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Regional Superintendent of Schools

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Asst. Regional Superintendent of Schools

OBTAINING AN EDUCATOR LICENSE WITH STIPULATIONS - PARAPROFESSIONAL

A paraprofessional educator endorsement (sometimes known as a Teacher's Aide) on an educator license with stipulations may be issued to an individual who is at least 19 years of age, holds a high school diploma or its recognized equivalent, and has met one of the following requirements*:

1. Has completed at least 60 semester hours of credit from a regionally accredited institution of higher education (excluding remedial coursework and coursework must be a grade C or higher)
2. Holds an associate degree or higher from a regionally accredited institution of higher education

Step 1: Create an Educator Licensure Information System (ELIS) account (see screenshot tutorial in packet).

Step 2: Submit an application in ELIS. An application fee (plus a processing fee) will be assessed electronically when the application is submitted. You will need a debit/credit card to complete this step.

Step 3: A. Request official college transcript(s) be sent to the Regional Office of Education. NOTE: Make every effort to have them sent electronically to Brittany Stegall at bstegall@roe33.net as that will expedite the process of obtaining a license. Mailed transcripts may be sent to the address listed below:

Regional Office of Education #33
Attn: Jodi Forrester
105 North E Street, Suite 1
Monmouth, IL 61462

NOTE: If you have recently graduated, you will want to be sure when ordering that you select to wait to send until your degree line has been added to the transcript.

