (LBSI PK-21) endorsement encompasses pre-kindergarten, educators with this endorsement are not qualified to teach pre-kindergarten special education until they hold the early childhood special education approval.

Exception: Teachers of students who are deaf or hard of hearing, teachers of students who are blind or visually impaired, and speech language pathologists are not required to hold an early childhood special education approval.

How can I qualify to teach in a self-contained general education setting?

To teach in a self-contained setting and teach all subjects, you must hold the [self-contained general education](#) endorsement on your license. This endorsement is only available to individuals who have completed a state-approved early childhood education or elementary education program and have passed the appropriate tests.

How can I apply for the LBS I approval?

There is no application for the LBS I approval. Instead, you should apply for the LBS I endorsement. If you have completed all necessary coursework but have not passed the LBS I content-area test, you will be issued the LBS I approval instead of the LBS I endorsement.

How can I qualify to teach special education in a cross-categorical Learning Behavior Specialist I (LBS I) setting?

To teach cross-categorical special education for grades kindergarten and above, you must hold the LBS I endorsement or LBS I approval. The LBSI approval is valid for 3 calendar years if issued on or after January 1, 2002. If issued prior to that date, there is no end date and the approval does not expire. The LBS I approval is valid for the grade range of the endorsement held for grades kindergarten and above. **To serve as a teacher for cross-categorical early childhood special education, you must also obtain the early childhood special education approval.**

(continued on the following page)

You may hold one of the following grade level endorsements and either the LBS I approval or the endorsement:

Grade Level Endorsement	LBS I Approval or Endorsement Grade Range
Early Childhood Teaching	(Grade K-3)
Elementary Teaching	(Grade K-9) or (PreK-9)
Secondary Teaching	(Grade 6-12)
Special K-12 Teaching (Music, PE, Visual Arts...)	(Grade K-12)
Special Education (PK-21) endorsed in one of the following: <ul style="list-style-type: none"> • Deaf or Hard of Hearing • Blind or Visually Impaired • Speech Language Pathologist 	(Grade K-12)

I have completed an alternative educator certification program in another state. What are my options for licensure in Illinois?

Each out-of-state applicant for an Illinois teaching license must meet licensure requirements that are similar to Illinois requirements. For those who have completed alternative certification or licensure programs, requirements include:

- Graduation from a regionally accredited institution with a bachelor’s degree that directly corresponds to the endorsement sought and meets the requirements for that endorsement
- An intensive course of study approved by that state for this purpose
- Student teaching or another structured teaching experience that forms part of the approved alternative program, as well as additional required coursework that applies to all out-of-state applicants

Out-of-state applicants who completed an alternative licensure program cannot receive a provisional educator endorsement on the educator license with stipulations unless the program has been determined to be equivalent to Illinois program requirements.

Which tests do I need to take for a specific license?

The following Illinois educator tests must be passed for the **professional educator license (PEL) endorsed in a teaching field**:

- Test of Academic Proficiency (TAP) or an equivalent test of basic skills*
- Assessment of Professional Teaching (APT)
- All applicable content tests**

The following Illinois educator tests must be passed for the **professional educator license (PEL) endorsed in a school support or administrative field**:

- Test of Academic Proficiency (TAP) or an equivalent test of basic skills*
- All applicable content tests

The following Illinois educator tests must be passed for the **educator license with stipulations (ELS) endorsed as provisional educator**:

- Test of Academic Proficiency (TAP) or an equivalent test of basic skills*
- All applicable content tests**

**One of the following assessments may be used in lieu of the TAP if the score is no more than 10 years old at the time of submission:*

- Illinois Basic Skills test 096 or 300
- ACT Plus Writing (with a composite score of 22 or higher)
- SAT (with a score of 1030 or higher in critical reading + mathematics)

If you plan to submit ACT or SAT scores, an official score report must be sent directly to ISBE from the testing agency. Click [here](#) for more information.

**Individuals seeking one of the following endorsements must also pass the Special Education General Curriculum test:

- Learning Behavior Specialist I (LBSI) when completing an entire LSBI program
- Teacher of Students Who Are Blind or Visually Impaired
- Teacher of Students Who Are Deaf or Hard of Hearing
- Speech Language Pathologist--Teaching

For additional testing information, including test registration, please visit www.icts.nesinc.com.

