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)

The ACT or SAT score cannot be older than 10 years old at the time of admission to the COE

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 envelop 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 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. The ACT or SAT score cannot be older than 10 years old at the time of admission to NEIU College of Education.
3. When requesting/ordering ACT Plus Writing score report from ACT, use ACT code 3001.
4. 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.
5. 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.
6. 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 holds an Illinois Professional Educator License based on a previous out-of-state license, for which the Illinois Basic Skills Test was waived, must take the TAP (or ACT or SAT) when seeking a subsequent credential.
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.
4. If, at the time an individual was admitted to the COE or educator preparation program, the Test of Academic Proficiency (TAP) was less than 10 years old, the individual will not have to retake the Test of Academic Proficiency prior to Student Teaching.

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)

   The APT must be passed for completion of any teacher education program and graduation (or program completion for TCP candidates). Candidates cannot complete an approved teacher preparation program or graduate unless they have received a passing score on the APT. Candidates will not be entitled for the license/endorsement until the APT is successfully completed.

3. edTPA

   As of September 1, 2015, all teacher candidates must pass the edTPA in order to complete their programs, graduate, and be entitled by NEIU.

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).