



JODI L. SCOTT

Regional Superintendent of Schools

LORI LOVING

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-

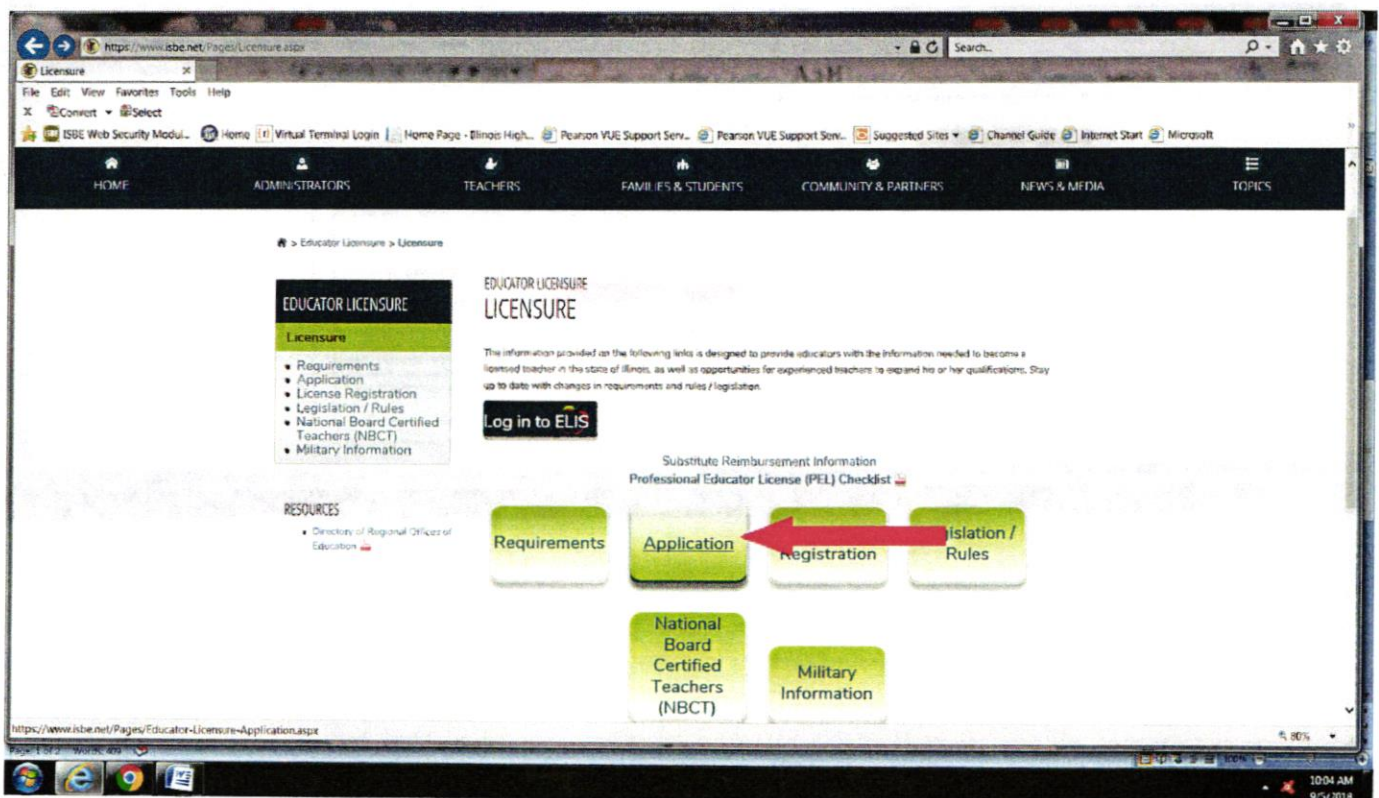
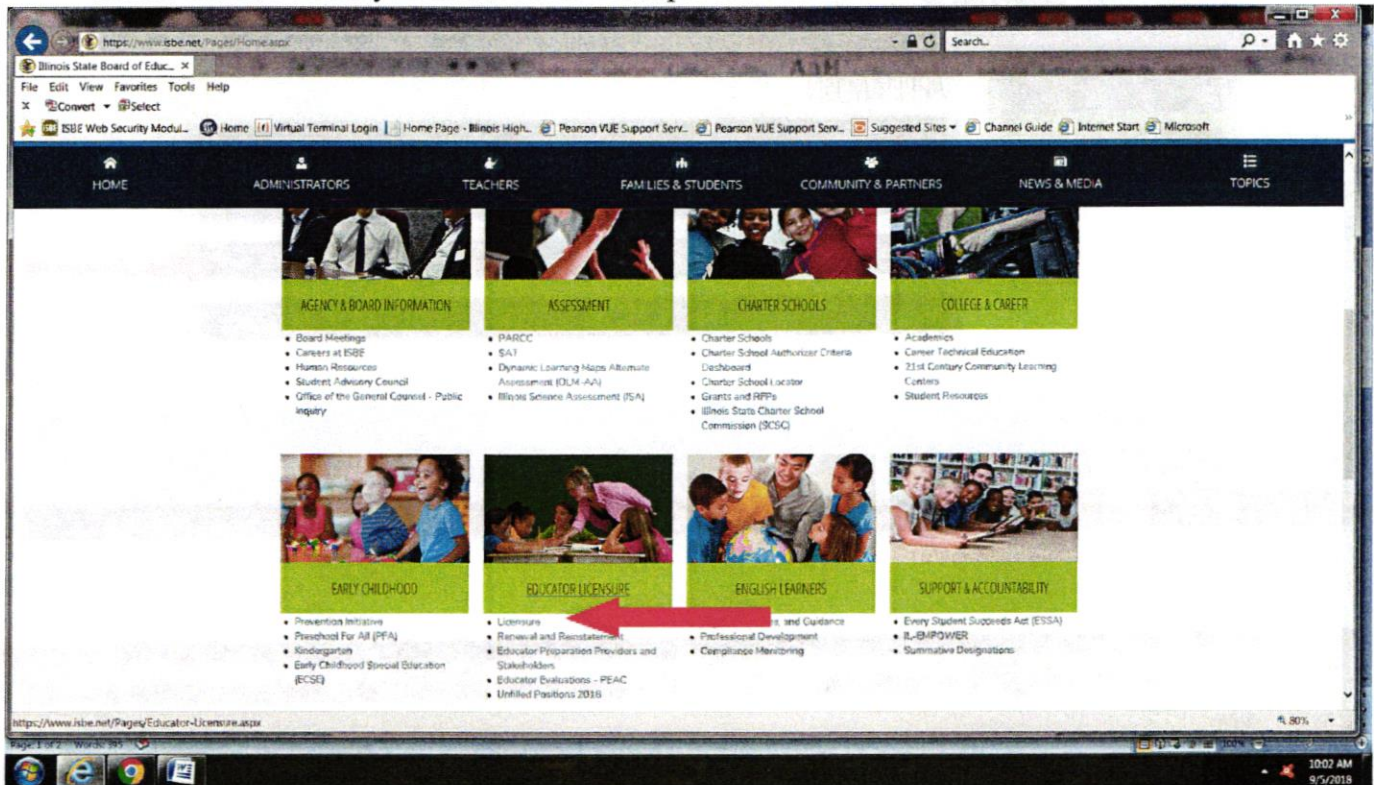
Step 3: B. Take the Paraprofessional Exam. If you do not have the college course hours needed you can take the paraprofessional exam to satisfy the requirement. You would call the Regional Office of Education at (309) 734-6822 to schedule a test time. Fee for testing will be collected at the time of 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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Home > Educator Licensure > Licensure > Application