Which tests do I need to take to add a specific content/subject endorsement to my license?

Click [here](#) to see what tests (if any) are required for each subject/content area endorsement.

All content-area tests are valid for five calendar years from the test date.

Do I need to have U.S. citizenship to obtain a license in Illinois?

You do not need to be a U.S. citizen to obtain an Illinois license, but you must hold a valid social security number. For additional information about acquiring a social security number through the Social Security Administration, click [here](#).

If you do not currently have a social security number, you can acquire a temporary one through the Illinois State Board of Education so you can take the tests required for licensure. Before you receive your license, you must obtain a valid social security number.

The Application Process

How much are the application fees?

Professional Educator License (PEL) Application Fee:

If you completed an educator preparation program in Illinois, the license application fee is \$75.*

If you completed an educator preparation program outside Illinois, the application fee for your license is \$150.*

If you do not qualify for the PEL but meet the requirements for the ELS endorsed as a provisional educator, the ELS will be issued. The ELS can be exchanged for the PEL for no additional fee or application if PEL deficiencies are removed within one calendar year.

Educator License with Stipulations Application Fee:

If you completed an educator preparation program in Illinois, the license application fee is \$75.*

If you completed an educator preparation program outside Illinois, the application fee for your license is \$150.* *Exception:* Transitional bilingual educator fees are \$75.*

Substitute License Fee:

The application fee for a substitute license is \$75.*

Paraprofessional Endorsement on an Educator License with Stipulations:

The application fee is \$75.*

Endorsements:

The application fee for adding an endorsement to an existing license is \$50 per endorsement.*

Approvals:

The application fee for adding an approval is \$50.*

*A convenience fee will be applied at the time of your online payment.

How can I pay the application fees?

All fees must be paid online with a credit or debit card at the time of application. If you are uncomfortable using your personal credit/debit card, pre-paid credit cards with an expiration date may be used. Master Card, Visa, Discover, and American Express are accepted.

How long will it take for my license, endorsement, or approval to be issued?

The evaluation process takes approximately 120 business days. Applications are processed in the order they are received. If you have a job pending and would like to request an expedited review, the school district or your [regional office of education](#) may submit a [request for priority review](#).

You can check the status of your application in the “My Credentials” section of your ELIS account.

The endorsement or approval I want is not available on the application. Why?

There are a few reasons the endorsement you are seeking may not be available on the endorsement application:

1. If you already hold the endorsement, or if you have applied for the endorsement in the past year and hold a valid deficiency letter, you will not be able to apply for the same endorsement. Click the “My Credentials” tab in your ELIS account to see your issued, pending, and deficient credentials.
2. If an Illinois university or college has recommended you for a specific endorsement or approval through [entitlement](#), you will not be able to apply for the same endorsement through ISBE transcript evaluation. Please check your pending credentials on your ELIS homepage to see if a higher education institution has entered a notification for entitlement. You can then apply for the pending endorsement.
3. Some endorsements or approvals are only available through [entitlement](#). The principal, reading specialist, alternative provisional superintendent, alternative provisional educator, and resident teacher endorsements, as well as the interim school counselor intern approval, are only granted through entitlement. If you are seeking one of these endorsements or approvals, please speak to an Illinois university or college for information about approved program requirements.
4. Other endorsements are only available for specific grade ranges. You must hold an endorsement for the grade range needed for a particular endorsement. For instance, you cannot submit an application for mathematics (9-12) unless you already hold the secondary education endorsement. To add an additional grade range endorsement to your license, you must complete a state-approved program at a regionally-accredited college or university.
5. Some endorsements can only be added to a specific license. If you do not hold the correct license type, you will not be able to add the endorsement. View [a list of endorsements that can be added to a professional educator license](#) and [a list of endorsements that can be added to an educator license with stipulations](#).

Registration and Renewal

How much are registration fees for my license?

