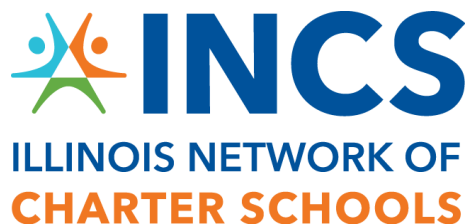
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BEFORE YOU GET STARTED

- You should expect it to take anywhere from 6 weeks to 4 months after you submit your license to have it reviewed.
- When completing licensure requirements, it is important to note that previously most test scores had an expiration date for validity, but now **all test scores are valid indefinitely**. This includes ACT, SAT, out-of-state test of basic skills, content-area test, the APT/edTPA, and the TAP.

Impact of ESSA on Illinois Teacher Licensure

- According to ISBE, the Highly Qualified requirements for teachers and paraprofessionals have been phased out. As of July 1, 2017 teachers and paraprofessionals must meet only state and local licensure requirements. Under ESSA, charter school teachers must still abide by the requirements under the Charter Schools Law (105 ILCS 5/27A-10(c)). <http://www.ilga.gov/legislation/ilcs/fulltext.asp?DocName=010500050K27A-10>

Overview of License Types

1. Professional Educator License (PEL)

- This license is available to teachers who have completed an Illinois educator preparation program or have a teaching license from another state.
- A PEL is valid for five full fiscal years and renewable if professional development requirements are met.

2. Educator License with Stipulations (ELS)

- If you have not met all of the requirements for a professional educator license (PEL) and would like to begin teaching immediately, you may be eligible for an ELS. This is considered temporary, and is offered to candidates upon receipt of a deficiency letter or at the beginning of an alternative certification program.
- An ELS will automatically be exchanged for a PEL if the PEL requirements are met within the two-fiscal year validity of your deficiency letter.
- This type of license is typically for out-of-state candidates. However, in-state candidates are eligible in the event that they do not pass their edTPA, but get the minimum cut score.

3. Substitute Teaching License

- Anyone with a bachelor's degree or higher from a regionally accredited institution of higher education is eligible for a substitute teaching license.
- A substitute teaching license is valid for five years and may be renewed with payment of registration fees.
- Individuals who hold a lapsed professional educator license (PEL) **and** owe professional development are not eligible for this license.
- Individuals who hold a license indicative of a bachelor's degree (such as a professional educator license) can substitute on that license.
- Applicants must pay a \$50 application fee.



In-State Licensure

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. Once you have achieved this status, a badge appears on the home screen of your personal ELIS account. Click the badge to submit an application and fee.

Schools that have made a job offer to an individual may submit a **rush request** to expedite licensing issuance. Complete the following form, which includes a required signature from your regional superintendent or human resources official. <https://www.isbe.net/Documents/73-07-priority-rush-request.pdf>

All in-state applicants applying for teacher licensure should complete the requirements listed below:

Professional Educator License (PEL) Requirements: Illinois In-State Applicant Requirements:

1. A bachelor's degree or higher from a regionally accredited institution of higher education
2. 32 semester hours, or a major in the content-area, from a regionally accredited institution of higher education
3. Student teaching or equivalent experience
4. Completion of an approved Illinois educator preparation program for the type of endorsement sought, must include coursework addressing:
 - a. Teaching exceptional children
 - b. Reading methods and content area reading and methods
 - c. Methods teaching English Language Learners
5. A passing score on ONE of these exams (scores valid indefinitely)
 - a. Test of Academic Proficiency (TAP 400), formerly known as the Test of Basic Skills (valid indefinitely)
 - i. Passing score of at least 240 per subtest
 - ii. Information on payment and registration may be found here:
https://www.il.nesinc.com/TestView.aspx?f=HTML_FRAG/IL400_TestPage.html
 - b. ACT Plus Writing or SAT (valid indefinitely)
 - i. The minimum score on these tests is based on the date of exam completion. Visit the following link to determine if your score qualifies you based on when you took the exam.
<https://www.isbe.net/Documents/act-sat-testing-in-lieu-of-tap.pdf>
 - ii. Request scores to be sent directly to ISBE from ACT: use ACT code 3001
 - iii. Request scores to be sent directly to ISBE from SAT: use SAT code 6773



