



LICENSURE INFORMATION & PROCEDURES

Kane County Regional Office of Education

Thank you for your interest in educator licensure.

Please contact the Licensure Department at (630) 232-5955 to discuss any licensure questions/concerns that you may have.

**This guide was last updated September 2025*



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Helpful Terminology for Educator Licensure:

CTE: Career & Technical Educator

ELIS: Educator Licensure Information System

ELS: Educator License with Stipulations

Endorsement: A credential in a specified subject/field

IEIN: Illinois Educator Identification Number

ISBE: Illinois State Board of Education

PEL: Professional Educator License

Reciprocity: Even exchange from one state to another

TBE: Transitional Bilingual Educator

EDUCATOR LICENSURE WEBSITES

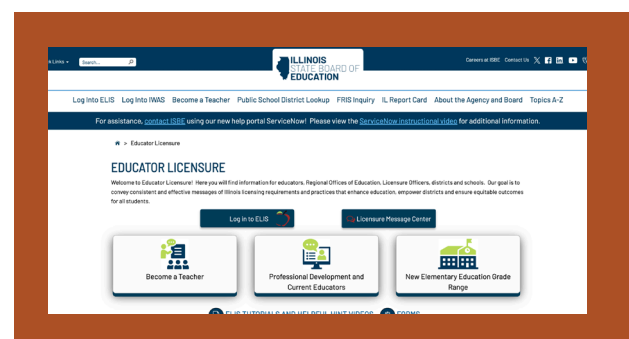
Teach in Kane Website:
teachinkane.org



Kane County ROE Website:
kaneroe.org



ISBE Licensure:
isbe.net/Pages/Educator-Licensure.aspx



General Licensure Information

LICENSURE MISSION

The Kane County Regional Office of Education (ROE), in collaboration with the Illinois State Board of Education, supports educator licensure in accordance with Illinois State laws. Our goal is to deliver exceptional customer service to our county.

CONFIDENTIALITY

The Kane County ROE respects the rights of educators and is committed to protecting the confidentiality of educators, school district administration, and supporting staff.

- ROE staff can only discuss information available on the public educator lookup to those who are not the educator.
- Deficiency letter content can only be shared with the educator.
- ROE staff can provide an IEIN if the individual provides their date of birth and last four digits of their social security number.
- Physical transcripts are shredded immediately after being scanned into ELIS.
- Physical documents are secured in locked drawers.

LICENSURE SERVICES

- Clarification of the Illinois State Board of Education's licensing requirements
- Assistance obtaining credentials
- Priority rush processing (Kane County school districts only)
- Transcript processing
- License renewal
- Lapsed license assistance
- School district communication
- Educator misconduct
- Educator audits
- Professional development review
- Licensure testing requirements
- Retired teacher support

ROE EMAIL

- sub@kaneroe.org
- para@kaneroe.org
- transcripts@kaneroe.org
- licensure@kaneroe.org
- priorityrush@kaneroe.org
 - Kane County school districts only

Educators can also complete the [online help ticket form](#) on our website.

ELIS RESPONSE

- ELIS stores educators credentials, licensure applications, professional development, transcripts, degrees, and administrative academies.
- The Illinois State Board of Education processes payment electronically through ELIS. Educators can no longer pay fees at the ROE.
- Educators now hold licenses instead of certificates. All licenses are electronic. Educators may print their "Credentials" screen for a physical copy of their license.
- Educators who seek a refund from the Illinois State Board of Education may complete [ISBE Form 95-10](#).
 - Refund Requests can only be considered for applications that are still in "pending review" status and the request must be received by ISBE within seven days of the application date.
 - The form must be completed by and sent to ISBE by the educator to licensurefees@isbe.net.

KANE COUNTY HUMAN RESOURCES CONSORTIUM (KCHRC)

Organization of HR directors within the county from the public school districts and Mooseheart who meet monthly.

Communication with the Kane County ROE

EMAIL RESPONSES GUIDELINES

- Kane County Licensure Specialists review emails within 24 business hours of receipt.

LICENSURE HELPDESK

- Helpdesk tickets are assigned to a specific Licensure Specialist who will identify the response and resolve the ticket within 24 business hours.

TELEPHONE PROCEDURES

- Kane County Licensure Specialists answer the phone and check voicemails within a timely manner.
- Voicemails are answered or forwarded to the appropriate department within 24 business hours of receipt.

TRANSCRIPT PROCESS

- Educators are encouraged to contact their college or university and request official transcripts be sent electronically to our office at transcripts@kaneroe.org.
- Transcripts submitted electronically from the school will be uploaded into the educator's ELIS account within 48 business hours.
- Official transcripts mailed to the office will be opened and uploaded within 48 business hours of receipt.
 - Transcripts will be labeled in upper righthand corner: SE (Sealed Envelope, indicating official), Licensure Specialist's initials, date received, and the educator's IEIN.
 - Physical copies of transcripts will be shredded once they are uploaded.



licensure@kaneroe.org



(630) 232-5955



transcripts@kaneroe.org

What can I teach with my license?

The Illinois State Board of Education has created the **Teacher Assignability Tool** - an interactive tool that can be used to determine what credential an individual must hold for a particular assignment.

Users will start by indicating if the assignment in question is for a teacher, substitute, or paraprofessional. Users will then be led through a series of questions before arriving at a final screen listing the qualification(s) the educator must meet to teach the position in question. After viewing the required qualifications, users can click on the credential to see requirements that must be met to earn it. To see where the credential would be reflected on ELIS, select **“View Teacher Credentials in ELIS”** at the bottom of the page.

The “What Can I Teach with my License” tool can be found on the Illinois State Board of Education’s [website](#).

