Congratulations!

You are almost to the finish line. Completing your licensure program is the first step in the process. In order to obtain your Professional Educator License (PEL), you must APPLY for and REGISTER your license with the State of Illinois Once you are ENTITLED by Northeastern Illinois University (NEIU). DO NOT APPLY until you receive an email from ELIS letting you know that you have been entitled. Once your entitlement is ready, you will see the following link in your ELIS account:

You must have an active email address entered in your profile in ELIS in order to receive the system-generated email. Candidates who have been entitled by NEIU MUST NOT apply or register their license and endorsement until they are completely sure that the information NEIU has entered is 100% accurate and reflects the endorsement application submitted (if any). If you think the information entered in your entitlement is incorrect or incomplete, please DO NOT APPLY -- instead, contact the Dean's Office (773) 442-5500. If you apply and register your license, you may have to pay extra for additional endorsements to be entered into your ELIS account.

Once you have been entitled by NEIU, DO NOT delay applying for AND registering your license. Any new state or program changes that occur between the time you graduate/complete your program and the time you apply for AND register your license will be required before you can be licensed.
Once there is (a) official verification that you have completed all degree and/or program requirements, (b) there is no hold on your NEIU record, and (c) you have passed all state required tests, NEIU will entitle you to the endorsement(s) for which you are eligible on your PEL. Entitlement occurs within 4-6 weeks after you have completed all requirements. December graduates should keep in mind that the 4-6 weeks does not include the time the University is closed. Also, we ask that you please do not contact Enrollment Services or the Dean's Office during this time period regarding the status of your entitlement. Once you have been entitled, ELIS will send you a system-generated email indicating that you have an application notification pending. Make sure you have all the IL. Test reflected in your ELIS account. For example, if you used the ACT or SAT for admission to the College, make sure ISBE has uploaded your scores in ELIS. NEIU cannot process your entitlement until your ELIS account reflects passing scores in all the required Tests. Call ISBE to 1-217-557-6763.

Expedite entitlement

In order to expedite the process you need to send us an official job offer letter in a letterhead (email attachments are accepted). In this letter the school should include the grade level and subject area in which you will be hired to teach. Once the grades are posted by the NEIU register office, and you receive the OK of the register office, we will be able to entitle you. In addition, we need your IEIN number (i.e. ISBE/ELIS #). For a degree verification letter complete the form available in the Registrar Office’s Website: http://neiu.edu/academics/registrar-services/forms. The Registrar Office will process your request; the College of Education does not provide degree verification letters.

EFFECTIVE JULY 1, 2012:

In addition to the Test of Academic Proficiency (TAP, formerly Basic Skills Test) being required for admission to your program, you must pass the appropriate content-area test prior to student teaching, internship, and practicum. The content-area tests and Target Language Proficiency tests where applicable, must have a test date no more than five (10) years from the date of entitlement. For example, if you are being entitled in June, your tests must have been taken no more than 10 years prior to the June of entitlement.

edTPA:

As of September 1, 2015, all teacher candidates must pass the edTPA during student teaching for program completion.

ELIS ACCOUNT INFORMATION:

If you have not already done so, you will need to open an account in ELIS. You may set up your ELIS account at any time, including prior to program completion and/or graduation.

To set up your ELIS account:
1. Go to the ISBE website at www.isbe.net
2. Click "ELIS/Educator Credentials"
3. Click "Sign up now"

SEE REVERSE SIDE FOR APPLICATION AND REGISTRATION INSTRUCTIONS

July 29, 2016
To Apply for AND Register your License:

1. THERE WILL BE TWO (2) FEES: ONE FOR APPLICATION AND ONE FOR REGISTRATION
2. Go to ELIS at www.isbe.net
3. Click on the ELIS/Educator Credentials link.
4. Log in with your log in and password.
5. Check your address, phone number, and email. Make sure your correct information is listed. Once you apply for your license, it will be available for viewing in ELIS. You will not receive a paper copy of your license.
6. Now you are ready to APPLY for AND REGISTER your license.
7. Follow the instructions in ELIS.
8. To REGISTER your license, choose the region in which you are teaching. If you do not yet have a job, choose the region in which you live. You can find the Regional Office of Education closest to your school or home at:

   http://www.isbe.net/regionaloffices/pdf/roedirectory.pdf

9. Complete the application AND registration steps. You will pay both fees with your credit card (American Express, Discover, MasterCard or Visa)
10. The license will be issued.
11. Mail official transcripts from ALL the institutions you have attended to:

   Illinois State Board of Education Educator Certification
   100 North First Street S-306
   Springfield, IL 62777

When mailing your NEIU transcript, you will want to wait until your degree line is posted on your transcript to send it to ISBE. The degree line posts within 4-6 weeks after the term in which you graduated or completed your program. You may request your transcripts before the degree line is posted. However, you will want to indicate on the request form that you want NEIU to hold the request until the degree line is posted.

Other helpful HINTS (if applicable):

➢ A valid Professional Educator license endorsed for teaching works for substitute teaching.
➢ YOU MUST HAVE YOUR TRANSCRIPTS SUBMITTED WITHIN ONE YEAR OF ENTITLEMENT.
➢ Please remember, a license is valid only if it is registered. A license that is not registered lapses in 6 months. A lapsed license costs $500 or 9 additional semester hours of credit in order to have it reissued.
➢ DO NOT delay applying for AND registering your license. Any new state or program changes that occur between the time you graduate/complete your program and the time you apply for AND register your license will be required before you can be licensed.