Licenses must be registered for \$10 per year to prevent them from lapsing. Educators can pay registration fees by logging in to ELIS, and registration fees must be paid for the entire cycle of the license. If you hold more than one license, you must pay registration fees for each license. **It is your responsibility to remember when your license needs to be registered.**

If a license is not registered after six months, it lapses, and the educator will have to pay a \$500 penalty fee OR complete nine semester hours of appropriate college coursework. [View more information about lapsed licenses here.](#)

Exception: Individuals who receive a paraprofessional endorsement on an educator license with stipulations through the licensure exchange are not required to pay registration fees for the first five-year cycle.

Which regional office of education (ROE) is in my county or region?

Regional offices of education are grouped by county (or regions within counties) throughout Illinois. Your license must be registered in the region where you are employed or live. [Click here](#) to see a list of regional offices of education.

What will I need to do to renew my professional educator license?

Proposed legislation may change the renewal requirements for the professional educator license beginning July 1, 2014, so please check back to this website regularly after January 1, 2014 for the latest information. If you are working on a professional educator license with a teaching endorsement, continue to engage in professional development activities for renewal during the 2013-2014 school year. Maintain evidence of completion for two years after your license renewal date in case you are audited.

Individuals working in a position that requires a professional educator license with an administrative endorsement may be required to complete one Administrator's Academy course for fiscal year 2014 depending on the passage of new legislation.

(continued on the following page)

School Support Personnel are not required to complete professional development for fiscal year 2014.

Illinois educators are strongly advised to monitor the [ISBE Educator Licensure webpage](#) for ongoing information about Illinois educator licensure. Please contact your [regional office of education](#) if you have additional questions.

If I hold a substitute license, will I need to pass a test of basic skills to renew my license at the end of its five-year cycle?

Yes, if you have never passed a test of basic skills for a previous Illinois certificate/license, you will need to pass it before your substitute license can be renewed. The following tests can be used to meet the basic skills requirement:

- Former Illinois Basic Skills test
- Test of Academic Proficiency (TAP 400)
- ACT Plus Writing (with a composite score of 22 or higher)
- SAT (with a score of 1030 or higher in critical reading + math)

If you plan to submit ACT or SAT scores, an official score report must be sent directly from the testing agency. Tests must have been taken within the past ten calendar years. [Click here](#) for more information about submitting your scores.

An individual who has passed a test of basic skills for the first substitute licensure renewal is not required to retake the test for further renewals.

I hold a professional educator license and a substitute license. Now that I have to pay separate registration fees for both, is it necessary to maintain both licenses?

It is not necessary to maintain both types of licenses. Your professional educator license (PEL) allows you to teach as a substitute, and some districts require this for their substitute teachers. The PEL allows more flexibility for teaching; so even if you retire, it is better to maintain your PEL than to receive a substitute license and allow your PEL to lapse.

My certificate has been exchanged for a license. When do I need to renew my license?

Your first license after the exchange (July 1, 2013) will be valid for the time period remaining on the current certificate; thereafter, each license will have to be renewed and registered at the end of its validity period. Note, upon renewal and registration, the professional educator license will be valid for five years.

If your certificate was registered until June 30, 2013 and you waited to register your new professional educator license, you must pay the appropriate fees and register the license for the full five-year cycle ending June 30, 2018.

Substitute licenses will be valid for a five-year cycle beginning July 1, 2013. If your substitute certificate was exchanged for a substitute teaching license, you will have five years until your license needs to be renewed, but check your ELIS account to ensure your registration fees have been paid for the full cycle.

I am a new Illinois educator and have just received my first Illinois license. When should I register my license?

Your license should be registered within six months of its issuance or it will lapse. You should register your license in your ELIS account and identify the regional office of education in the county where you work or live. Click [here](#) to see a list of regional offices of education listed by county.

My TASN paraprofessional approval has been exchanged for an educator license with stipulations endorsed as a paraprofessional educator. When should I register my new license?

If you received a **TASN** paraprofessional endorsement on an educator license with stipulations through the licensure exchange, you are not required to pay registration fees for the first five-year cycle but you must register the license within 6 months or it will lapse.

If you hold a **TAS** approval, this approval is still valid for life and no registration fees are required. New TAS approvals are no longer issued.