The screenshot displays the Illinois State Board of Education (ISBE) website. The header includes the ISBE logo and navigation links such as 'System Quick Links', 'Search...', 'Careers at ISBE', 'Contact Us', and social media icons. A secondary navigation bar lists links like 'Log Into ELIS', 'Log Into IWAS', 'Public School District Lookup', 'FRIS Inquiry', 'IL Report Card', 'About the Agency and Board', and 'Topics A-Z'. The main content area features a breadcrumb trail: 'Home > Educator Licensure > Professional Development and Current Educators > What Can I Teach with my License?'. On the left, a sidebar titled 'EDUCATOR LICENSURE' includes a link to 'What Can I Teach with my License?'. Below this is a 'RESOURCES' section with links to 'Current Teacher Qualifications', 'Do my educators qualify for a previous qualification?', 'Educator Licensure Resources', 'Previous Qualification Requirements', and 'Previous Qualifications FAQ'. The main content area is titled 'EDUCATOR LICENSURE WHAT CAN I TEACH WITH MY LICENSE?' and contains a paragraph explaining the Teacher Assignability Tool. At the bottom, a section titled 'IN WHAT ROLE WILL THIS INDIVIDUAL BE TEACHING?' features three buttons: 'Teacher', 'Substitute Teacher', and 'Paraprofessional'.

Once Qualified, Always Qualified

The Illinois State Board of Education's phrase "Once Qualified, Always Qualified" refers to the policy where once an individual has met the requirements for a certain credential, they retain that qualification indefinitely without needing to requalify.

- Endorsements added to certification before July 1, 2004
- Junior High School Endorsements changed to Middle School on July 1, 1997
- Middle School Endorsement required two additional courses as of July 1, 1997:
 - Three semester hours middle school philosophy, curriculum, instruction, and methods
 - Three semester hours of educational psychology of early adolescence
- Educators who met requirements for a content area prior to July 1, 2014 can still teach that content even if they do not have an endorsement. The district keeps details of the requirements they met for compliance purposes.
- ROEs can add to the Previous Qualification section of the educator's ELIS the records of the content area(s) of once qualified always qualified subjects so all school districts can view, using [Form 78-26](#).
 - Original transcripts are needed for evaluation by ISBE using the document listing the qualifications for teachers using the rules before July 1, 2004.
- On December 5, 2019 all endorsements; aside those with specific distributions, were changed to reflect 18 semester hours of coursework needed with courses found under the [Acceptable Areas of Coursework for Endorsements handout](#) with the Part-25 Rule Change.
 - Courses must be 100-level or higher to be used toward an endorsement
 - Courses must be passed with a grade of a "C-" or higher
 - Courses must be submitted on an official transcript from a regionally accredited college or institution
- With the Part-25 Rule Change, Middle Grades endorsements no longer require a specific Middle Grades program.
 - However, all Middle Grades 5-8 endorsements must include content specific coursework within the 18 semester hours of content coursework requirement.

For previous qualifications regarding licensure, please view the [Eligibility for a Previous Qualification Document](#).

Once Qualified, Always Qualified

Updates to ELIS Accounts

RETIREES

- Retirees must go into ELIS to change their professional development status from Active to Illinois State Teacher or Government System Retiree for the appropriate semester(s)
 - For a guide on how to update your professional development/employment status, view the [tutorial](#) from ISBE.
- Retirees should not allow their licenses to lapse
- Retirees must go through the renewal process to maintain a valid license
- Retirees do not owe professional development or fees during the time they are retired

NAME/ADDRESS CHANGES

- Should an educator need to update their name due to marriage/divorce or need to update their contact information, the educator should complete the [Licensure Update Request Form 73-71](#). Educators should also submit the following supporting documentation:
 - Copy of valid photo I.D. or
 - Copy of marriage certificate and
 - Copy of SSN card
 - Forms should be submitted to licensure@kaneroe.org and licensureforms@isbe.net

EDUCATOR MISCONDUCT

- Upon learning of a significant concern with any person who holds an educator license, an administrator or licensure staff person should complete the educator misconduct form. Typical reasons for filing this type of form would be for felony charges against children. A complaint about an educator's misconduct may be filed by submitting a completed Educator Misconduct Complaint Form to reportmisconduct@isbe.net.
- The reporter should include as much detail as possible and attach supporting documentation, if applicable. ISBE will confirm that they have received the form.
- [Educator Misconduct Complaint Form 20-01](#)

DECEASED EDUCATORS

- School District HR will contact the Kane ROE with the following:
 - Name
 - IEIN
 - Date of death
 - Link to Educator's Obituary
 - Kane ROE will notify ISBE to update the educator's account

ELIS Tips:

It is best to use Firefox or Google Chrome as web browser. Safari is not supported.

All ELIS Technical errors should be directed to the ELIS Tech Department at; (217) 558-3600.

Licensure Information & Requirements

SUBSTITUTE CREDENTIALS

Substitute and Short-Term Substitute information can be found [on the Illinois State Board of Education website](#).

SUBSTITUTE LICENSE

REQUIREMENTS

Option One:

- Hold a bachelor's degree or higher from a regionally accredited institution of higher education
- Submit a substitute license application in ELIS

Option Two:

- Actively enrolled in an approved educator preparation program through a regionally accredited institution in Illinois
- Have recently completed (within the last semester) at least 90 semester hours of coursework as a part of the approved Illinois educator preparation program
- Transfer coursework may be used towards the 90 semester hours if accepted by the Illinois educator preparation program
- Have a Professional Educator License in pre-completion status on your ELIS account
- Submit a substitute teaching application in ELIS

Notes:

- Valid for substitute teaching in all grades of the public schools, prekindergarten through grade 12
- Substitute licenses are valid for five years, and may be renewed with the payment of registration fees
- Cannot teach more than 90 consecutive days per licensed teacher in the same school year
- A substitute teacher who holds a Professional Educator License cannot teach more than 120 consecutive days per licensed teacher in the same school year

Renewal:

The renewal of a substitute teacher license must be done [on the Illinois State Board of Education's website](#).

SUBSTITUTE LICENSE FREQUENTLY ASKED QUESTIONS:

FAQ One: If the educator holds a valid Professional Educator License, Educator License with Stipulations or Paraprofessional License, are they qualified to be a substitute teacher?

Answer: If an educator holds a valid professional educator license, educator license with stipulations or paraprofessional license and holds a bachelor's degree, they are qualified to be a substitute teacher. The educator does not need to hold a substitute teaching license.

FAQ Two: Can an educator obtain a Substitute license if their PEL is lapsed?

Answer: Yes.

