A. College of Education Admission Requirements

STEP I: Creating an ELIS account

Create an account on the Educator Licensure Information System (ELIS) (be sure to include a valid email address) at: https://sec3.isbe.net/IWASNET/sign_up.aspx?logintype=elis

STEP II: Tests for Admission to the College of Education

A. TAP Exam: If you take the TAP Exam, NEIU will receive your scores electronically. You must select NEIU as part of the process of registering for the TAP. A hard copy of the test results that you received will be required by your education advisor at the time of declaring your education major.

OR

B. ACT plus Writing or SAT score in Lieu of TAP:

Students who choose to use the ACT plus Writing or SAT must have scored the following on either of these tests:

a. ACT Plus Writing (22 or higher composite score and a minimum 19 score in Combined English/Writing)

b. SAT 1030 (critical reading + mathematics = 1030 or higher, and a minimum 450 in Writing)

Students who choose to use the ACT plus Writing or SAT score for admission to the College of Education must request that ACT or SAT send an official score report to themselves. The student is responsible for handing in the official score report in its original sealed envelope to the College of Education Dean’s Office (LWH 4044). The test score will be used for admission purposes along with other required admission documentation. The Dean's office will notify you by email once your ACT or SAT score has been approved for admission purposes. COE will not return any official scores.

AND

Students who choose to use the ACT plus Writing or SAT score for admission to the College of Education must also request that ACT or SAT send an official score report to Illinois State Board of Education (ISBE) (see below).
B. ISBE Requirements

1. The ACT or SAT report must arrive in a sealed envelope addressed to ISBE from ACT or SAT
2. When requesting/ordering ACT Plus Writing score report from ACT, use **ACT code 3001**.

3. There is no ISBE code for SAT. The SAT score report needs to be sent to the Illinois State Board of Education, Division of Educator Licensure, 100 North First Street, S-306, Springfield, IL 62777.

4. Check your ELIS account to verify that your ACT/SAT score report has been accepted in lieu of the TAP. Please allow 60 days for this information to be added to your ELIS account. Score reports that are received prior to the establishment of an ELIS account will be held for 30 days. After 30 days, the report may not be credited to your account.

5. ISBE will not return any official scores.

C. Other information related to Test of Academic Proficiency - TAP--(formerly known as Basic Skills)

1. An individual who has been issued an Illinois Professional Educator License and has passed the former Illinois Basic Skills Test or TAP is not required to pass the TAP again for a subsequent license or endorsement.

2. An individual who has passed an out-of-state test of basic skills should use ISBE form 80-02 or 80-03 to verify passage with ISBE. You may contact ISBE to verify which form you will need to complete. Once ISBE has approved the out-of-state test of basic skills, the candidate will need to provide the COE with a copy of the approval sheet for admission purposes.

3. All educators who were certified prior to 1988 and were not required to take the Illinois Basic Skills Test at that time must take the TAP (or ACT or SAT) for admission to a program when seeking a subsequent credential.
D. ADDITIONAL TESTS FOR LICENSURE

1. CONTENT-AREA TEST
   a. Individuals must pass the applicable content test(s) prior to beginning student teaching, serving as the teacher of record, or entering an internship or residency. This requirement applies to all programs: teaching, school service personnel, and administrative.
   b. Individuals seeking the LBS I must pass both the content test (#155) and the special education general curriculum test (#163) prior to beginning student teaching.

2. ASSESSMENT OF PROFESSIONAL TEACHING (APT) and edTPA

A passing score on the Assessment of professional Teaching (APT) test for program completion (teaching endorsement only) if student teaching was completed prior to August 31, 2015. Individuals completing student teaching September 1, 2015 or after will be required to pass the edTPA instead of the APT. APT/edTPA scores are valid for 10 years.

4. LICENSURE

All candidates for licensure (teacher education, school service personnel, administrative), once entitled by NEIU, will receive a system-generated email from ELIS indicating that an application notification is pending. Therefore, you must have a valid email on file in your ELIS account.

Once the email is received from ELIS, A candidate must apply for AND register the endorsements on the Professional Educator License (PEL).