6. A passing score on each of these exams
 - a. Applicable content-area test(s) (valid indefinitely)
 - i. Sign up here: https://www.il.nesinc.com/PageView.aspx?f=GEN_Tests.html
 - ii. A passing score for each content test is 240 unless otherwise noted
 - iii. Test fee: approximately \$122 (depending on which exam you take)
 - b. APT or edTPA (valid indefinitely)
 - i. If student teaching was completed prior to August 31, 2015 you may submit scores for either the APT OR edTPA; If student teaching was completed September 1, 2015 or after you may ONLY submit scores for the edTPA
 - o APT
 - Passing score for APT is 240
 - Test fee for APT is \$99
 - *Register for the APT* here: https://www.il.nesinc.com/TestView.aspx?f=HTML_FRAG/IL188_TestPage.html
 - o edTPA
 - Passing score on the edTPA depends on endorsement; passing scores for each content can be found here: http://www.edtpa.com/PageView.aspx?f=GEN_Illinois.html
 - Test fee is \$300
 - *Register for the edTPA* here: https://www.edtpa.com/PageView.aspx?f=GEN_Register.html
7. Applicants must pay two separate fees when applying for licensure
 - a. \$100 application fee
 - b. \$50 for additional endorsements
8. Applicants must register their licenses
 - a. An applicant must register their license within six months of being approved
 - b. \$50 registration fee (\$10 for each year the license is to be valid); licenses are valid for 5 years
 - c. If a license is not registered after six months, it lapses, and you will have to pay a \$500 penalty fee OR complete nine semester hours of appropriate college coursework



Out-of-State Licensure

Out-of-state applicants may be exempt from some tests and required coursework. 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. Complete the following form, which includes a required signature from your regional superintendent or human resources official. <https://www.isbe.net/Documents/73-07-priority-rush-request.pdf>

BEFORE YOU GET STARTED-Out-of-State Applicants

- If you completed an educator preparation program that is outside of Illinois, **you must already have a teaching license** from another state in order to qualify for a Professional Educator License or Educator License with Stipulations (ELS). If you completed an educator preparation program out of state and have yet to obtain licensure, you must become licensed in the state of your program first, and then apply for your Illinois license.
- If you notice that you do not yet meet every requirement for the PEL, that is okay. You should still apply for that license in your ELIS account. In the event that your PEL application has deficiencies, the state will go ahead and grant you a provisional license (ELS) so that you may begin teaching immediately.
- A deficiency is simply when the State says that you did not meet all of their requirements for licensure. The ELS is a temporary license that allows you to teach while you make up your deficiencies.

Professional Educator License (PEL) Requirements-Out-of-State applicant

1. A bachelor's degree or higher from a regionally accredited institution of higher education
2. Proof of a valid, comparable, out-of-state license
3. 32 semester hours, or a major in the content-area, from a regionally accredited institution of higher education
4. Student teaching or equivalent experience
5. Completion of an approved educator preparation program for the type of endorsement sought must include coursework addressing:
 - a. Teaching exceptional children
 - b. Reading methods and content area reading and methods
 - c. Methods teaching English Language Learners



- d. Complete the State-Approved Program and Completion of Standards Verification form to verify coursework completion and coursework alignment with Illinois standards:
<https://www.isbe.net/Documents/80-02-standards-verification.pdf>
6. A passing score on ONE of these exams (scores valid indefinitely)
 - a. Test of Academic Proficiency (TAP 400), formerly known as the Test of Basic Skills (valid indefinitely)
 - i. Passing score of at least 240 per subtest
 - ii. Pay and register here: https://www.il.nesinc.com/TestView.aspx?f=HTML_FRAG/IL400_TestPage.html
 - iii. If you passed a test of basic skills leading to licensure in the same state as your completed preparation program, complete the State-Approved Program and Completion of Standards Verification:
<https://www.isbe.net/Documents/80-02-standards-verification.pdf>
 - iv. If you passed a test of basic skills for licensure that was obtained in a state that is different than the state where you completed your educator preparation program complete the Out-of-State Test of Basic Skills Verification: <https://www.isbe.net/Documents/80-03-oos-basic-skills-verification-isbe.pdf>
 - b. ACT Plus Writing or SAT (valid indefinitely)
 - i. The minimum score on these tests is based on the date of exam completion. Visit the following link to determine if your score qualifies you based on the you took the exam.
<https://www.isbe.net/Documents/act-sat-testing-in-lieu-of-tap.pdf>
 - ii. Request for scores to be sent directly to ISBE from ACT: use ACT code 3001
 - iii. Request for scores to be sent directly to ISBE from SAT: use SAT code 6773
7. Take your licensure exams
 - a. Applicable content-area test(s) (valid indefinitely)
 - i. Sign up here: https://www.il.nesinc.com/PageView.aspx?f=GEN_Tests.html
 - ii. A passing score for each content test is 240 unless otherwise noted
 - iii. Test fee is approximately \$122
 - iv. If you passed a content test leading to licensure in the same state as the completed preparation program, complete the State-Approved Program and Completion of Standards Verification (same form for basic skills test verification): <https://www.isbe.net/Documents/80-02-standards-verification.pdf>
 - v. If you passed a content test and your basic skills test for licensure that was obtained in a state that is different than the state where you completed your educator preparation program, complete the Confirmation of Out-of-State Licensure Testing form:
<https://www.isbe.net/Documents/80-03A%201-11-2017%20secured.pdf>
 - b. APT or edTPA (valid indefinitely)
 - i. If student teaching was completed prior to August 31, 2015 you may submit scores for either the APT OR edTPA; If student teaching was completed September 1, 2015 or after you may ONLY submit scores for the edTPA
 - o APT
 - Passing score for APT is 240