SHORT-TERM SUBSTITUTE LICENSE

(Available for application through June 30, 2028)

REQUIREMENTS

- Must hold an Associate's degree or higher from a regionally accredited institution of higher education or show completion of 60 semester hours of coursework

Notes:

- Valid for substitute teaching in all grades of the public schools, prekindergarten through grade 12
- Available for application through June 30, 2028
- Short-Term Substitute licenses are valid for five years
- Cannot teach more than five consecutive days per licensed teacher in the same school year unless the state has a declared a disaster proclamation in which the short-term substitute may serve 15 consecutive days per licensed teacher in the same school year
- Must complete a training program provided by the school board
- Can serve as a Paraprofessional
- Coursework must be at the 100-level or higher from a regionally accredited college or university

Licensure Information & Requirements *(Continued)*

PARAPROFESSIONAL CREDENTIALS

Paraprofessional [and Short-Term Paraprofessional](#) information can be found on the [Illinois State Board of Education's website](#).

PARAPROFESSIONAL EDUCATOR LICENSE (PARA)

REQUIREMENTS

- At least 19 years of age to serve students in prekindergarten through grade 12
- Beginning January 1, 2023, you may qualify for the ELS-Paraprofessional license by meeting the requirements outlined below at age 18 but only may serve in prekindergarten through grade 8

ONE of the following is required:

- Associate's degree or higher
- 60 semester hours of coursework
- High School Diploma or GED and a score of 460 or higher on the ETS Parapro
- High School Diploma or GED and the following scores on the ACT Workkeys:
 - Applied Mathematics/Applied Math (with a score of four or higher)
 - Reading for information/Workplace Documents (with a score of four or higher)

Notes:

- *Paraprofessional licenses are valid for five fiscal years, and may be renewed with the payment of registration fees.*
- *If you hold a Paraprofessional License and have a Bachelor's Degree on file, you are qualified to be a substitute teacher. A substitute teaching license is not required.*
- *Coursework must be at the 100-level or higher from a regionally accredited college or university.*

SHORT-TERM PARAPROFESSIONAL LICENSE

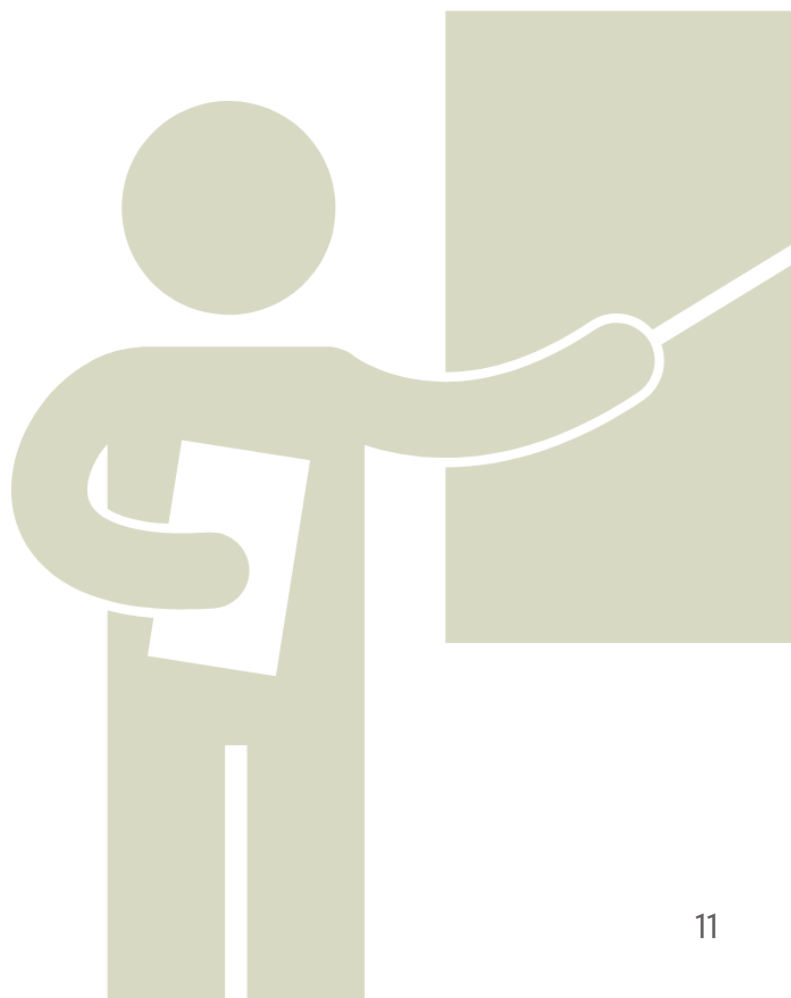
REQUIREMENTS

High school diploma (or equivalent), or higher

- At least 19 years of age to serve in grades PK-22
- While working on the approval, educator must be fulfilling requirements for the full license

Notes:

- *Valid for three fiscal years*
- *Non-renewable*
- *Available for application until June 30, 2026*



Licensure Information & Requirements (Continued)

CAREER AND TECHNICAL EDUCATOR CREDENTIALS

Career and Technical Educator License information can be found on the Illinois State Board of Education's [website](#).

CAREER AND TECHNICAL EDUCATOR LICENSE (CTE)

REQUIREMENTS

- Minimum of 60 semester hours*
- Documented a minimum of 2,000 hours of experience in the area to be taught. Work experience in an educational setting may be used if the applicant was delivering the instruction and was not the recipient of the instruction
- Must apply online and submit [ISBE Form 73-23](#)

Limitations:

- Can only teach in the specified area of endorsement
- Valid for grades 5-12

Renewal:

- The CTE License must be renewed every five years by completing 120 hours of professional development

PROVISIONAL CAREER AND TECHNICAL EDUCATOR (CTEP)

REQUIREMENTS

- Documented a minimum of 8,000 hours of experience in the area to be taught. Work experience in an educational setting may be used if the applicant was delivering the instruction and was not the recipient of the instruction
- Must apply online and submit [ISBE form 73-23](#)

Notes:

- *The educator will be asked to list the CIP code(s) on [ISBE form 73-23](#). Use the [ISBE CTE Licensing Endorsements Document](#) for selecting CIP code(s)*
- *At the time of application, must obtain a letter from the school district confirming that no teacher holding a PEL or ELS endorsed in career and technical education is available and that circumstances warrant the issuance of this license.*
- *Valid for five years*
- *Renewable every five years with 120 hours of professional development*
- *Can only teach in the specified area of endorsement*
- *Valid for grades 5-12*

*Hours may be obtained from a regionally accredited institution or an accredited trade and technical institution. For endorsements requiring a specific number of semester hours, coursework must be at the 100-level of higher. Remedial coursework will not be accepted.

