

Daniel L. Goodwin College of Education  
 Office of the Dean  
 4044 Lech Walesa Hall  
 Northeastern Illinois University  
 5500 North St. Louis Avenue  
 Chicago, IL 60625  
 Phone: (773) 442-5500  
 Fax: (773) 442-5510

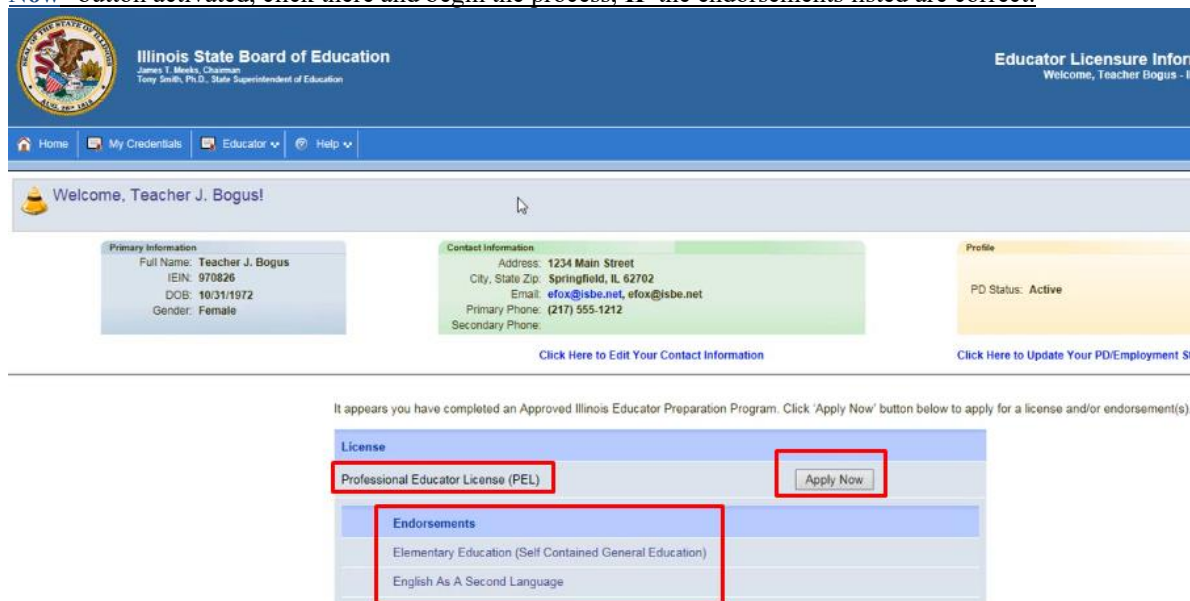
## *REFLECTIVE, COLLABORATIVE AND TRANSFORMATIVE*

### ONLINE LICENSURE APPLICATION INSTRUCTIONS

#### Applying and Registering your License:

#### 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 wait until you are ENTITLED by Northeastern Illinois University (NEIU). Once you are entitled, you must APPLY for and REGISTER your license with the State of Illinois. **DO NOT NOT APPLY BEFORE NEIU ENTITLES YOU. PLEASE, CHECK YOUR ELIS ACCOUNT REGULARLY.** Once your entitlement is ready, in your ELIS account, you will see the "Apply Now" button activated, click there and begin the process, **IF** the endorsements listed are correct:



The screenshot displays the Illinois State Board of Education (ISBE) Educator Licensure Information System. The user is logged in as 'Teacher J. Bogus'. The page shows a 'Primary Information' section with the user's name, IEIN (970826), DOB (10/31/1972), and Gender (Female). The 'Contact Information' section includes the address (1234 Main Street, Springfield, IL 62702), email (efox@isbe.net), and primary phone number ((217) 555-1212). The 'Profile' section shows the PD Status as 'Active'. Below this, a message states: 'It appears you have completed an Approved Illinois Educator Preparation Program. Click 'Apply Now' button below to apply for a license and/or endorsement(s)'. The 'License' section shows 'Professional Educator License (PEL)' with an 'Apply Now' button. The 'Endorsements' section lists 'Elementary Education (Self Contained General Education)' and 'English As A Second Language'.

Candidates who have been entitled by NEIU ***MUST NOT*** apply or register their license and endorsement(s) until they are entirely sure that the information NEIU has entered is 100% accurate and reflects the endorsement application submitted (if any). If you notice that the information entered in your ELIS account is **incorrect or incomplete**, please **DO NOT APPLY** -- instead, contact the Dean's Office (773) 442-5500 or send an email to [GCOE-Endorsements@neiu.edu](mailto:GCOE-Endorsements@neiu.edu). If you apply and register your license, you may have to pay extra for additional endorsements to be entered into your ELIS account. Please, include your name, program, IEIN, and NEIU ID in the email and CC your program advisor.

**Once NEIU has entitled you, DO NOT delay applying for AND registering your license.** Any new state or program changes that occur from 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.

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### Entitlement process:

Once there is (a) an 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 - 8 weeks after grades are due in a given semester.** By law NEIU cannot recommend you for licensure until you have met all the approved program requirements, including the degree, if you do not have a minimum of a bachelor degree. NEIU confer degrees only three times a year, Spring, Fall and at the end of the full Summer term. December graduates should keep in mind that the 4-8 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 **or** your program advisor during this period **regarding the status of your entitlement.** Please, keep checking your ELIS account regularly. Make sure you have all the Illinois Tests reflected in your ELIS account. NEIU cannot process your entitlement until your ELIS account reflects passing scores in **All** the required Tests. **Call ISBE to 1-217-557-6763** if your tests are not accurate in ELIS or contact the Dean's office at **GCOE-Endorsements@neiu.edu**.

