




## Career and Technical Educator Requirements:

- Minimum of 60 semester hours\*
- Documented a minimum of 2,000 hours of experience **outside of education** in the area to be taught
- Must apply online and submit [ISBE form 73-23](#) 
- Submit Work Experience
  - [73-23A](#)  (To be Completed Only By the Employer)
  - [73-23B](#)  (Employment Information by Applicant. Employer/Supervisor No Longer Available)

### Years Valid

5

### Limitations

- Can only teach in the specified area of endorsement
- Valid for grades 7-12

### Renewable?

Please review the [CTE Renewal Requirements document](#)  for the latest information regarding the renewal of the Educator License with Stipulations endorsed in Career and Technical Education.

## How to Apply:

To apply for an ELS(CTE) Educator License with Stipulations for the Career Technical Educator first go to the Illinois State Board of Education (ISBE) website; <https://www.isbe.net/Pages/career-technical-educator.aspx>.

Once you're on the website, click on the bar labeled '**Career and Technical Educator**' for the requirements needed. The forms that need to be completed are 73-23 **AND**;

73-23A for an employer verification of your 2000 work hours and the tasks performed

**-OR-**

73-23B where you furnish a notarized verification of your 2000 work hours and tasks performed.

These forms can be found at; <https://www.isbe.net/Pages/Licensure-Forms.aspx>

When the forms are completed, they should be emailed to [licensure@kaneroe.org](mailto:licensure@kaneroe.org) and we will scan them into your ELIS permanent records.

Next on the same ISBE website click on the box at the bottom of the screen that best suits the type of CTE license you're applying for. The choices are; Agricultural Education, Business Marketing, and Computer Education, Family and Consumer Sciences, Health Science Technology and Technology and Engineering Education (Industrial). Then under the specific category, cluster that best suits your experience. If you have experience in other categories shown on the previous screen, you can request up to three categories be added to your ELS(CTE). You will notice on the required forms you are asked to list the CIP code(s) for which you are applying.

## ENDORSEMENT AREAS & RELATED CAREER CLUSTERS



### **Agriculture, Food, and Natural Resources (ANFR)**

*Agriculture, Food, and Natural Resources*



### **Arts and Communication (A&C)**

*Arts, Audio/Video Technology and Communication*



### **Finance and Business Services (FBS)**

*Business Management and Administration, Finance, Marketing, Hospitality and Tourism*



### **Health Sciences and Technology (HST)**

*Health Sciences*



### **Human and Public Services (HPS)**

*Education and Training, Government and Public Administration, Law, Public safety, Corrections, and Security, Human Services*



### **Information Technology (IT)**

*Information Technology*



### **Manufacturing, Engineering, Technology and Trades (METT)**

*Architecture and Construction, Manufacturing, STEM, Transportation, Distribution, and Logistics, Energy*

To apply for the license, access your ELIS account and the system will take you to your home page. On this page under "I would like to..." look for the appropriate bullet under "Apply for:" and click on it. Please look below as I have highlighted the correct choice. Follow the prompts and click on the Career and Technical license you want. Continue to follow the prompts and after all questions are answered your credit card information for payment will be requested. The cost for the ELS (CTE) license is \$100.00 plus a processing fee. When finished go to the credential screen by clicking on the "My Credential" tab in the upper left corner and you will see the license listed. Under status it will state "Pending Review."

When the status on your license in ELIS changes to "Issued" you need to register it. On your ELIS home page in the middle right of your screen will be a box titled Action Center. Click on "Registrations" within the box and follow the prompts. The cost to register the license is \$60.00 plus a processing fee. You need to renew every five years thereafter.

To print your credentials when your license is issued and registered, click on the “My Credentials” tab in the upper left corner of your ELIS page and then do a screen print. The official hardcopy of your license is this printout. The Illinois State Board of Education no longer sends you a copy.