Licensure Information & Requirements (*Continued*)

PROFESSIONAL EDUCATOR LICENSE (PEL)

Professional Educator License information can be found on the Illinois State Board of Education's [website](#).

Option One: Reciprocity

Did you complete an approved out-of-state educator preparation program and become licensed in that state? You can qualify for the Illinois PEL by submitting the following documents:

- A copy of your valid, comparable out-of-state license
- A bachelor's degree or higher from a regionally accredited institution of higher education

Option Two: [ISBE 80-02](#)

Did you complete an approved out-of-state educator preparation program but did not become licensed in that state? You must meet the following requirements to obtain the Illinois PEL:

- A bachelor's degree or higher from a regionally accredited institution of higher education
- Proof of completion of a State Approved Program (Use Form 80-02: State Approved Program and Completion of Standards)
- Student teaching or equivalent experience
- Completion of coursework* addressing methods of teaching exceptional children, reading methods, content area reading, and methods of teaching English learners (Use Form 80-02: State Approved Program and Completion of Standards Verification)
- Licensure Tests: All test scores are valid indefinitely. View the options on Page 17 to see the required tests for each area. If out-of-state test scores were completed, copies of the test scores must be submitted per the ISBE 80-02 Form.

Option Three: Illinois Educator Preparation Program

If you are completing an educator preparation program at an Illinois institution, please work closely with the institution to ensure their specific requirements are met.

*For information regarding **Short-Term Approvals for Teachers**, refer to page 38.*

The Seal of Biliteracy does not waive the content test for initial PELs endorsed in a world language.



Renewal and Professional Development for Educators

Beginning with the 2015-2020 renewal cycle, and every cycle thereafter, teachers and school support services personnel must complete 120 hours of professional development to renew regardless of the number or types of degrees held. Acceptable Professional Development: Coursework from a regionally accredited Illinois College or University, National Board Certification, National Licenses (for School Support Personnel) and activities provided by an [Approved Illinois Professional Development Provider](#).

The Illinois State Board of Education (ISBE) allows accredited Illinois Community College or University/College approved educator-degree program coursework to be entered as professional development (PD). One semester hour is equal to 15 hours of professional development. One quarter hour is equal to ten hours of PD.

ISBE also recognizes PD completed by Approved Illinois Professional Development Providers. Professional development credit is awarded on a 1:1 basis – one clock hour of attendance = one professional development hour.

License	Professional Development Requirements and Registration Fees
Professional Educator License (PEL) Endorsed in Teaching	- Required PD Hours: 120 hours - Registration Fees: \$10.00/year = \$50.00/5-year cycle - If NBCPTC is held, only 60 PD hours are required. NBCPTC information can be found on the Illinois State Board of Education's website
Professional Educator License (PEL) Endorsed in School Support Personnel	- Required PD Hours: 120 hours - Registration Fees: \$10.00/year = \$50.00/5-year cycle - If an active and valid professional license issued by the Illinois Department of Financial and Professional Regulation (must be related to endorsement) or National Certification is held, the educator should enter the license or national information into ELIS in the amount of 120 PD hours. - School Counselor: a license issued under the Professional Counselor and Clinical Professional Counselor Licensing and Practice Act - School Psychologist: a license issued under the Clinical Psychologist Licensing Act - Speech Language Pathologist: license issued under the Illinois Speech-Language Pathology and Audiology Practice Act - School Nurse: license issued under the Nurse Practice Act - School Social Worker: a license issued under the Clinical Social Work and Social Work Practice Act
Administrative Endorsement	Required PD Hours: 100 hours AND one Administrator Academy (AA) per fiscal year that you are employed in a position that requires an administrative endorsement for 50% or more FTE

Renewal and Professional Development for Educators *(continued)*

Chief School Business Official	- Required PD Hours: 100 hours AND 1 Administrator Academy (AA) per fiscal year that you are employed in a position that requires an administrative endorsement for 50% or more FTE - Registration Fees: \$10.00/year = \$50.00/5-year cycle
Career and Technical Education	- Required PD Hours: 120 hours - Registration Fees: \$10.00/year = \$50.00/5-year cycle
Provisional Career and Technical Education	- Required PD Hours: None - Registration Fees: \$10.00/year = \$50.00/5-year cycle
Part-Time Career and Technical Education	- Required PD Hours: None - Registration Fees: \$10.00/year = \$50.00/5-year cycle
Substitute	- Required PD Hours: None - Registration Fees: \$10.00/year = \$50.00/5-year cycle
Paraprofessional	- Required PD Hours: None - Registration Fees: \$5.00/ year=\$30.00/ 5-year cycle

Professional Development information can be found on the Illinois State Board of Education's [website](#).



Updating your PD/Employment Status directly affects the number of PD hours you are required to complete prior to renewing your license. For a step-by-step guide on how to update your status, view the [ISBE Tutorial](#).

Teacher/Principal Evaluator Requirements & Retraining

INITIAL CERTIFICATION REQUIREMENTS

Educator Licensure Administrator Academy information can be found on the Illinois State Board of Education's [website](#).

Teacher Evaluator's Initial Certification must meet one of the following requirements:

- Have all five Growth Through Learning (GTL) modules in the designation section of ELIS
 - Requirement before January 1, 2019
- Have completed and passed assessment within Administrators' Academy #2001
 - Requirement on or after January 1, 2019

Principal Evaluator's Initial Certification must meet one of the following requirements:

- Have all five Growth Through Learning (GTL) modules in the designation section of ELIS
 - Requirement prior to January 1, 2019
- Have completed Administrators' Academy #2000 (combination of #1865 and #3001—evaluating principals/assistant principals only or #3002—evaluating teachers and principals/assistant principals)
 - Requirement between January 1, 2019 and August 31, 2020
- Have completed Administrator's Academy #1865 and #3000 (may have been recorded as AA #2000)
 - Requirement between September 1, 2020 and December 31, 2020
- Have completed Administrator's Academy #2000
 - Requirement between January 1, 2021 and June 30, 2024
- Have completed Administrator's Academy #4050
 - Requirement on or after July 1, 2024

RETRAINING REQUIREMENTS

A Teacher Evaluator must retrain by completing two Administrator Academies: one teacher professional practice and one student growth #3000 or #4114.