EDUCATOR LICENSURE APPLICATION

EDUCATOR LICENSURE Licensure

Application

RESOURCES

- Licensure Forms
- Test of Basic Skills

Application Process

Substitute Application

Paraprofessional Application

Foreign Credential Evaluation Sources

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

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1/19/2017

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File Edit View Favorites Tools Help

Application

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

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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

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

<p>EDUCATOR ACCESS</p> <p>Log in to your ELIS account.</p> <p>Network NCT Plan Writing or SAT scores reports listed under a maiden name or previous name may not be credited to your account. Please complete IORR form 73-71 to add a maiden name or previous name if applicable.</p>	<p>PUBLIC SEARCH</p> <p>Perform a criminal search for prospective information for educators in Illinois by using the City, District, School, or Educator Name.</p>	<p>ADMINISTRATOR ACCESS</p> <p>Perform a criminal 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, delinquent letters and licenses will no longer be printed and mailed. You will be notified of any update to

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Click on the **Former ECS Users Click Here for Access to the ELIS System** link and create a log in and password

Illinois State Board of Education
Gary J. Chico, Chairman Christopher A. Koch, State Superintendent

ISBE Home
Home
Sign Up Now
Get Password
Contact ROE
Help
IWAS User Guide
IWAS Training Video

Already have an account? Login Here:

Login Name
Password
☐ Remember login name
LOG IN

FORMER ECS USERS CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM

ELIS (Educator Licensure Information System) is now replacing ECS (Educator Certification System).

You will be directed to create an IWAS for Educators account to instantly access ELIS and view your credentials. After successfully creating your account, you will be able to log in on the left side of this page anytime to access your information.

Need Help?
If you need help with logging in, the sign up procedure or your password, please click on the link below:

[Find Login/Password](#) [Help](#)

This web site has been optimized for Internet Explorer 8.0 or above / Firefox 3.0 or above. You can download the latest version of these browsers by clicking on the following icons.

After you have set up an account (entering your name, address, etc.), you can now apply for your paraprofessional license.

1. Follow the screen prompts in the **Application Wizard** to complete the process. Make sure all information is accurate on each screen before you click 'Next'
2. You will be prompted to answer a series of legal questions.
3. You will need a credit or debit card to pay the **License Application fee of \$100 + processing fees.**
4. You will have an opportunity to review and edit information before you submit the application
5. Your approval will go into **Pending Review** status
6. Official transcripts from your college showing that you have met the requirements for a paraprofessional approval (either an associate's degree or 60 semester hours from an accredited college) will have to be sent to the Illinois State Board of Education. You can also have your college transmit your transcripts electronically to the ROE to bstegall@roe33.net and we will upload them into your account. **NOTE: Please make every attempt to have your transcripts sent to the ROE to ensure you receive your approval in a timely manner. Having them sent to ISBE will add weeks onto the process.** You can also have your official transcripts mailed to our office for uploading as well: **Regional Office of Education Attn: Brittany Stegall, 105 North E St., Suite 1, Monmouth, IL 61462.**
7. **If you have taken the paraprofessional test to receive your approval:** Scores will be uploaded into your account by the ROE. The ROE will need a copy of your high school diploma or high school transcripts showing your graduation date or GED Certificate.
8. When ISBE issues your approval, you will be sent an **email notification**. Log into your ELIS account to **register** the new license in **Henderson/Knox/Mercer/Warren Counties ROE #33.**

License Registration:

1. On your **ELIS Home Page** click on **Registration** in the **Action Center Box.**
2. Follow the screen prompts in the **Registration Wizard** to complete the process
3. You will need a credit or debit card to pay the License Registration fee of **approximately \$30.**
4. Select Henderson/Knox/Mercer/Warren from the dropdown box on the registration question.

View and Print your Credentials:

1. On your **ELIS Home Page** click on **View Your Credentials**
2. Print the Credentials page
3. ISBE will not send you a printed license.