

Instructions for Getting Your Teaching License in Illinois: Professional Educator License (PEL) Application and Registration Process

Congratulations! Since you are a candidate who has completed an Approved Educator Preparation Program in a college participating in the electronic entitlement process, you will use the Educator Licensure Information System (ELIS) to submit your application and register your Professional Educator License.

Note: Once an educator candidate completes all licensure requirements, Mrs. Karen Felker, Licensure Officer in the Education Department, enters the entitlement information on the Illinois State Board of Education (ISBE) website. When the entitlement entry process is completed, Mrs. Felker will send an email notice to the educator candidate. Only then should the educator candidate apply/register/pay for his/her license.

After entitlement information is uploaded to ISBE and an educator candidate has been notified by Mrs. Felker, follow the Educator Candidate Application and Registration Process.

Part 1: Educator Candidate Application Process

1. Go to the ISBE website and log into your **ELIS Account**: <http://www.isbe.net>.
2. When you log into the ELIS system, you will see a Notification that you may apply for your license. You should see the following on your home screen: ***"It appears that you have completed an Approved Educator Preparation Program."*** Above that statement you are reminded to update/edit your Contact Information: ***"Click Here to Edit Your ELIS Contact Information"***. It is important that you keep this information current since ISBE will contact you regarding your Illinois credentials.
3. You are being entitled for a **Professional Educator License**: ***Click on "Apply Now"***.
4. Launch the Entitlement Application Wizard and follow the prompts.
5. Enter **required information** and **payment information for application fees: \$100.00 fee**.
6. Your Professional Educator License will either be Issued (I) or it will be routed to an ISBE Evaluator for review.

Part 2: Educator Candidate Registration Process

1. You will need to register your license. Your license is not valid until it is registered.
2. To register, ***Click on "Register This License Only"*** on the right side of your screen: follow the prompts.
3. Select the primary IL region in which you would like to register your license. If you do not have a job pending in a particular region or live in a different region in the state of Illinois where you will be job hunting, you will choose the **DuPage Regional Office located in Wheaton, IL: Region 19**.
4. Enter the **payment information for registration fees: \$50.00 fee (\$10.00 per year for five years)**. The Professional Educator License has a five year renewal cycle in the state of Illinois.
5. To confirm everything went through correctly, you should review all information before completing payment. If your registration was successful, you will see a **"Registered Through"** to the right of your Professional Educator License. You should see a date issued for the license and each endorsement. Please contact Mrs. Felker if you do not see a date issued.
6. **PRINT a screen shot** of your Professional Educator License for your personal record. This is the hard copy of your teaching license.
7. Your transcript will be uploaded to ISBE by the Wheaton College Registrar's Office. You may provide a print out or screen shot of your credentials to a potential employer or have them access the public search in ELIS by accessing the following link: <http://isbe.net/ELIS/default.htm>, Administrator Access, Search, IEIN, Last Name, DOB (you will need to provide information for the last three criteria).

ENTITLEMENTS DO EXPIRE!

You should complete your license application/registration process for your license within 2 months from the notification. It is in your interest to do this even if you are not sure you want to teach. Failure to register your license within 2 months of issuance will result in the license being classified as “Lapsed” (L) and must either pay a \$500.00 penalty or complete 9 semester hours of course work before it can be renewed. Don’t wait – register your license NOW!

Information on Applying for an Out-of-State Teaching License

If you are applying for a teaching license in another state, you must send the following to Mrs. Felker in the Education Department to have a form for another state completed:

- Name, Wheaton ID, Date of Graduation, Major
- **Send to Mrs. Felker the State Form** for the state you are applying to. **Complete the top portion** (name, street address, Social Security number, etc.) * **Original Form needed: No faxes or scans.**
- The location the completed form is to be sent: to teacher candidate - with address, or to the state offices - with address.

Finally, be aware that a middle grade endorsement in a particular area in the IL system does not mean the other state will honor that endorsement. You may be subject to a transcript review and not be awarded a middle grade endorsement you were given in IL.

Questions or Comments

- Contact **ISBE Call Center at 217.557.6763** if you have questions or experiencing a problem with the application process.
- Contact **Mrs. Felker, Licensure Officer** at Karen.Felker@wheaton.edu if you have questions about your entitlement.

Congratulations!

(Updated 5/1/18)