Teacher Evaluator	
Professional Practice	Student Growth
#1448	#3000
#1451	#4114
#1452	
#1801	

A Principal Evaluator must retrain by completing Administrator Academy #4050.

Principal Evaluator
#4050

An individual who is both a teacher evaluator and principal evaluator must retrain by completing three Administrator Academies: one teacher professional practice, one student growth, and #4050.

An Evaluator must retrain by June 30 of the last year of the next renewal cycle after the evaluator completes the initial training.

Subsequent Teaching Endorsements

Once you hold a Professional Educator License (PEL) or Educator License with Stipulations endorsed in a teaching field, you can add additional content area endorsements. These endorsements can be added at any grade level even if the underlying teaching endorsement on the PEL is a different grade range. The PEL serves as a foundation to which any teaching endorsement can be added after applicable coursework and testing are completed.

To view which Illinois Institutions offer approved preparation programs, refer to the [Directory of Approved Programs Tool](#).

Illinois offers full reciprocity for all endorsements listed on a valid, comparable out-of-state license. To add subsequent endorsements to your Professional Educator License via reciprocity, please apply for the endorsement in your ELIS account and provide a copy of your valid, comparable out-of-state license.

- All grades for the endorsement coursework must be “C-” or higher, and coursework must be at the 100-level or higher from a regionally accredited college or university
- All test scores are valid indefinitely

Subsequent Teaching Endorsement information can be found on the Illinois State Board of Education’s [website](#).

Early Childhood Education (Birth-Grade 2)

Early Childhood	18 semester hours of coursework specific to or inclusive of Early Childhood Education with coursework in each of the following areas: • Child Growth and Development • Planning and Assessment • Methods and Content Pedagogy • Literacy Methods • Collaborative Relationships with Family or Communities Pass the Early Childhood Education 206 Content Test
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Elementary Education (Grades 1-6)

Elementary Education	18 semester hours of coursework specific to or inclusive of Elementary Education with coursework in each of the following areas: • Growth and Development • Planning and Assessment • Methods and Content Pedagogy • Literacy Methods Pass the Elementary Education 305 Content Test
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Subsequent Teaching Endorsements *(continued)*

Elementary Mathematics Specialist	• Hold a valid Illinois Professional Educator License endorsed in a teaching field • Present evidence of two years of full-time teaching experience either on the Illinois Professional Educator License or on a comparable out-of-state license • Hold a master's degree or higher from a regionally accredited institution • Complete a grades 1-6 elementary mathematics specialist preparation program from Illinois or out-of-state (use Form 73-05H to verify program completion) • Program must include 18 semester hours of coursework in the distribution below and a practicum. Coursework must be listed on an official transcript: • Mathematical content knowledge • Mathematical practices • Development of mathematical understanding in elementary education • Elementary mathematics pedagogy and assessment • Leadership and adult learning • Elementary Mathematics Specialist 314 Test • This credential is only available through an Illinois approved program entitlement or via reciprocity
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Middle Grades (5-8)

The Middle Grades 5-8 endorsement may be added by passing the content exam and completing 18 semester hours of coursework in the content area.

- All grades for the endorsement coursework must be "C-" or higher, and coursework must be at the 100-level or higher from a regionally accredited college or university
- All test scores are valid indefinitely

General Science	• 18 semester hours including a methods* • Middle Grade Science 203 Test
Language Arts	• 18 semester hours including a methods* • Middle grade Language Arts 201 Test
Mathematics	• 18 semester hours including a methods* • Middle Grade Math 202 Test
Social Sciences	• 18 semester hours including a methods* • Middle Grade Social Science 204 Test

**All Middle Grades 5-8 endorsements must include a content specific methods coursework within the 18 semester hour content coursework requirement.*

Subsequent Teaching Endorsements *(Continued)*

Senior High (Grades 9-12)

Subsequent senior high science or social science endorsements may be added in the same subject (i.e. science or social science) by passing the applicable content test or completing 12 semester hours of coursework in the content area. This provision only applies if an educator already holds an issued designation science or social science endorsement. For example, an educator would qualify for this provision with a Science-Biology or a Social Science-Psychology endorsement but not Chemistry, Biological Science, or Psychology.

English Language Arts	18 semester hours English Language Arts 207 Test
Mathematics	18 semester hours Mathematics 208 Test
Safety and Driver's Education	18 semester hours with the following distribution: - Three semester hours in injury prevention or safety - Nine semester hours in driver education that include: - Driving task analysis (introduction to driver education) - Teaching driver education in the classroom - Teaching the laboratory portion of the driver education course, including on-street teaching under the supervision of a qualified driver education teacher, advanced driver education, and emergency evasive driving maneuvers - Six semester hours from two of the following areas: - First aid - Adolescent/young adult psychology - Any safety-related issue relevant to driver education - Advanced driver education in use of simulation/multiple care programs - Health/wellness - Care & prevention of injuries - Alcohol/drug abuse issues - Drivers Education for students with disabilities
Science – Biology	18 semester hours of coursework total - At least 12 semester hours in Biology - Remaining hours must contain coursework in at least one other science area - Coursework must be completed in both life and physical sciences Science – Biology 239 Test

Subsequent Teaching Endorsements *(Continued)*

Science – Chemistry	• 18 semester hours of coursework total • At least 12 semester hours in Chemistry • Remaining hours must contain coursework in at least one other science area. • Coursework must be completed in both life and physical sciences • <u>Science – Chemistry 240 Test</u>
Science – Earth & Space	• 18 semester hours of coursework total • At least 12 semester hours in Earth and Space Science • Remaining hours must contain coursework in at least one other science area • Coursework must be completed in both life and physical sciences • <u>Science – Earth & Space 241 Test</u>
Science - Environmental	• 18 semester hours of coursework total • At least 12 semester hours in Environmental Science • Remaining hours must contain coursework in at least one other science area • Coursework must be completed in both life and physical sciences • <u>Science – Environmental 242 Test</u>
Science – Physics	• 18 semester hours of coursework total • At least 12 semester hours in Physics • Remaining hours must contain coursework in at least one other science area • Coursework must be completed in both life and physical sciences • <u>Science – Physics 243 Test</u>
Social Science – Economics	• 18 semester hours of coursework total • At least 12 semester hours in Economics • Remaining hours must contain coursework in at least one other social science area • <u>Social Science – Economics 244 Test</u>
Social Science – Geography	• 18 semester hours of coursework total • At least 12 semester hours in Geography • Remaining hours must contain coursework in at least one other social science area • <u>Social Science – Geography 245 Test</u>
Social Science - History	• 18 semester hours of coursework total • At least 12 semester hours in History • Remaining hours must contain coursework in at least one other social science area • <u>Social Science – History 246 Test</u>
Social Science - Political Science	• 18 semester hours of coursework total • At least 12 semester hours in Political Science • Remaining hours must contain coursework in at least one other social science area • <u>Social Science – Political Science 247 Test</u>