I applied after July 1, 2013 for a paraprofessional endorsement on my educator license with stipulations. When should I register my license?

If you are receiving your first educator license with stipulations, you should register your license as soon as possible. Your license can be registered in your ELIS account.

Reinstatement of a Lapsed License

My license has lapsed. What are my options for reinstatement?

A lapsed license is invalid. One of the following two options must be completed to reinstate your license:

1. Educators who have lapsed may complete nine semester hours of coursework in one or more of the endorsement areas listed on their license. Coursework must be completed within the last five fiscal years. [View acceptable courses you may complete for reinstatement.](#)
2. Educators who have lapsed may pay a \$500 penalty fee in place of completing nine semester hours of coursework.

You may apply for reinstatement in ELIS. You will be able to select which of the two reinstatement options you wish to use.

I need to reinstate my license. What coursework can I complete?

If you plan to reinstate your license by completing nine semester hours of coursework in the last five fiscal years, view the list of acceptable coursework for each license type below.

Elementary or Early Childhood Endorsement: Coursework in any of the following areas: core content courses (English language arts, math, science, or social science), reading, special populations (including special education, gifted, English as a second language, or bilingual education), human development, educational psychology, methods of instruction, or technology as it relates to education. Coursework in any of your endorsement areas will also be accepted.

Secondary Education or K-12 Special Endorsement: Coursework in any of the following areas: reading, special populations (including special education, gifted, English as a second language, or bilingual education), human development, educational psychology, methods of instruction, or technology as it relates to education. Coursework in any of your endorsement areas will also be accepted.

Special Education PK-21 Endorsement: Coursework in any of the following areas: core content courses (English language arts, math, science, or social science), reading, special populations (including special education, gifted, English as a second language, or bilingual education), human development, educational psychology, methods of instruction, or technology as it relates to education. Coursework in any of your endorsement areas will also be accepted.

Administrative Endorsement: Coursework in any of the following areas: reading, special populations (including special education, gifted, English as a second language, or bilingual education), human development, educational psychology, methods of instruction, or technology as it relates to education. Coursework in any of your endorsement areas will also be accepted.

School Support Personnel Endorsement: Coursework in any of the following areas: reading, special populations (including special education, gifted, English as a second language, or bilingual education), human development, educational psychology, methods of instruction, or technology as it relates to education. Coursework in any of your endorsement areas will also be accepted.

**A \$500 penalty fee can be submitted instead of completing nine semester hours of coursework.

Terminology

My license/endorsement status is listed in ELIS as lapsed, deficient, pending review, etc. What do these statuses mean?

Completed Program (CP): If you are being recommended for a license or endorsement through [entitlement](#), your status will be “Completed Program” until you apply for your pending notification. To apply for the entitlement notification, go to your ELIS homepage and click on the link that alerts you of your pending entitlement notification. Your status will change to “issued” once your application and fee are received.

Deficient (D): You have not met all of the requirements needed for the endorsement/license. You will receive a letter through email detailing the requirements you need to meet.

Deleted/Removed (DR): The license/endorsement has been removed from your credentials and is not valid for teaching in an Illinois public or state-operated school. You may see this status if a duplicate license/endorsement was removed from your credentials.

Educator Surrendered (SU): The educator has voluntarily given up the license/endorsement.

Exchanged (EX): The license has been converted into a different license. The license with the “exchanged” status is not valid for employment in an Illinois public or state-operated school. This status is most often seen on licenses that were once “certificates” prior to implementation of ELIS. For example, prior to July 1, 2013, an initial certificate may have been exchanged for a standard certificate, or a provisional certificate may have been exchanged for a full certificate. In ELIS, these historical licenses would have an “exchanged” status.

Expired (X): The license/endorsement has expired and is not valid for employment in an Illinois public or state-operated school.

Inactive (IN): Your license registration fees expired and/or a Statement of Assurance (SOA) was not approved prior June 30 of this year. You have until December 31 of this year to pay registration fees and/or obtain SOA approval. Your license is invalid for employment in an Illinois public or state-operated school.

Issued (I): You have met all necessary requirements for the license/endorsement.

