

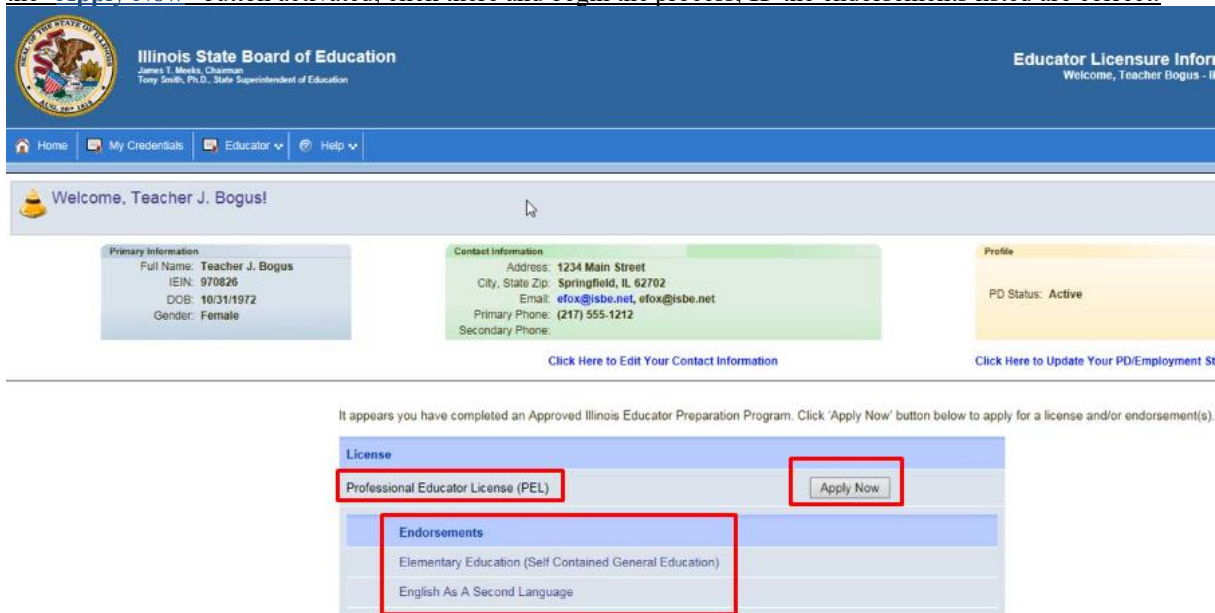
Daniel L. Goodwin College of Education
 Office of the Dean
 4044 Lech Walesa Hall
 Northeastern Illinois University
 5500 North St. Louis Avenue
 Chicago, IL 60625
 Phone: (773) 442-5500
 Fax: (773) 442-5510

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 APPLY for and REGISTER your license with the State of Illinois Once you are ENTITLED by Northeastern Illinois University (NEIU). 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:



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**. 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.

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 - 6 weeks after grades are due in a given semester.**

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 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, you need to send an official job offer letter in a letterhead (email attachments are accepted) to the GCOE Dean's office. You can send your letter to **GCOE-Endorsements@neiu.edu** using *Expedite Entitlement* in your subject line. In this letter the school should include the grade level and subject area(s) in which you will be hired to teach. Once the grades are posted by the NEIU registrar's office, and Dean's office receives the OK of the registrar's office, we will be able to entitle you. In addition, include your IEIN number (i.e. ISBE/ELIS #) in your email. Contact your program advisor if you have additional questions about this process.

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 Applications:

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

1. A new entitlement application may be entered by the institution **ONLY** if the program has not changed since the educator completed the program. 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 (80.02) 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 focused program to include the deficient requirements for entitlement.
2. An educator may apply for ISBE transcript evaluation.

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Test of Basic Skills (i.e., TAP, ACT, or SAT) (Eliminated):

Public Act 101-0220 of August 2019 eliminates the Basic Skills test requirement. For individuals currently enrolled in an Illinois educator preparation program, a test of Basic Skills is no longer required before student teaching or for licensure. For individuals who are completing a school support internship/program, including a principal preparation or school counselor program, a Test of Basic Skills is no longer required before the internship. Teacher preparation program candidates are no longer required to have any scores for Tests of Basic Skills, including the ACT, SAT, and TAP, sent to the Illinois State Board of Education (ISBE).

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.

Content Test:

Content Test is required a semester before student teaching or practicum. **On April 23, 2020, Governor Pritzker signed Executive Order 2020-30, which provides information on temporary exemptions of certain educator licensure requirements due to the coronavirus crisis. Please, consult with a program advisor for details.**

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 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 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 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.

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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. 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:
<http://www.isbe.net/regionaloffices/pdf/roedirectory.pdf>
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 (IBSE) 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.

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. An expired 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 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.***