

## PARAPROFESSIONAL ENDORSEMENT

A **Paraprofessional Endorsement** may be issued to an applicant who:

Holds an associate's degree or higher from a regionally accredited institution of higher learning

OR

Has a minimum of 60 semester hours of college credit from a regionally accredited institution of higher learning

OR

Holds a high school diploma or its recognized equivalent **AND** has passed a test of basic skills (the ETS Paraprofessional or ACT WorkKeys)

**Closest testing sites to I-KAN ROE 32:**

1. KCC, 815-802-8530  
<https://tinyurl.com/kcc-para-test>
2. JJC, 815-280-1526 or  
<https://tinyurl.com/jjc-para-tests>
3. ROE 17 in Bloomington, 309-888-5120 ext. 1200 or  
<https://tinyurl.com/roe17-para-test>

### What can a PARA DO?

- A PARA with a Bachelor's Degree can substitute teach on the PARA License.
- A PARA with an Associate's Degree can serve as a Short Term Sub.
- A PARA with only 60 hours can serve as Short Term Sub but must apply for the STS License in ELIS.

- ❑ **Complete the application process for a Paraprofessional Endorsement** online at [www.isbe.net](http://www.isbe.net) in ELIS. First time ELIS users must create an account. When applying in ELIS, follow the steps as indicated. All payments to the state must be done online with a credit/debit card. There is a **\$100 (plus processing) fee** for the license application.

See example below:



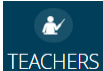

**I would like to...**

- **View Licensure Requirements.**
- **Enter Professional Development**
- **Apply for:**
  - **A Professional Educator License (PEL).**  
Examples: Teacher, Administrative, School Support Personnel
  - **A Substitute License (SUB).**
  - **A Paraprofessional Endorsement**
  - **An Educator License with Stipulations (ELS)**
  - **An Approval**
- **Register in Another Region**

- ❑ **Send transcripts or test scores to the ROE.** Once you have applied online and paid the application fee, bring official college transcripts in a sealed envelope, or a HS diploma and test scores to the ROE to upload into your ELIS account.
- ❑ **Register your license.** Check your ELIS account periodically for the status of your license. After the state reviews your credentials, your license status will change from "Pending Review" to "Issued". Once the license has been issued, register the new Paraprofessional Endorsement. There is another fee of \$25 (plus processing) to register. When your license is issued and registered, print your current ELIS credential page to give to your school district as evidences of your valid Paraprofessional license.


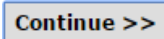
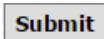

The Paraprofessional Endorsement is valid for 5 years and must be renewed online. **It is the responsibility of the Paraprofessional license holder to renew their license when due. Keep contact information current in the ELIS system and log in to your account periodically to check the validity of your license.**

# ELIS (Educator Licensure Information System)

Start at [www.isbe.net](http://www.isbe.net) ; Click  in the menu at the top of the page; on the next page click 

Under **Educator Access** click on **Login to your ELIS account** (first box)


## CREATING AN ACCOUNT

1. Click on [CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM](#) (right side of the page)
  - On the next page, fill in your information under **ELIS for Educators Account Sign Up** - You will only need to do this the first time you access ELIS. A  by the field means it's required. There are no "drop down" security questions, so you'll need to create your own (father's middle name, color of the sky, etc.)
  - To maintain access, it is recommended you use a personal email address. ISBE will use this email address to send reminders. Those who use a school email address to sign up and later do not have access to it, will not receive renewal reminders. ISBE will only email notices.
  - Keep track of your user name \_\_\_\_\_ and password \_\_\_\_\_.  
The ROE does not have access to and cannot retrieve account passwords. If you forget your login or password, click on [Find Login/Password](#) or call the ISBE Help Desk at (217) 557-6763 or for them to reset it.
2. "New User Account Confirmation" should come up; hit 
3. "New User Account Confirmation" shows up again. Either click on  or ; once you click "Submit" the next page will display: "Congratulations 'JOHN DOE' on signing up for your personal ELIS for Educators account."
4. From this page, click "Continue" to access your account and credentials online. Click [View your Credentials](#) and take the time to make sure everything is correct.
  - All licensure transactions, including all applications for licenses, endorsements, registration, payments and renewal of licenses, must be completed online in ELIS with a credit or debit card.
  - If the dollar amount requested to register, renew a license or apply for an endorsement is not the amount expected, do not continue. Contact ISBE or the ROE for further instructions.
  - Forward or bring official transcripts, ETS Para-pro test scores, high school diploma, etc. to the Regional Office of Education. ROE staff will upload documents into your ELIS account. Include your Illinois Educator Identification Number (IEIN) and the name on your ELIS account.

## APPLY FOR A NEW LICENSE, ENDORSEMENT OR APPROVAL

Log into your account and click on [Apply for an Illinois License, Endorsement or Approval](#) and follow the appropriate steps. New applications may take 6 – 12 weeks for processing. Continue to check ELIS for the status.

## LICENSE RENEWAL

Log into your ELIS account and click on  [Renewal](#) in the Action Center. If there is no yellow triangle you cannot renew. You may have to change your PD/Employment Status depending on your circumstances. **A lapsed license costs over \$500 to reinstate.**

## NAME CHANGES

If your last name changes, the ROE can make the change with proper documentation. Bring a document that shows the name change to the ROE: a Driver's License, Social Security Card or a Marriage License.