Lapsed (L): Your last renewal cycle ended on or before June 30 of last year. Your license lapsed because your license registration fees were not paid and/or a Statement of Assurance (SOA) was not approved by December 31 of the year the renewal cycle ended. Your license is invalid for employment in an Illinois public or state-operated school until you reinstate it. Click [here](#) for an explanation of your reinstatement options.

Licensure Conversion (LC): If you held an Illinois certificate prior to July 1, 2013, that certificate transferred to the new licensure system with a “licensure conversion” status. If your certificate was valid at the time of the conversion, the same license is listed in your credentials with an “issued” status.

Pending Review (PR): ISBE has received your application, and it is waiting to be reviewed by an evaluator. Applications will be reviewed in the order they are received.

Pre-Completion of Program (PC): The individual is being entitled for a license by an Illinois university or college, but has not yet met all of the requirements for licensure.

Revoked (R): For educational purposes, the license no longer exists, and notification to that effect was entered into the nationwide database.

Suspended (S): The license or endorsement is no longer valid for working in a position requiring that credential, but it may be reinstated after a specific period of time.

What is a *self-contained general education* endorsement?

This endorsement allows an educator to teach all subject areas in one classroom to all students within the grade range of the license.

What is an *endorsement*?

The term **endorsement** is used to describe a credential listed on a professional educator license or an educator license with stipulations.

A **teaching endorsement** may be a *grade-level endorsement* (i.e. early childhood, elementary, secondary, or special) or a *content/subject-area endorsement* (i.e. middle school language arts, senior high school health education, or transitional bilingual educator).

Administrative endorsements include chief school business official, director of special education, superintendent, principal, and general administrative.

School support personnel endorsements include school counselor, school social worker, school psychologist, school nurse, and speech language pathologist (non-teaching).

What is *LBS I*?

LBS I is the acronym for Learning Behavior Specialist I. An educator can teach cross-categorical special education with an LBS I endorsement.

What are *school support personnel*?

School support personnel include the following: school social worker, school counselor, school psychologist, school nurse, and non-teaching speech-language pathologist.

What is a *paraprofessional*?

Paraprofessionals are personnel authorized to be employed to assist in instruction (for example, a teacher's aide). After July 1, 2013, all new applicants for a paraprofessional credential must hold an educator license with stipulations endorsed for a paraprofessional educator in order to be employed as a paraprofessional.

What do you mean by a *valid, comparable out-of-state certificate or license*?

To receive an educator license with stipulations endorsed as a provisional educator, you must present a valid, comparable out-of-state certificate or license. To be "valid", your certificate must be active and not expired. To be "comparable", your certificate must be equivalent to an Illinois license endorsed in the specific teaching field you are seeking. For instance, if you are seeking the "secondary education" endorsement in Illinois, your out-of-state certificate or license must list credentials for teaching grades 6-12 (or a similar range).

If you are seeking an educator license with stipulations endorsed in an administrative or school support personnel area, your out-of-state certificate or license must reflect the credential you are seeking in Illinois. For example, if you are seeking the school counselor endorsement in Illinois, your out-of-state certificate or license must list a school counselor credential.

What is a *state-approved program*?

A state-approved program is a higher education institution or not-for-profit organization's focused program for the preparation of education personnel that leads to licensure in that state or country. To be considered an "approved program" in Illinois, an institution/organization must

meet rigorous requirements and be recognized as such by the Illinois State Board of Education. For a list of approved programs available at Illinois colleges and universities, click [here](#).

What is *entitlement*?

Entitlement is the process Illinois institutions of higher education or not-for-profit entities recognized and approved to offer educator preparation programs use when recommending a candidate for a particular endorsement or license. If you completed coursework at an Illinois university or college that qualified you for an endorsement or license, the institution may enter a notification for entitlement in your ELIS account.

By entering this notification, the institution is confirming you have completed all coursework and testing requirements required for the endorsement/license per current Illinois rules and regulations.

The pending credential will be listed on your ELIS home page. You can apply for this credential on your ELIS home page.

What is the difference between an *endorsement* and a *designation* on my license?

An endorsement entitles you to teach or administrate in a specific area. You cannot teach in a National Board for Professional Teaching Standards (NBPTS) designation area unless you hold the applicable Illinois endorsement.