*Please note: Educators are required to meet current rules at the time of entitlement.*

### Expedite entitlement:

In order to expedite the process, please, email the GCOE Dean's office requesting expedited entitlement to **GCOE-Endorsements@neiu.edu** using *Expedite Entitlement* in the subject line. You will be asked to provide evidence of a job offer from the school district or principal. You will receive further directions on how to expedite your license once you sent the request.

### Degree Verification Letter:

For a degree verification letter complete the form available in the Registrar Office's Website: <https://www.neiu.edu/academics/registrar-services/forms>. The Registrar Office will process your request; the Goodwin College of Education does not provide degree verification letters.

### Expired Entitlement:

In the event an educator does not apply or register a license, consequentially forcing the application to expire, two options apply for obtaining licensure:

1. Re-entitlement: A new entitlement application may be entered by the institution **ONLY** if the program has not changed since the educator completed the program and the educator meets current licensure requirements. Institutions may only entitle educators for programs that meet current rules.
  - a. If the program has changed, the institution may complete a State Approved Program and [Verification Form \(80.09\)](#) to identify the program that was completed at the institution (Educators would then seek option two).

#### **AND/OR**

- b. Institutions may, as a courtesy, audit the transcripts of the educator and the program that was originally completed and create a TLP/Focused program to include the deficient requirements for entitlement.
2. An educator may apply for ISBE transcript evaluation.

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### **edTPA:**

As of September 1, 2015, all teacher candidates must pass the edTPA during student teaching for program completion. Please, consult with a program advisor for specific requirements for graduation and/or program completion.

On December 8, 2022, the Governor of the State of Illinois issued and signed a Gubernatorial Disaster Proclamation that will be in effect past December 31, 2022. In accordance with Section 25.1015 of Part 25 of the Illinois Administrative Code, due to this disaster proclamation, the edTPA licensure requirement will now be waived during the Spring 2023 and Fall 2023 academic term. Candidates completing student teaching in Spring 2024 **must pass** edTPA for licensure. See further details on our website: <https://www.neiu.edu/academics/daniel-l-goodwin-college-of-education/teacher-licensure-policies-information-and-entitlementsendorsements>

### **Content Test:**

Content Test is required a semester before student teaching or practicum. On December 8, 2022, Governor Pritzker signed an Executive Order, which provides information on temporary exemptions of certain educator licensure requirements due to the coronavirus crisis. Candidates completing student teaching in Spring 2023 and Fall 2023 **will NOT** need to pass the content test BEFORE student teaching. Candidates completing student teaching in Spring 2024 **need to pass** the content test BEFORE student teaching. See further details on our website: <https://www.neiu.edu/academics/daniel-l-goodwin-college-of-education/teacher-licensure-policies-information-and-entitlementsendorsements>

### **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](http://www.isbe.net)
2. Click "System Quick Links" in the dropdown box menu, choose "ELIS: Education Licensure Information System"
3. Under Educator Access, log in to your ELIS account
4. Click on "sign up now"

**OR**

Use this link: <https://sec3.isbe.net/IWASNET/login.aspx>

### **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 <https://www.isbe.net/>
3. Click on the ELIS/Educator Credentials link.

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4. Log in with your log in and password.
5. Check your address, phone number, and email on your contact information section. 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. You must complete a program satisfaction survey in ELIS prior to receiving licensure per ISBE Rule 25.25 (a)(2)(D).
7. Now you are ready to APPLY for AND REGISTER your license.
8. Follow the instructions in ELIS.
9. 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: <https://www.isbe.net/roe>
10. Complete the application AND registration steps. You will pay both fees with your credit card (American Express, Discover, MasterCard or Visa)
11. The license will be issued.
12. 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 transcripts, you will want to wait until your **degree date is indicated** on your transcripts BEFORE you send them 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.

**OR**

13. Send an **electronic transcript** to ISBE. The Illinois State Board of Education (ISBE) prefers to receive your transcript electronically. Please, visit the Registrar Office's Website for further direction on how to request an electronic transcript: <https://www.neiu.edu/academics/registrar-services/transcripts>. As explained above, please, wait until your degree date is indicated on your transcripts before you send them to ISBE. Please, use this email: [transcripts@isbe.net](mailto:transcripts@isbe.net)

**Other helpful HINTS (if applicable):**

- A valid Professional Educator License (PEL) endorsed for teaching works for substitute teaching.
- **YOU MUST HAVE YOUR TRANSCRIPTS SUBMITTED TO ISBE WITHIN ONE YEAR OF ENTITLEMENT.**
- Please remember, a license is valid **only** if it is registered. A license that is not registered expires in 6 months. If you are not sure in what region you want to register your license because you still do not know in what region you will work, then register your license in the region you currently live. You can register additional region later. If your license expires, then you need to follow the steps above on the section about Expired Entitlements. Read more about license registration on this website: <https://www.isbe.net/Pages/License-Registration.aspx>
- **DO NOT** delay applying for AND registering your license. *Any new state or program changes that occur from 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.*

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