Subsequent Teaching Endorsements *(Continued)*

Social Science - Psychology	• 18 semester hours of coursework total • At least 12 semester hours in Psychology • Remaining hours must contain coursework in at least one other social science area • <u>Social Science – Psychology 248 Test</u>
Social Science - Sociology and Anthropology	• 18 semester hours of coursework total • At least 12 semester hours in Sociology and Anthropology • Remaining hours must contain coursework in at least one other social science area • <u>Social Science – Sociology & Anthropology 249 Test</u>

PEL-CTE (Grades 5-12)

The PEL CTE 5-12 endorsement may be added by passing the content exam and completing 18 semester hours of coursework in the content area.

- All grades for the endorsement coursework must be “C-” or higher, and coursework must be at the 100-level or higher from a regionally accredited college or university
- All test scores are valid indefinitely

Agricultural Education (5-12)	• 18 semester hours • <u>Agricultural Education 215 Test</u>
Business, Marketing, & Computer Education (5-12)	• 18 semester hours • <u>Business, Marketing, & Computer Education 216 Test</u>
Business, Marketing, and Computer Education – Business Computer Programming (5-12)	• 18 semester hours • 9 of the 18 semester hours in Computer Programming • <u>Business, Marketing, & Computer Education 216 Test</u>
Computer Applications (5-12)	• 18 semester hours of coursework total
Computer Science (5-12)	• 18 semester hours • <u>Computer Science 205 Test</u>
Family and Consumer Science	• 18 semester hours • <u>Family and Consumer Science 217 Test</u>
Technology Education (Industrial Arts) (5-12)	• 18 semester hours • <u>Technology Education 219 Test</u>

Subsequent Teaching Endorsements *(Continued)*

Special PK-12

- All grades for the endorsement coursework must be “C-” or higher, and coursework must be at the 100-level or higher from a regionally accredited college or university
- All test scores are valid indefinitely

Bilingual Education	• 18 semester hours of credit with coursework in each of the following areas: • Foundations of bilingual education • Assessment of bilingual students • Methods and materials for teaching limited-English-proficient students in bilingual programs (this is a bilingual methods course) • Cross-cultural studies for teaching limited-English-proficient students • Methods and materials for teaching English as a Second Language (ESL) • Elective (an additional bilingual or ESL course) • 100 clinical clock hours of experience verified by the university or 3 months of teaching experience verified by the school district in a bilingual setting. Letters of experience from the school district or proof of clinical clock hours from the college/university must come directly from the college/university or the school district to licensure@kaneroe.org and licensureforms@isbe.net. • And ONE of the following: • Passing the applicable Target Language Proficiency Test • Hold a degree from an out-of-country college/university where the medium of instruction throughout the institution was in the target language (non-English) • Hold the Illinois State Seal of Biliteracy or the Global Seal of Biliteracy in the target language • Refer to ISBE’s Seal of Biliteracy Document for more information
English as a Second Language (ESL)	• 18 semester hours of credit with coursework in each of the following areas: • Linguistics • Theoretical foundations of teaching ESL • Assessment of the bilingual student • Methods and materials for teaching ESL • Cross-cultural studies for teaching limited-English proficient students • Elective (an additional ESL or bilingual course) • 100 clinical clock hours of experience verified by the college/university or 3 months of teaching experience verified by the school district in an ESL setting. Letters of experience from the school district or proof of clinical clock hours from the college/university must come directly from the school district or college/university to licensure@kaneroe.org and licensureforms@isbe.net.
Dance	• 18 semester hours • Dance 209 Test

Subsequent Teaching Endorsements (Continued)

Drama/Theater Arts	• 18 semester hours • Drama/Theatre Arts (210) Test
World Language	• 18 semester hours • Applicable World Language Test • The world language content test may be waived if you hold an Illinois State Seal of Biliteracy or a Global Seal of Biliteracy • Refer to ISBE's Seal of Biliteracy Document for more information • An additional world language endorsement may be added by passing the applicable content test if you already hold one of the world language endorsements • A world language endorsement may be added by passing the world language test if you already hold a bilingual education endorsement in the same target language
Gifted Education Specialist	• Hold an Illinois professional educator license endorsed in a teaching field • Present evidence of two years of teaching experience on the Illinois professional educator license or a comparable out-of-state license involving the education of gifted students • Hold a master's degree or higher awarded by a regionally accredited institution of higher education • Complete a state-approved K-12 gifted education specialist program at a regionally-accredited institution of higher education (use Form 73-05G to verify program completion) • Includes clinical experiences with five or more students in both PK- grade 8 AND grades 9-12, and work with at least one student enrolled in PK-grade 8 and one student enrolled in grades 9-12 • Pass the Gifted Specialist 312 Content Test
Health Education	• 18 semester hours • Health Education 211 Content Test
Library Information Specialist	• 18 semester hours • Library Information Specialist 220 Content Test
Music	• 18 semester hours • Music 212 Content Test
Physical Education	• 18 semester hours • Physical Education 213 Content Test

