

<http://www.isbe.net/licensure/pdf/ELIS-faq.pdf>

ISBE will now only issue three types of licenses:

1. Professional Educator License (PEL)
2. Educator License with Stipulations (ELS)
3. Substitute License

It is possible for an individual educator to hold multiple licenses, as different certificates held at the time of the exchange will be converted to endorsements on different licenses.

Requirements for Licenses and Endorsements

How can I obtain a substitute teaching license?

1. May be issued to individuals who hold a bachelor's degree or higher from a regionally accredited institution of higher education. To apply, individuals may submit an application online in the Educator Licensure Information System (ELIS).
2. A \$75 fee will be assessed electronically when the application is submitted. After submitting their application,
3. individuals should have an official transcript showing an awarded bachelor's degree sent to ISBE.
4. To be valid for teaching, a substitute license must be registered in ELIS after it is issued.

The license is valid for five years and may be renewed if the educator has passed Illinois' test of basic skills (TAP 400.) An individual who has passed a test of basic skills for the first licensure renewal is not required to retake the test for further renewals.

Please note: Individuals who hold a lapsed professional educator license (PEL) and owed professional development are not eligible to obtain a substitute teaching license.

If your PEL is lapsed and you do not owe professional development, you may obtain a substitute teaching license. Individuals who have had their PEL or ELS suspended or revoked and have not met the renewal requirements are not eligible to obtain a new substitute teaching license.

Registration and Renewal

How much are registration fees for my license?

Licenses must be registered for \$10 per year to prevent them from lapsing. Educators can pay

registration fees by logging in to ELIS, and registration fees must be paid for the entire cycle of the license. If you hold more than one license, you must pay registration fees for each license. If a license is not registered after six months, it lapses, and the educator will have to pay a \$500 penalty fee OR complete nine semester hours of appropriate college coursework.

Exception: Individuals who receive a paraprofessional endorsement on an educator license with stipulations through the licensure exchange are not required to pay registration fees for the first five-year cycle.

Which regional office of education (ROE) is in my county or region?

Regional offices of education are grouped by county (or regions within counties) throughout Illinois. Your license must be registered in the region where you are employed or live. **Cook County – Area 05.**

What will I need to do to renew my professional educator license?

Proposed legislation may change the renewal requirements for the professional educator license beginning July 1, 2014, so please check back to this website regularly after January 1, 2014 for the latest information. .

How do I renew my substitute teaching license?

If you have never passed a test of basic skills for a previous Illinois certificate/license, you will need to pass one before your substitute license can be renewed. The following tests can be used to meet the basic skills requirement:

Former Illinois Basic Skills test Test of Academic Proficiency (TAP 400)

ACT Plus Writing (with a composite score of 22 or higher and a combined English/Writing score of 19 or higher)

SAT (with a score of 1030 or higher in critical reading + math and a writing score of 450 or higher) ACT WorkKeys assessment (Math- 4, Reading- 4, Writing-3)

If you plan to submit ACT or SAT scores, an official score report must be sent directly from the testing agency. Tests must have been taken within the past ten calendar years.

An individual who has passed a test of basic skills for the first substitute licensure renewal is not required to retake the test for further renewals.

Please note: You may continue to renew your substitute license if you have a lapsed professional educator license.

Reinstatement of a Lapsed License

My license has lapsed. What are my options for reinstatement?

A lapsed license is invalid. One of the following two options must be completed to reinstate your license:

1. Educators who have lapsed may complete nine semester hours of coursework in one or more of the endorsement areas listed on their license. Coursework must be completed within the last five fiscal years. .
2. Educators who have lapsed may pay a \$500 penalty fee in place of completing nine semester hours of coursework.

You may apply for reinstatement in ELIS. You will be able to select which of the two reinstatement options you wish to use.

I need to reinstate my license. What coursework can I complete?

If you plan to reinstate your license by completing nine semester hours of coursework in the last five fiscal years, view the list of acceptable coursework for each license type.

****A \$500 penalty fee can be submitted instead of completing nine semester hours of coursework.**