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Intern Approval Procedures for Candidates in the School-Counseling Program

School Counseling Students who are interested to be evaluated for an "intern approval" must completed the Illinois State Board of Education form "Notification of School Support Personnel Intern Eligibility" by following the directions below:

1. Apply online and pay the applicable fee (if required) through their ELIS account: <https://sec3.isbe.net/IWASNET/login.aspx>
2. Complete Section A of the ISBE Form 77-44 (Notification of School Support Personnel Intern Eligibility Status) and have the Department of Counselor Education check off that you have met the PEL course requirements: https://www.isbe.net/Documents/73-44_ssp_intern_status.pdf#search=Intern
3. The Department of Counselor Education will submit the form to the NEIU licensure officer for signature and seal and will contact the student
4. Once Section A and B are complete, the student will give the form to the hiring school District
5. The District Superintendent or Director of Special Education must complete Section C and submit the completed form to Educator Effectiveness at licensureforms@isbe.net