Subsequent Teaching Endorsements *(Continued)*

Reading Teacher	• 18 semester hours of credit with coursework in each of the following areas: • Foundations of reading • Content area reading • Assessment and diagnosis of reading problems • Developmental and remedial reading instruction, support, materials and resources • Literature appropriate to students across all grade ranges • Reading practicum • Reading Teacher 222 Content Test or Reading Specialist 221 Content Test
Reading Specialist	• Hold a Illinois professional educator license endorsed in a teacher field • Present evidence of two years of full-time teaching experience either on the Illinois professional educator license or on a comparable out-of-state license • Hold a master's degree or higher from a regionally-accredited institution of higher education • Complete a K-12 reading specialist preparation program from Illinois or out of state (use ISBE form 80-02 to verify program completion) • Pass the Reading Specialist 221 Content Test
Technology Specialist	• 18 semester hours • Technology Specialist 223 Content Test
Visual Arts	• 18 semester hours • Visual Arts 214 Content Test

Supervisory Endorsements

- Hold an Illinois license endorsement in one of the following:
 - Learning Behavior Specialist I (LBSI PK-22 or K-22)
 - Teacher of Students Who Are Blind or Visually Impaired (BPS PK-22 or K-22)
 - Teacher of Students Who Are Deaf or Hard of Hearing (DHH PK-22 or K-22)
 - Speech Language Pathologist (SLP PK-22 or K-22)
 - Early Childhood Special Education (ECS3 B-3)
 - School Support Personnel (School Social Worker, School Nurse, School Counselor, School Psychologist, Speech Language Pathologist Non-Teaching)
- Complete a minimum of eight semester hours of graduate professional education coursework in the following areas:
 - Supervision of Personnel
 - Administration and Organization of Schools

Teacher Leader - Pre-K - Age 22

- This endorsement is available through an approved program/entitlement only. View the [Directory of Approved Programs](#) to see approved teacher leader programs in Illinois

Administrative Endorsements

IN-STATE

Universities will add the endorsement as an entitlement but the educator must go into their ELIS account and activate it by paying the license fee.

OUT-OF-STATE

If you hold a valid, comparable out of state license:

- A copy of your valid, comparable out of state license
- A master's degree or higher from a regionally accredited institution of higher education
- If you do not have a valid, comparable out of state license:
 - A master's degree or higher from a regionally accredited institution of higher education
 - Completion of a preparation program in the field of specialization (e.g. superintendent) ([Form 80-02: State-Approved Program and Completion of Standards Verification](#) must be submitted to ISBE)
 - Internship or equivalent experience
 - Completion of coursework* addressing methods of teaching exceptional children, reading methods, content area reading, and methods of teaching English language learners (Use [Form 80-02: State-Approved Program and Completion of Standards Verification](#))
 - Licensure Tests: All test scores are valid indefinitely. View the options below to see the required tests for each area. Visit the [Illinois Licensure Testing System Website](#) to register for a licensure test
 - Additional requirements: View required experience and specific requirements for each area on pages 24-25

If completing a program at an Illinois institution, please work closely with the institution to ensure their specific requirements and deadlines are met.

CHIEF SCHOOL BUSINESS OFFICIAL

REQUIREMENTS

- [Chief School Business Official 224 Content Test](#)

ONE of the following options:

- **Option One**
 - Master's degree or higher
 - Two years of school business management or Two years of university experience
 - 24 semester hours of graduate coursework in a program approved for the preparation of school business officials [Form 80-02: State-Approved Program and Completion of Standards Verification](#) must be submitted to ISBE
- **Option Two**
 - Master's in Business Administration, Public Administration, Finance, or Accounting
 - Six semester hours of CSBO Internship*
- **Option Three**
 - Master's in Business Administration, Public Administration, Finance, or Accounting
 - Internship in School Business Management or have two years of experience as a school business administrator
 - Complete modules in reading methods, special education, and ESL (offered through Northern Illinois University)

**Specific Requirements: Option Two's internship requirement must be completed in school business management from a regionally accredited institution of higher education that is conducted under the supervision of an individual who holds a current Illinois endorsement for CSBO or who serves as the school district's chief financial officer.
(Section 25.345 (c))*

Administrative Endorsements *(Continued)*

DIRECTOR OF SPECIAL EDUCATION (PRE-K - GRADE 12)

REQUIREMENTS

- [Director of Special Education 234 Content Test](#)

Experience:

Two years' full-time experience providing special education services as one of the following:

- Special Education Teacher
- Special Education Teacher
- Speech-Language Pathologist
- School Counselor
- School Nurse
- School Social Worker
- School Psychologist

Option One:

- Completion of an approved program for directors of special education (SPED) that includes a minimum of one course in each of the following: SPED law, SPED finance, supervision of programs for children with disabilities, and cross-categorical SPED methods.

Option Two:

- Hold a PEL endorsed in an administrative field and complete 30 semester hours of coursework in special education with at least one course in special education law, special education finance, supervision of programs for children with disabilities, and cross-categorical special education methods.
- The remainder of the 30 semester hours of coursework may be in any of the following areas: curricular adaptation and modifications and assistive technology, facilitation of least restrictive environment for all students, characteristics of students with disabilities, collaboration with parents and school personnel, transition services for students with disabilities, and educational and psychological diagnosis and remedial techniques. Additional requirements listed at the top of the page are not required for Option Two.

PRINCIPAL (PRE-K - GRADE 12)

REQUIREMENTS

- [Principal as an Instructional Leader 195 & 196 Content Tests](#)

Experience

Four years of teaching or school support personnel experience

- Teaching/School Support Personnel experience under IL Department of Corrections can count toward experience needed for the principal endorsement
- Experience can be verified by using [Form 80-08: Verification of Teaching Experience](#)

Educators enrolled in Illinois principal preparation programs must complete Administrator Academy 2001 "Illinois Performance Evaluation – Initial Teacher Evaluation Training".

SUPERINTENDENT (PRE-K - GRADE 12)

REQUIREMENTS

- [Superintendent 225 Content Test](#)

Experience:

- Two years of experience working full time as a principal, director of special education, or chief school business official, or other administrative position while holding a valid administrator license

Specific Requirements:

Administrators enrolled in Illinois superintendent preparation programs must complete Administrator Academy 4050 "Illinois Performance Evaluation – Initial Principal Evaluation Training".