- Test fee for APT is \$99
- *Register for the APT* here: https://www.il.nesinc.com/TestView.aspx?f=HTML_FRAG/IL188_TestPage.html

- edTPA

- Passing score on the edTPA depends on endorsement; passing scores for each content can be found here: http://www.edtpa.com/PageView.aspx?f=GEN_Illinois.html
- Test fee is \$300
- *Register for the edTPA* here: https://www.edtpa.com/PageView.aspx?f=GEN_Register.html

- ii. If you passed this exam in another state as part of your teacher preparation program, complete the Applicant Verification of EdTPA form:
<https://www.isbe.net/Documents/80-01A-oos-verification-edTPA.pdf>
- iii. If you have never taken the EdTPA, but you have at least one year of full-time teaching experience and achieved a “proficient” or higher rating on your most recent performance evaluation, complete the Request to Waive EdTPA form in lieu of the APT/edTPA
<https://www.isbe.net/Documents/80-01-oos-waive-edTPA.pdf>

8. Applicants must pay two separate fees when applying for licensure

- a. \$150 application fee
- b. \$50 for additional endorsements

9. Applicants must register their licenses

- a. An applicant must register their license within six months of being approved.
- b. \$50 registration fee (\$10 for each year the license is to be valid); licenses are valid for 5 years.
- c. If a license is not registered after six months, it lapses, and you will have to pay a \$500 penalty fee OR complete nine semester hours of appropriate college coursework.

Educator License with Stipulations (ELS) Requirements

- 1. Bachelor’s degree or higher
- 2. Proof of a valid, comparable, out-of-state license
- 3. The Provisional Educator endorsement will allow you to begin teaching immediately
 - a. Valid for one year plus the remainder of the fiscal year in which it is issued. It can be extended for another year if the basic skills and content test are on file before the Provisional expires. Once you have a Provisional and it expires, you cannot get another one.
 - b. Renewable for an additional 2 years thereafter if the holder of the license has not held a position in a public school or non-public school recognized by ISBE
 - i. Form to extend ELS for additional 2 years may be found here:
<https://www.isbe.net/Documents/80-04-renew-ed-lic-stip-prov-ed.pdf>



10 Step Licensure Process

1. Create an ELIS account https://sec3.isbe.net/IWASNET/sign_up.aspx?logintype=elis
2. Login to your ELIS account and click “Apply for a new license/endorsement/approval” on the homepage of your account. Then click “Apply for a new license.”
3. You will be given an option to apply for the PEL or ELS. Select “Apply for your PEL.”
4. Follow all of the steps in the application wizard to apply for your PEL and pay the license application fee.
5. Submit official transcripts from all colleges attended. Transcripts may be mailed to the State Board of Education or your regional office of education. To be official, transcripts must be submitted in a sealed envelope from the college or university or be sent directly by the institution.
 - a. Submit to:
 Illinois State Board of Education
 ATTN: Educator Licensure
 100 N. 1st Street
 Springfield, IL 62777
6. Out-of-state applicants ONLY: Submit a copy of both sides of a comparable, valid, out-of-state license or certificate. Submit to ISBE, see #5 for address.
7. Out-of-state applicants ONLY: Have the university or program where you received your teaching license submit the signed and sealed State Approved Program and Completion of Standards Verification form to ISBE (80-02). This form must be mailed directly from the institution where you completed your approved certification program.
<https://www.isbe.net/Documents/80-02-standards-verification.pdf>
8. In-state applicants: submit your edTPA scores. Out-of-state applicants: submit your edTPA Out-of-State Verification form/edTPA waiver form.
9. Take your licensure exams (basic skills and content) or submit for exemption immediately.
10. Wait, wait, wait. Once the above steps have been completed, your license transfer request will be in a queue to be processed. This can take anywhere between 4 weeks to 6 months. If you have already been hired and your license transfer is preventing you from being able to work your principal can send in a licensure rush request form. This form can only be sent if you have been hired. This form may be found here:
<https://www.isbe.net/Documents/73-07-priority-rush-request.pdf>



