

IL Teacher Licensing Cheat Sheet

In-State Licensure

All in-state applicants applying for teacher licensure should complete the following requirements while going through his/her education program.

Universities must submit an applicant's entitlement in the ELIS system updating the status to "Completed Program". Completed Program status means all requirements (tests, forms, etc.) have been collected. This must happen before submitting an application for licensure.

Schools who have made a job offer to an individual may submit a rush request to expedite licensing issuance.

Types of Licenses

- Professional Educator License
- Educator License with Stipulations
- Substitute Teaching License

Professional Educator License (PEL) – Illinois In-State Applicant (\$100 app fee)

1. Passing score on each of these exams
 - **Test of Academic Proficiency (TAP 400)** – [required for student teaching]
 - Or, in lieu, an ACT Plus Writing composite score of at least 22
 - Minimum score of 19 on writing sub area
 - Or, in lieu, an SAT composite score of 1030
 - Minimum score of 450 on writing sub area
 - **Scores can be no older than ten years by the time it is received by ISBE**
 - <http://www.isbe.net/licensure/pdf/act-sat-scores-admin-ssp100114.pdf>
 - **A passing score on Content-Area tests prior to student teaching**
 - This score is valid for ten years
 - **Passing score on edTPA**
 - This score is valid for ten years
2. Completion of approved Illinois educator program that includes coursework addressing:
 - Cross-categorical special education methods
 - Methods of reading and reading in the content area
3. Applicants must pay two separate fees when applying for licensure
 - *Application Fee - \$100*
 - *Registration Fee - \$50*
4. Applicants must register their licenses:
 - An applicant must register their license for the full five years, which costs \$50
 - If the license is not registered after six months, an applicant will be charged a \$500 fine or will be required to take nine semester hours of college course work

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Out-of-State Licensure

All out of state applicants may be exempt from some tests and required coursework, so make sure all necessary forms are filled out and submitted when mailing in paperwork.

*In the event of a deficient application due to coursework, apply for an appeal. To avoid a deficient license due to coursework, make sure **all** necessary transcripts are delivered.*

Schools who have made a job offer to an individual may submit a rush request to expedite licensing issuance.

Professional Educator License (PEL) – Non-Illinois Resident (\$150 app fee)

1. Proof of completion of a comparable state-approved program
 - <http://www.isbe.net/licensure/pdf/80-02-standards-verification.pdf>
 - <http://www.isbe.net/licensure/pdf/80-03-oos-basic-skills-verification-isbe.pdf>
 - (e.g. If an educator completed a preparation program at an Iowa institution and obtains licensure in Iowa—form 80-02 should be used. If an educator completed a preparation program in Iowa, did not obtain Iowa licensure, but obtained licensure in Missouri, form 80-03 should be completed by Missouri's department of education.)
 - Applicants must submit evidence of their completed student teaching or equivalent experience
2. **Passing Score on each of these exams**
 - **Test of Academic Proficiency (TAP 400)**
 - Or, in lieu, an ACT Plus Writing composite score of at least 22
 - Minimum score of 19 on writing sub area
 - Or, in lieu, an SAT composite score of 1030
 - Minimum score of 450 on writing sub area
 - <http://www.isbe.net/licensure/pdf/act-sat-scores-admin-ssp100114.pdf>
 - **ACT/SAT needs to have been taken with acceptable scores no older than ten years**
 - **A passing score on Content-Area tests**
 - This score is valid for ten years
 - **Passing score on edTPA**
 - Scores valid for ten years
 - Use Form 80-01: Out-of-State Request to Waive the edTPA
 - <http://www.isbe.net/licensure/pdf/80-01-oos-waive-edTPA.pdf>
 - or Form 80-01A: Out-of-State Applicant Verification of EdTPA
 - <http://www.isbe.net/licensure/pdf/80-01A-oos-verification-edTPA.pdf>

Educator License with Stipulations (ELS) – Out of State (\$100 app fee)

1. Minimum of Bachelor's Degree & 15 semester hours in the content area you wish to teach
2. Valid, comparable out-of-state license or certificate
3. To begin teaching immediately, apply for Provisional Educator endorsement and this will be valid for one year
 - Can extend for second year if content area test and TAP have been passed in first year
 - If tests are not taken and passed, provisional educator endorsement will expire

- Must finish all licensure requirements by end of two years
- 4. Coursework
 - Transcript must demonstrate completion of 32 semester hours of content coursework or a major in the content area
 - Cross-categorical special educations methods
 - ESL/bilingual methods
 - Methods of reading and reading in content area
 - Addressing methods of teaching exceptional children

***All of these, if taken at an out of state education preparation program, can be waived if transcripts align with an approved Illinois preparation program

- 5. Applicants must register their licenses:
 - Applicants must pay an application fee of \$100-\$150
 - PEL applicants must pay a registration fee of \$50
 - If the license is not registered after six months, an applicant will be charged a \$500 fine or will be required to take nine semester hours of college course work

Things to submit by mail

1. **Submit a copy of your out-of-state teaching license/certificate.**
Photocopy the front and back of your teaching license/certificate
2. **Sealed transcripts from all colleges/universities attended**
To be official, transcripts must be submitted in a *sealed* envelope from the college/university. Photocopies are *not* permitted.
3. **Any and all forms**
Test Scores and all forms necessary for test exemption, school verification form, etc.

Please required documents for #3 and mail to ISBE:

Illinois State Board of Education
Educator Certification Division
100 North First St, S-306
Springfield, IL 62777-0001

Please gather your required documents for 1 & 2 from above and mail to ROE (where possible, please make sure to include your IEIN so the ROE updates the correct ELIS Account)

Directory of Regional Offices of Education
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