

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.

***Mrs. Felker will inform the candidate via email to follow the Application and Registration Process when all is completed for Wheaton College and ISBE:**

Part 1: Educator Candidate Application Process

1. Go to the ISBE website and log into your **ELIS Account**: <http://www.isbe.net>. The status must be in **Program (CP) status** on your Credentials Page.
2. When you Log into the ELIS System, you are being entitled for a **Professional Educator License**: **Click on "Apply Now"**.
3. Complete the **Program Completer's Survey** (only applies to initial teaching program completers).
4. Upon completion of the survey, you may need to log back into your ELIS Account to complete the application process (repeat steps 1-2).
5. Complete the **Entitlement Application personal contact information**. Ensure your email address is accurate, all ISBE communication is sent to your primary email listed. Update/edit your contact information.
6. Launch the Entitlement Application Wizard and follow the prompts and answer the background questions.
7. Complete **payment information for application fees: \$100.00 fee**.
8. Your Professional Educator License will either be **Issued (I)** or it will be routed to an ISBE Evaluator for pending review (PR): contact Mrs. Felker if it goes to PR status.

Part 2: Educator Candidate Registration Process

1. You will need to register your license for it to be valid.
2. To register, **Click on "Registrations" from the Action Center**.
3. Select the Professional Educator License to register.
4. Answer the background questions, then select **"Next"**
5. Select the primary IL region in which you would like to register your license. This is the region you will be employed or anticipate future employment. If you do not have a job pending in a 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 of Education (ROE) located in Wheaton, IL: Region 19**. Then select **"Next"**.
6. Review the information and 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. Click on **"Submit"** to confirm.
7. Proceed with Registration, select **"Finish"**.

8. View registration on your Credentials screen. If your registration was successful, you will see a **“Registered Through”** date. You should see this date issued for the license and each endorsement. Please contact Mrs. Felker if you do not see a date issued.
9. **PRINT a screen shot of your ELIS Account’s Credentials page.** ***This is your official Professional Educator License.*** ISBE does not send you a hard copy.
10. Your transcript will be uploaded to ISBE by the Wheaton College Registrar’s Office but not viewable to the public. This is for ISBE to ensure you met the requirements.

ENTITLEMENTS DO EXPIRE!

You should complete your license application/registration process for your license within 6 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 the suggested time 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: refer to www.wheteach.org

If you are applying for a teaching license in another state, send the following to Mrs. Felker:

- Full Name, Wheaton ID, Date of Graduation, Major, School/District and Content/Grade Level Student Teaching information (semester and year it was completed).
- Send to Mrs. Felker the State Form for the state you are applying to:
 - Check the form how it needs to be completed and send to Mrs. Felker: by mail or electronic.
 - Complete the top portion prior to sending it to Mrs. Felker (name, street address, Social Security number, etc.) * *Original Form needed: No faxes or scans.*
- Include the location the completed form is to be returned: to teacher candidate - with address, or to the state offices - with address.

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!

Mrs. Karen Felker

Karen Felker, M.Ed.

Clinical Placement Coordinator and Supervisor

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