

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

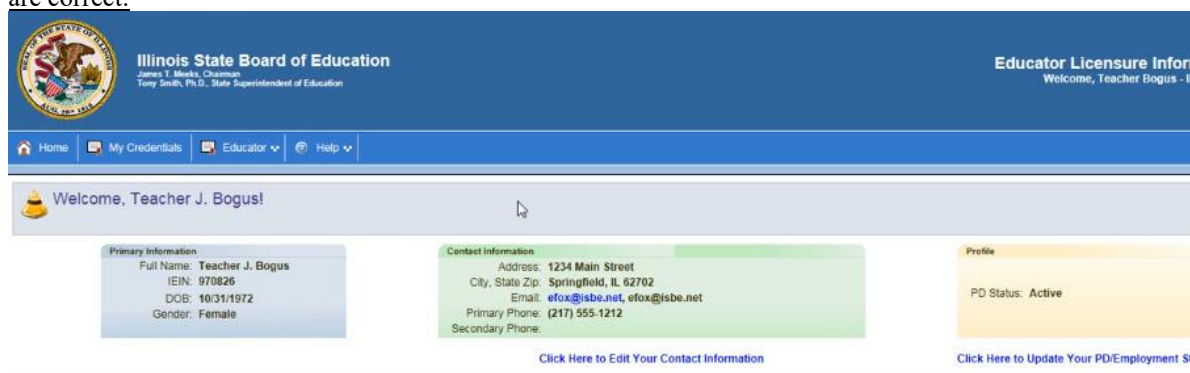
REFLECTIVE, COLLABORATIVE AND TRANSFORMATIVE

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, you will see the "**Apply Now**" button activated in ELIS. Click on the button to begin applying for and registering the license. Make sure the endorsements listed are correct:



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).



Candidates to whom NEIU has entitled **MUST NOT** apply or register their license and endorsement(s) until they are entirely sure that the information NEIU has entered is 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 at (773) 442-5500 or email **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.

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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.

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's degree. NEIU confers degrees only three times a year: Spring, Fall, and at the end of the full Summer term. December graduates should remember 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, 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 at 1-217-557-6763** if your tests are inaccurate 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 expediting your license once you send the request.

Degree Verification Letter:

For a degree verification letter, complete the form available on the Registrar Office's Website: <https://www.neiu.edu/academics/registrar-services/forms>. The Registrar's 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 for or register a license, consequentially forcing the application to expire, two options apply for obtaining licensure:

1. Re-entitlement: The institution may enter a new entitlement application **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 to programs that meet current rules.

a. If the program has changed, the institution may complete a Higher Education Approved Program 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.

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edTPA:

The edTPA is no longer required for in-state program completers or out-of-state applicants.

Content Test:

Please take note of the following information:

A content test for the initial license is required a semester before student teaching or practicum. In August 2024, the Illinois Governor signed Bill HB 5057, which eliminates the requirement for student teachers to pass the content area test before beginning student teaching. The bill became law immediately, meaning that student teachers in the Fall of 2024 and beyond will no longer need to pass the content test prior to student teaching. However, passing this test will still be necessary for obtaining a teaching license. It is important to note that all initial teacher preparation programs still require candidates to attempt the content test before participating in student teaching, as this remains a program requirement. Consult details with your program advisor.

To be endorsed by NEIU, teacher candidates must achieve a passing score in ELIS when grades are due in the semester they are being endorsed. For more information, please refer to the [NEIU Academic Calendar](#).

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 "System Quick Links" in the dropdown menu, and choose "ELIS: Education Licensure Information System."
3. Under Educator Access, log in to your ELIS account
4. Click on "sign up now." Complete all the required fields and click continue until the end.

OR

Use this link: https://apps.isbe.net/IWASNet/sign_up.aspx?logintype=elis

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.
4. Log in with your login and password.
5. Check your address, phone number, and email in 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.

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6. You must complete a program satisfaction survey in ELIS prior to receiving licensure per ISBE Rule 25.25 (a)(2)(D).
7. 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

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.*