Additional Resources

1. ISBE's Licensure guide
 - a. https://www.isbe.net/Documents/endsmt_struct.pdf
2. ISBE's Licensure FAQ
 - a. <https://www.isbe.net/Documents/ELIS-faq.pdf>
3. ISBE contact information for licensure-related questions
 - a. licensure@isbe.net
 - b. 217-557-6763
4. Deficient Application Questions
 - a. If you have a deficient application and active deficiency letter on file with ISBE, you may request an update to their evaluation by emailing licensure@isbe.net
5. If you are deficient in coursework that you believe you have taken, you may use the 80-07 form to request approval using the official course description. Link below.
 - a. <https://www.isbe.net/Documents/80-07-coursework-preapproval-reevaluation.pdf>
6. Questions related to ESSA
 - a. <https://www.isbe.net/Documents/ESSA-faq.pdf>
 - b. If your question is not answered on the FAQ, email essa@isbe.net with the subject line "FAQ"
7. List of Approved Illinois Educator Preparation Programs
 - a. <https://www.isbe.net/Documents/directory.pdf>
8. List of Approved Illinois Alternative Licensure Programs
 - a. <https://www.isbe.net/Documents/approved-alt-lic-programs.pdf>
9. Test registration website
 - a. <https://www.il.nesinc.com>



APPENDIX A.

Alternative Certification

This route is intended for individuals who have previously completed a bachelor's degree in a subject other than education and have not attended a teacher preparation program. Only those individuals who have already earned a bachelor's degree in the content area they intend to teach are eligible for the alternative certification route. This requires two years in which candidates will teach full time under the mentorship of an experienced teacher. Upon successful completion of the program, a professional educator license is awarded and a Master's degree.

Alternative Licensure Program Requirements

- Hold a bachelor's degree and pass an Illinois test of basic skills and the applicable content test.
- Complete a preparation program that ensures candidates meet the Illinois Professional Teaching standards. (See page 79 <https://www.isbe.net/Documents/directory.pdf>)
- 32 semester hours in an area of specialization or a major in the field as identified by the accredited institution.
- 3.0 GPA in undergrad (except for the Erikson Institute, a 2.75 GPA is required)
- A major in English, math, social sciences, or sciences
 - a. If your major does not fit into one of these categories, the state can verify on transcripts that you have completed enough coursework in these categories
- Most programs begin in the summer. It is best to apply during the fall prior to your intended first year in the classroom to ensure that you have all paperwork completed on time and can start the program during the summer.

List of Approved Illinois Alternative Licensure Programs

Institution Name	Program Name
1. Dominican University	Alternative Learning Behavior Specialist I (LBSI) Alternative Early Childhood Education Alternative Elementary Education Alternative Middle Grades-Language Arts, Mathematics, Science, Social Science Alternative Secondary-Biology, Chemistry, English Language Arts
2. National Louis University	Alternative Early Childhood Education Alternative Learning Behavior Specialist 1 (LBS1) Alternative Elementary Education
3. Relay Graduate School of Education	Alternative Middle Grades-Language Arts, Mathematics, Science, Social Science Alternative Secondary-English Language Arts, Mathematics, Biology, Chemistry, Social Science-History, Alternative Learning Behavior Specialist I (LBSI) Alternative Elementary Education (1-6)
4. Erikson Institute	Alternative Early Childhood Education (B-2) (Graduate)
5. Saint Xavier University	Alternative Elementary Education (1-6) (Graduate) Alternative Middle Grade Education (5-8)