-OR-

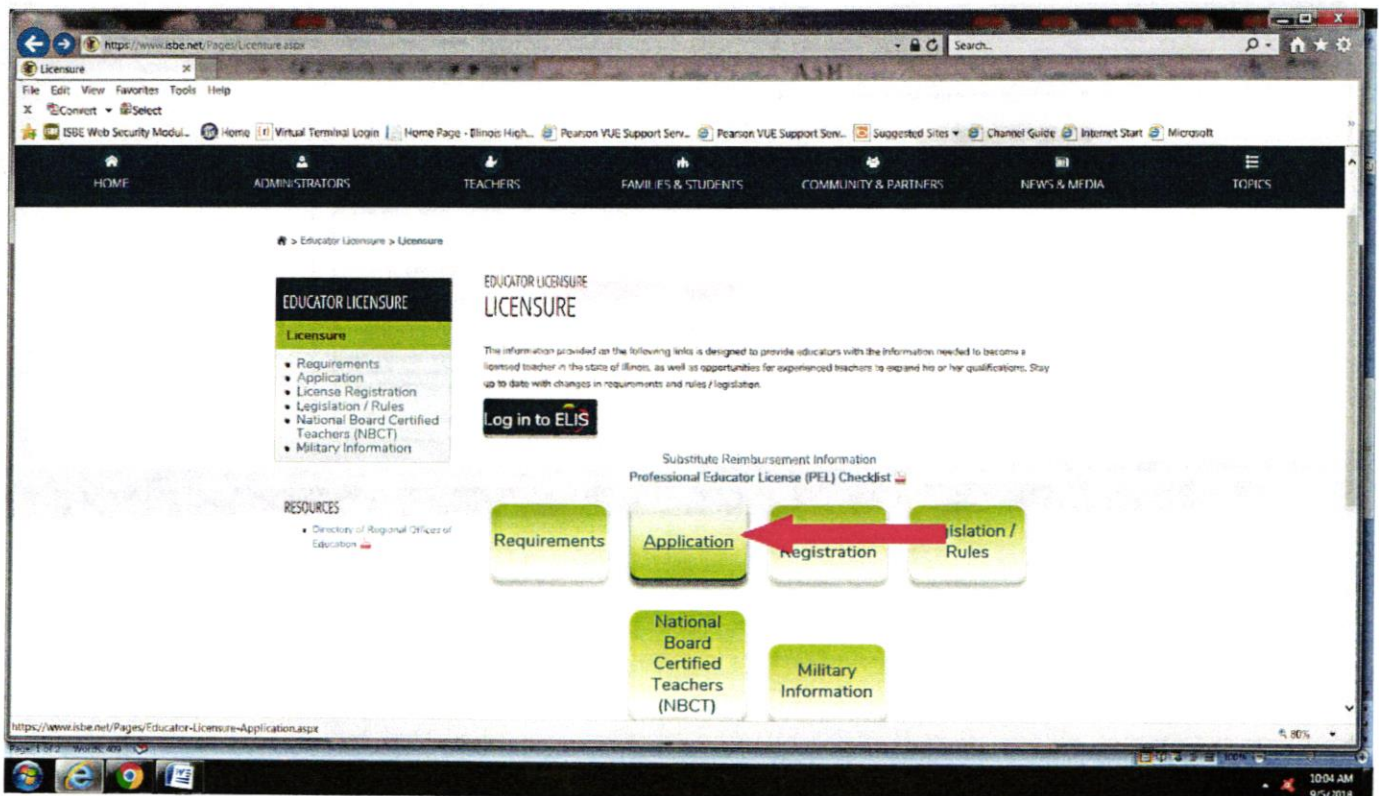
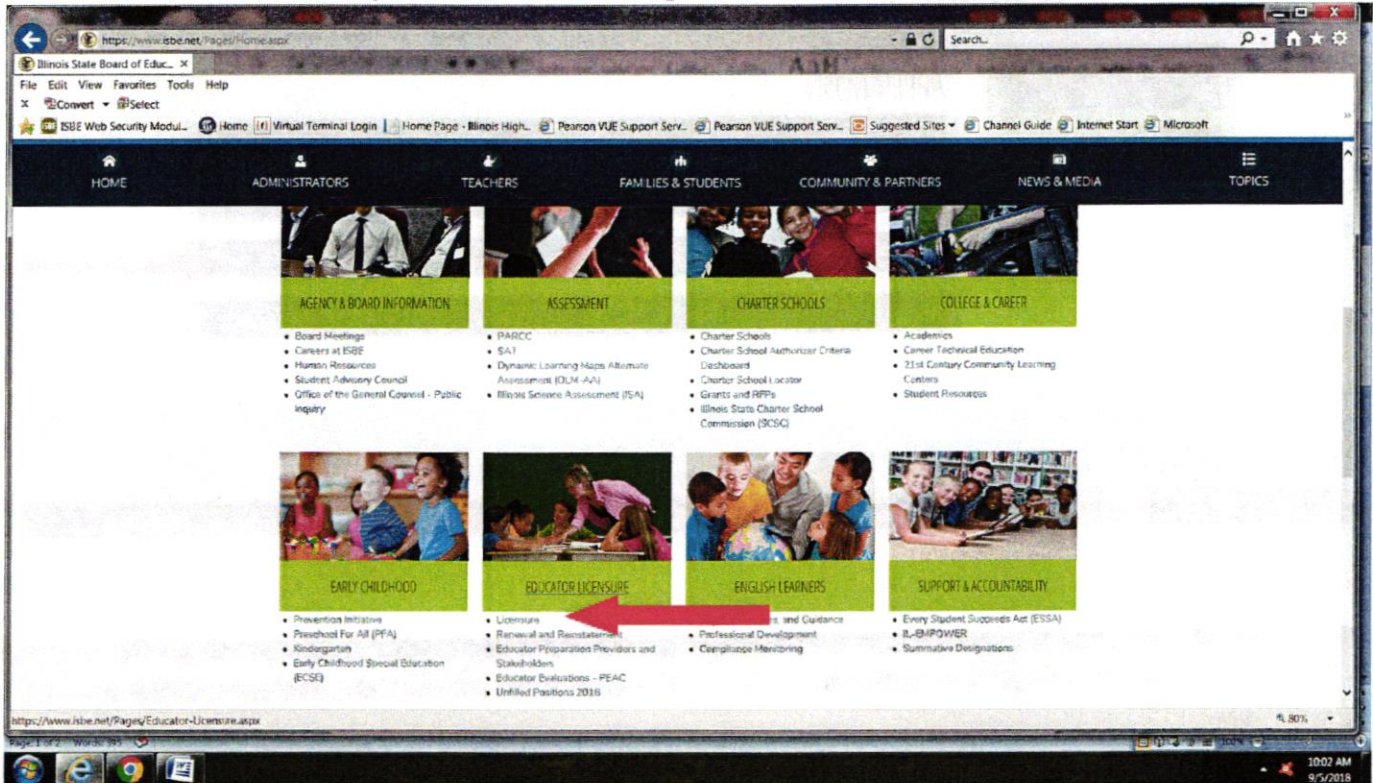
Step 3: B. Take the Paraprofessional Exam. If you do not have the college course hours needed you can take the paraprofessional exam to satisfy the requirement. You would call the Regional Office of Education at (309) 734-6822 to schedule a test time. Fee for testing will be collected at the time of the exam. You will also need to provide a copy of your high school diploma or transcript to be uploaded to your ELIS account.

