

LICENSURE APPLICATION INFORMATION

HOW DO I APPLY FOR JOBS BEFORE OBTAIN MY LICENSE?

Login to your ELIS account and select Credentials on the left menu options, then select PEL, then on the right hand side there will be a "Print" button that will print whatever endorsements you have indicated to the Assistant Director of Teacher Licensure (ADTL) Benjamin Wells.

WHAT DO I NEED TO DO TO OBTAIN MY ILLINOIS PROFESSIONAL EDUCATOR LICENSE (PEL)?

- Complete all required coursework for your program with a grade of "C-" or higher in courses needed for licensure; pass all required licensure tests (a passing score report for licensure tests must be posted in your ELIS account before license can be processed).
- Wait for the Assistant Director of Teacher Licensure (ADTL) [Benjamin Wells](mailto:bwells@iwu.edu) (bwells@iwu.edu) to send you an email with information that the license has been issued and then how to apply for your license in ELIS (typically 2-3 weeks after graduation)
*****Please note if transferring any courses that count for endorsements (initial and subsequent), the Assistant Director of Teacher Licensure will need official copies of all transcripts*****

HOW LONG WILL IT TAKE TO GET MY LICENSE?

- Within two to three weeks of graduation if not taking May Term course or summer course for subsequent endorsements

WHAT DOES IT COST TO OBTAIN MY LICENSE?

- \$100.00 application fee to ISBE
- \$50.00 registration fee to register your license to the ROE (\$10 per year for 5 years). Register your license immediately after applying through the ELIS system for any county/region in which you will be teaching; only one fee is required for multiple counties/regions. If you do not have a teaching job, select the county in which you live.

<https://www.isbe.net/Pages/License-Registration.aspx>

- If failure to register license within 6 months after issuance the license will be subject to reinstatement

<https://www.isbe.net/Pages/Reinstatement.aspx>

WHAT WILL MY LICENSE INDICATE?

You will receive a Professional Educator License (PEL). The PEL will be endorsed in the content area and grade level for the program you are completing. It will also have any subsequent endorsements you attained at the time of graduation. Hold on to your IEIN as that is how administrators, supervisors, and employers verify. Also, remember to save test score report.

HOW DO I APPLY FOR ENDORSEMENTS BEFORE GRADUATION?

The Assistant Director of Teacher Licensure (ADTL) will add the endorsement in your content area and any endorsements earned before graduation indicated on your senior form (Teaching Titans Canvas). There is no additional fee if before graduation as it is included in the \$100 application fee.

CAN I OBTAIN SUBSEQUENT ENDORSEMENTS AFTER GRADUATION?

Contact your local Regional Office of Education (ROE) at <https://www.isbe.net/Pages/contact-licensure.aspx> to add the endorsement OR add the endorsement through your ELIS account.

A passing content test score report for the endorsement area and 18 hours of specific coursework is typically required in ELIS before the endorsement can be issued. There is a \$50.00 fee for each [endorsement after graduation](#).

PROFESSIONAL DEVELOPMENT

- Your license will need to be renewed every 5 years. To meet requirements for renewal, you must complete professional development <https://www.isbe.net/Pages/Professional-Development-for-Educators.aspx>

OUT OF STATE TEACHING

You should have licensure in Illinois before applying for out of state licensure. (download out-of-state document in Teaching Titans Canvas)