Alternative Licensure Program Details

Institution Name	Program Details
1. Dominican University	<ul style="list-style-type: none"> Length of program: 2 years Cost: \$20,000 for both years Full time teaching for duration of program? Yes Job placement: You are responsible for finding your teaching position if you are not already teaching, but Dominican will inform schools of your provisional license Online classes? No Teaching support: Weekly observation with support and feedback Charter discount: N/A Start of program: Summer Website: http://educate.dom.edu/academics/graduate/alternative-licensure-programs Contact info: Dr. Colleen Reardon 708-524-6643 creardon@dom.edu
2. National Louis University	<ul style="list-style-type: none"> Length of program: 1-2 years (high school license takes one year) Cost: \$22,000-\$30,000 (\$685 a credit hour, 33-34 credits), but the program offers a variety of scholarships to help assist teachers with their tuition. Full time teaching for duration of program? No, students will complete coursework, pre-clinical experience, and student teaching full time during the program. There are 11 weeks of student teaching total. Job placement: Yes, the program assists alumni in job placement upon successful completion of the program through the Office of Career Development. Online classes: N/A Teaching support: During student teaching you will receive over 80 observation hours, meet with a professor biweekly in your student teaching class, and have a National Louis supervisor who conducts regular observations and provides feedback. Charter discount: 10-15% off tuition for the cohort, 12-15 people in a cohort, could be more with negotiation Start of program? Rolling admissions, you can start any time of the year. Website: https://www.nl.edu/academics/educationmasterteacherprep/ Contact info: MAT Program Office 847-947-5650



<p>3. Relay Graduate School of Education</p>	<ul style="list-style-type: none"> • Length of program: 2 years • Cost: Net cost of \$6,500 for the two years after AmeriCorps Education Awards and the institutional aid to graduate students teaching in high needs schools and at select partner schools • Full time teaching for duration of program? Yes • Job placement: Yes, guaranteed teacher-in-residence placement during your first year, and support in finding a full-time position during your second year. • Online classes: N/A • Teaching support: During your first year, you will be a teacher-in-residence supporting a lead classroom teacher. During your second year, you will receive support finding a position as a fully licensed lead teacher. • Charter discount: N/A • Start of program: Two week term in the summer. • Website: https://www.relay.edu/aspiring-teachers • Contact info: Office of Admissions and Enrollment 212-228-1888 enrollment@relay.edu
<p>4. Erikson Institute</p>	<ul style="list-style-type: none"> • Length of program: 2-3 years • Cost: \$42,000 tuition (\$1,030 a credit hour, 44 credit hours) for the entire program; 75% of Erikson students receive financial assistance, visit their website to learn more about these opportunities • Full time teaching for duration of program? No, student teaching is a full-time, 10-week commitment during spring semester during your second year. Teacher candidates must be available for daytime study and student teaching for the duration of the program. Students can join either a day or evening cohort. • Job placement: The Alumni Career Services office will connect you with professional mentors, faculty, staff, and alumni that share an extensive network of professional contacts. The Erikson community has access to exclusive job postings and job boards. • Online classes: Yes, some courses are offered online. • Teaching support: Students attend weekly small group seminars with fellow students to discuss internship field placement experiences. During student teaching, you will teach alongside a Teacher of Record. After completing 300 hours of student teaching, you will be able to complete an additional 225 hours of internship in the same classroom. • Charter discount: N/A



	<ul style="list-style-type: none"> • Start of program: Summer • Website: https://www.erikson.edu/graduate-school/programs/masters-early-childhood-education-teaching-license/ • Contact info: Valerie Williams, Associate Director 312-893-7142 vwilliams@erikson.edu
5. Saint Xavier University	<ul style="list-style-type: none"> • Length of program: 2 years • Cost: \$24,150 total (\$575 a credit hour, 42 credits) • Full time teaching for duration of program? Yes • Job placement: The program assists with securing interviews with potential employers • Online classes: All coursework is offered in the evening: 80% on campus, 20% is online • Teaching support: You will have a Teacher of Record in your classroom. Year 1: on-site mentor plus weekly support from University Coordinator. Year 2: on-site coach plus weekly support from University Coordinator • Charter discount: 10% tuition discount for incoming alternative licensure cohorts • Start of program: Program Starts in May, admission confirmation is no later than March 1 • Website: https://www.sxu.edu/academics/colleges_schools/soe/graduate/alt-lic-teaching.asp • Contact info: Maureen Spelman 773-298-3435 spelman@sxu.edu