



PEL CHECKLIST FOR AN OUT OF STATE APPLICANT

1

CREATE AN ELIS ACCOUNT

Click [here](#) to create an account

2

SEND OFFICIAL TRANSCRIPTS

You can request your college to send official electronic transcripts to lwojcik@roe35.org OR by mail to ROE35, 119 W Madison St, RM 102, Ottawa, IL 61350

3

SEND OUT OF STATE LICENSE

You can email your OOS teaching license to lwojcik@roe35.org

4

APPLY FOR THE PEL

Login to your [ELIS](#) account and apply for the Professional Educators License

ISBE can take up to 6 months to evaluate an out of state application for an IL Professional Educators License. If you have a job pending within LaSalle, Marshall or Putnam county contact Alaina, ajohnson@roe35.org. With a pending job, we can request a RUSH evaluation of your application to speed up the evaluation process.

If you have any additional questions please call (815) 434-0780 or email Alaina at ajohnson@roe35.org