Short-Term Approvals for Teachers:
Career and Technical Education (Grades 5–12)

Refer to Educator Licensure Approvals

Requirements

- **ONE** of the following:
  - A Professional Educator License (PEL) with any teaching endorsement **OR**;
  - An ELS-CTE license **and** have 1 year of teaching experience

**AND**

- **ONE** of the following:
  - Have completed 240 hours of work experience **OR**;
  - Hold a professional certification in the content area sought

- Submit ISBE form 83-87

Years Valid

3

Notes

- While working on approval, the educator **must**:
  - accumulate 2,000 hours of work experience
    - *experience teaching on the approval may be used

- To add additional endorsement areas, the educator **must**:
  - Accumulate 1,000 hours of work experience
    - *experience teaching on the approval may be used

Renewable?

NO, this Short-Term Approval is valid for 3 years and cannot be renewed.

Applications will be available through June 20, 2023
STA – Career and Technical Education Approval

➢ An educator will need to hold a valid PEL endorsed in a teaching field or a valid CTE license to apply for this approval.

*Educators may use these steps and screenshots as reference when applying for this approval.*

1. **Login to your ELIS account**
   - On the Home Screen - Click on Apply for a Credential

   ![Home Page]

2. **Click on Approval**

   ![Applications]

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Wayne H. Foster 1301902

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_action_center:image.png

Register in an Additional Region

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Apply for Credential

- Endorsement
  - Substitute License (SUB)
  - Short-Term Substitute License (STS)
  - Paraprofessional License (Teacher’s Aide)
- Career and Technical Educator Endorsement (CTE)
- Transitional Bilingual Educator Endorsement (TBE)
- Visiting International Educator Endorsement (VIT)
- Chief School Business Official (CSBO)

Approval
3. Click on Short Term Approval for Teachers at all Grade Levels
   - Click Next
4. Click Career and Technical Education
   - Click Next

Approval Application

Please select an endorsement category.

- School Support Personnel
- Content Knowledge Pathway
- Career and Technical Education
- All other areas of teaching
5. Scroll or search for the area you wish to obtain
   - Click the radio button next to the area
   - Click Next
6. **Complete the legal questions**
   - Click Next

   ![Approval Application Form](image-url)

   **Please answer the following required questions of the Criminal History Disclosure Statement.**

   - **Yes**  **No** Has your license or certificate (teaching, administrative, school support, etc.) ever been formally denied, suspended, or revoked in Illinois or any other state?
   - **Yes**  **No** Have you ever been convicted of a felony in Illinois or any other state, or are you subject to pending criminal charges for a felony in Illinois or any other state? (You are not obligated to disclose sealed and expunged records of a conviction or an arrest if unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or license sanction.)
   - **Yes**  **No** Have you ever been convicted of any sex, narcotic, or drug offense in Illinois or any other state or are you subject to pending criminal charges for any sex, narcotic, or drug offense (whether felony or misdemeanor) in Illinois or any other state? (You are not obligated to disclose sealed and expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or license sanction.)
   - **Yes**  **No** Have you failed to file an Illinois tax return, fail to pay the interest, penalty, or tax shown on an Illinois filed return, or (c) pay any final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue which was not subsequently resolved to the Department’s satisfaction?
   - **Yes**  **No** Have you ever been convicted as a perpetrator of child abuse or neglect by a state agency responsible for child welfare?
   (Note: you must answer “Yes” to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer “No” to this question if the finding was reversed on appeal.)
   - **Yes**  **No** Are you currently more than 30 days delinquent in complying with a child support order?

   **Yes, I am not more than 30 days delinquent in complying with a child support order.** I certify under penalty of perjury that this information is true and correct. I understand that failure to respond to this question may result in disciplinary action, and that making a false statement with regard to this question may subject me to disciplinary action and contempt of court.
   - **Yes**  **No** I certify, under penalty of loss of my right to teach or work in the schools of Illinois, the answers to these questions are true and correct in every respect.

   ![Next button](image-url)
7. Enter payment information when prompted.
   o Click Next

Approval Application

Please review the information below. Once you have reviewed the information, click "Submit Payment." By clicking "Submit Payment," you are electronically signing this application and authorizing the Illinois State Board of Education (ISBE) to charge your credit card for the listed application amount. **Once an application has been evaluated, a refund is no longer available.**

Name: Wayne H Foster  
Birth Date: 8/9/1969  
Amount: $50.00  
Approval: Short Term Approval for Teachers at all Grade Levels  
   ATTB - Accounting Technology/Technician and Bookkeeping CIP: 32.0302  
   Grade 6 through Grade 12 (6-12)

Once you click "Submit Payment" you will be redirected to a payment processing page. Once your payment information has been entered, you will be redirected back to this page to complete the application process. Do NOT close this window until you receive your confirmation.

*A non-refundable convenience fee will be added by NCR Corporation, a third party processing company, and will appear as a separate charge on your credit card statement.

Submit Payment
8. Print the confirmation page and return Home.

Print this page for your records

You have successfully applied for the approval

Short Term Approval for Teachers at all Grade Levels
ATTB - Accounting Technology/Technician and Bookkeeping CIP: 52.0302
Grade 5 through Grade 12 (5-12)

Educator: Wayne H. Foster
IEIN: 1301902

All materials should be sent to:

Illinois State Board of Education
Educator Licensure Department
100 North First Street, E-240
Springfield, Illinois 62777-0001

OR

Your local Region Office of Education (ROE).
Find your local ROE here.

Your application will not be evaluated until all required supplemental documents (e.g. transcripts, forms) have been received. Visit www.isbe.net/Pages/Educator-Licensure-Requirements to view requirements for your application.

To check the status of this application, please sign into your ELIS account and click My Credentials.

Once the review is complete, you will receive an e-mail indicating your status. All evaluations are valid for two fiscal years.

This is how the approval will display on the Credential page.

<table>
<thead>
<tr>
<th>Approval Code</th>
<th>Approval</th>
<th>RCDT</th>
<th>Endorsement</th>
<th>Grade</th>
<th>Application Received</th>
<th>Status</th>
<th>Approval Granted Date</th>
<th>End Date</th>
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<tbody>
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<td>Short Term Approval for Teachers at all Grade Levels</td>
<td>Accounting Technology/Technician and Bookkeeping CIP: 52.0302</td>
<td>Grade 5 through Grade 12 (5-12)</td>
<td>5-12</td>
<td>06/25/2021</td>
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