What is an *approval*?

The following approvals are available.

- Adaptive PE
- Bilingual Special Education
- Cued Speech Interpreter
- Early Childhood Special Education
- English as a Second Language Special Education
- Interim Sign Language Interpreter
- Pilot Speech Language
- School Counselor Intern
- School Nurse Intern
- School Psychologist Intern

Short-Term Emergency (for special education)
Sign Language Interpreter
Social Worker Intern
Teacher Coordinator
Vocational Coordinator

What is an *IEIN*?

An IEIN (Illinois Educator Identification Number) is a unique number assigned to each individual when his/her ELIS account is created. If you should ever need to contact your ROE or ISBE with questions, please have your IEIN available so staff may easily locate your account.

Additional Information for International Applicants

I completed an educator preparation program outside of the United States. What additional requirements do I need to apply for licensure in Illinois?

To receive a license in Illinois, out-of-country applicants must have been prepared as an educator outside of the United States, meet all coursework and testing requirements, and meet all other requirements detailed in Illinois statute and rules.

If you have foreign credentials, you will need to obtain a course-by-course evaluation that converts the foreign educational credentials to equivalent U.S. semester credits and courses. The evaluation will need to specify the grade level for which you were prepared as an educator. It will also need to indicate the U.S. degree equivalence of your foreign credentials. We will require the original course-by-course foreign credential evaluation report. You will also need to present your original foreign documents to your [regional office of education](#), and copies of these documents will be sent to the Illinois State Board of Education. [Click here](#) for a list of approved evaluation sources.

I am an international student completing a state-approved program at a U.S. college or university. Am I eligible to receive an Illinois license?

An international student can only receive an Illinois license if he/she has a valid social security number. Here is some information about how international students can obtain a social security number: <http://www.socialsecurity.gov/pubs/10181.html#a0=1>.

If you do not currently have a social security number, you can acquire a temporary one through the Illinois State Board of Education so you can take the tests required for licensure. Before you receive your license, you must obtain a valid social security number.

Do I need to have U.S. citizenship to obtain a license in Illinois?

You do not need to be a U.S. citizen to obtain an Illinois license, but you must hold a valid social security number. For additional information about acquiring a social security number through the Social Security Administration, click [here](#).

If you do not currently have a social security number, you can acquire a temporary one through the Illinois State Board of Education so you can take the tests required for licensure. Before you receive your license, you must obtain a valid social security number.

General Questions

How do I change my name, address, or other information in ELIS?

You may change your **email address, mailing address, or phone number** by logging in to your ELIS account and clicking the edit link in your contact information section.

To change your **name** or update your **degree** information, complete form [73-71 Licensure Update Request](#) and bring the form and other necessary documents to your [regional office of education](#) (ROE) so they may upload the materials to ISBE. Alternatively, you may fax or mail the materials to ISBE. Official transcripts verifying a degree must be sent directly from the institution or mailed to ISBE in an envelope that was sealed by the institution.

If your **social security number** is listed incorrectly, your ROE can upload a copy of your social security card to ISBE, or you may mail or fax a copy of your card directly to ISBE.

If your **birth date** is listed incorrectly, your ROE can upload a copy of your birth certificate or driver's license to ISBE, or you may mail or fax a copy directly to ISBE.

Incorrect **gender** listings may be corrected by contacting your ROE or ISBE and requesting the change.

How can I contact ISBE or my regional office of education?

The contact information for each regional office of education (ROE) in Illinois is listed in the [Directory of Regional Offices of Education](#).

Contact information for the Illinois State Board of Education- Educator Licensure Division is below:

Mailing Address:

Illinois State Board of Education
Educator Licensure Division
100 N. First St.
Springfield, IL 62777

Educator Licensure Call Center: 217-557-6763

Educator Licensure Fax Number: 217-524-1289

I cannot open a deficiency letter in my account. What is wrong?

You may be using an incompatible browser. ELIS works best with Internet Explorer and Firefox; there are known compatibility issues with other browsers. You should also access your letter using a PC or laptop rather than a phone or tablet.