Step 4: Register your license in ELIS. A registration fee will be assessed electronically when the registration is completed. You will need a debit/credit card to complete this step. You will register your license in ROE #33, Henderson/Knox/Mercer/Warren Counties. Once registered, the license is valid until June 30 immediately following five years of the endorsement being issued and may be renewed.

Online Application for a Paraprofessional Approval

If you are a first time user of the Educator Licensing Information System:

1. On the internet, go to <http://www.isbe.net>
2. Halfway down the page you will see the Educator Licensure Information (picture below). The red arrows indicate where you should click. Example click on the word Licensure.



Application | Mobile | Print

File Edit View History Bookmarks Tools Help

Application

https://www.isbe.net/Pages/Educator-Licensure-Application.aspx

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» Educator Licensure > Licensure > Application

EDUCATOR LICENSURE
Licensure

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EDUCATOR LICENSURE
APPLICATION

- Application Process
- Substitute Application
- Paraprofessional Application
- Foreign Credential Evaluation Sources

RESOURCES

- Licensure Forms
- Test of Basic Skills

CONTACT INFORMATION

ISBE Educator Effectiveness Division
Call Center - 217-557-6763
Fax Number - 217-574-1289

More questions?
Please contact your Regional Office of Education

10:18 AM
1/19/2017

Application

https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx

Application Community Educator Licensure Informat...

File Edit View Favorites Tools Help

Convert Select

ISBE Web Security Modul... Home Virtual Terminal Login Home Page Illinois High... Pearson VUE Support Serv... Pearson VUE Support Serv... Suggested Sites Channel Guide Internet Start Microsoft

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» Educator Licensure > Educator Licensure Information System (ELIS)

EDUCATOR LICENSURE
Educator Licensure Information System (ELIS)

RESOURCES

Rules Part 25 Educator Licensure

EDUCATOR LICENSURE
EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS)

The ELIS web site is best viewed with the latest version of Internet Explorer (IE).

<p>EDUCATOR ACCESS</p> <p>Logon to your ELIS account</p> <p>Notes: NCT (No Writing or SAF) license reports listed under a maiden name or previous name may not be credited to your account. Please complete ISBE form 73-71 to add a maiden name or previous name if applicable.</p>	<p>PUBLIC SEARCH</p> <p>information for educators in Illinois by using the City, District, School, or Educator Name.</p>	<p>ADMINISTRATOR ACCESS</p> <p>Perform a credential search of educators in Illinois. For use by institutions of higher education, school districts, or prospective employers to verify credentials of a potential educator candidate or employee. Illinois Educator Identification Number (EIN) required.</p>
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Effective July 1, 2013, defunct user letters and licenses will no longer be printed and mailed. You will be notified of any updates to

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9/7/2018