TEACHER LEADER (PRE-K - AGE 22)

- This credential is only available through entitlement
- View ISBE's [Directory of Approved Programs](#) in Illinois and contact the college for more information

Special Education

SPECIAL EDUCATION

- Visit the following for information regarding different Special Education options:
 - PEL Teaching Endorsements (K-22 or PK-22/Approved Program) (Learning Behavior Specialist I [LBSI], Blind or Visually Impaired, Deaf and Hard of Hearing, or Speech-Language Pathologist)
 - PEL Administrative Endorsement (PK-22/Approved Program) (Director of Special Education)
 - Approvals (Adaptive PE, Bilingual Special Education, Early Childhood Special Education, English as a Second Language Special Education, Short-Term Emergency)
 - Subsequent Teaching Endorsements

LEARNING BEHAVIOR SPECIALIST I (LBS I)

The LBS I endorsement requires:

- A passing score on the [LBS 1 290 Content Test](#) (previously 155)
- Completion of coursework addressing each of the following areas:
 - Survey of the exceptional child
 - General characteristics of children with disabilities within the LBS 1 scope
 - General methods for teaching children with disabilities within the LBS 1 scope
 - Psychological assessment of children with disabilities within the LBS 1 scope
 - Some Illinois colleges/universities only require one course for each of the above areas; others require the completion of multiple courses for each area. Be sure to check with the institution where you plan to complete your coursework so you fully understand what courses are needed for the endorsement.

Some Illinois colleges/universities only require one course for each of the above areas; others require the completion of multiple courses for each area. Be sure to check with the institution where you plan to complete your coursework so you fully understand what courses are needed for the endorsement.

The Illinois State Board of Education has changed the grade range for Learning Behavior Specialist several times based on feedback from educators, Superintendents and ROEs. Previously, the endorsement was available for the following grade levels:

- Grade K-Grade 3 (for educators who already held an early childhood self-contained general education endorsement)
- Grade K-9 (for educators who already held an elementary education endorsement)
- Grade 6-12 (for educators who already held a secondary education endorsement)
- Grade K-12 (for educators who already held a special teaching (K-12), special education (PK-21), or ELS-TBE endorsement)
- Grade K-21

Now, ISBE allows educators to receive one LBS1 K-22 endorsement that entitles them to teach all levels, regardless of what their PEL is endorsed in.

LEARNING BEHAVIOR SPECIALIST II (K-22/APPROVED PROGRAM)

LBS II endorsements are optional, advanced credentials that are issued through entitlement by an Illinois higher education institution and are only available to educators who already hold the K-22 endorsements for Learning Behavior Specialist I, Teacher of Students who are Deaf or Hard of Hearing, Teacher of Students who are Blind or Visually Impaired, or Speech-Language Pathologist. To qualify for one of these additional endorsements, you must meet specific standards outlined in Illinois statute and work with an [Illinois university](#) offering the specific program.

The following LBS II endorsements are available:

- Curriculum Adaptation Specialist
- Multiple Disabilities Specialist
- Behavior Intervention Specialist
- Deaf-Blind Specialist
- Bilingual Special Education Specialist
- Technology Specialist
- Transition Specialist

Special Education (Continued)

NOTICE TO HOLDERS OF SPECIAL EDUCATION ENDORSEMENTS

- Holders of the LBS I credential may be assigned to serve students with the following disabilities: learning disabilities, social/emotional disorders, intellectual disabilities (EMH or TMH), physical handicaps, autism, or traumatic brain injury.
- Holders of the LBS I/Limited credential may be assigned to teach only students for whom he or she holds a pre-existing credential (endorsement or approval), except that students with one additional disability may be taught at the same time. The limitations on the Standard LBS I/Limited credential remain in place for three years for persons who are teaching on that credential and then automatically expire. For individuals who are not teaching on their special education credentials, the limitations will automatically expire after seven years. The limitation on the Initial certificate will remain through the four year validity period. However, teachers may choose to remove the limitations earlier.



REMOVAL OF LIMITATIONS ON LBS I/LIMITED

If you have received an LBS I/Limited certificate or approval, you may use one of the following to request ISBE to review your file for additional documents that may have been missed during the conversion or to review new information that you are provided to remove limitations. This request should be filed through your regional office of education.

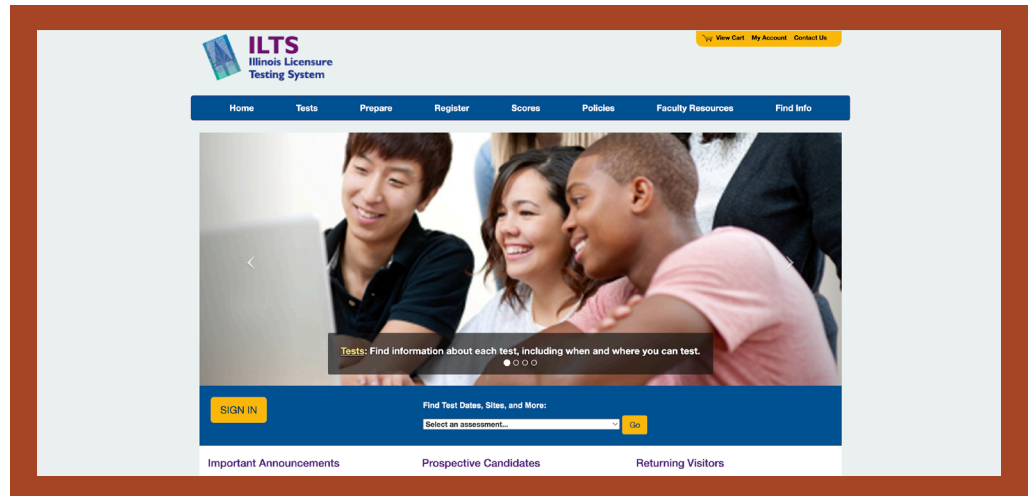
Teachers may remove the limitations on their LBS I/Limited endorsements before they automatically expire through any one of the following methods:

- Completing the training sequence developed by ISBE
- Completing college coursework necessary to qualify for an endorsement or approval in one of the areas from the other side of the LBS I equation (covering the “missing” characteristics and methods)
- Passing the test of subject matter knowledge for one of the areas from the other side of the LBS I equation (relevant to a “missing” disability)
- Presenting qualifications for additional endorsements or approvals that satisfy the LBS I equation
- Passing the LBS I examination available beginning January 1, 2003
- Submitting verification of three years’ full-time teaching experience in an area for which the teacher does not hold an endorsement or approval ([ISBE Form 73-83](#))
- Submitting verification of three years’ full-time experience teaching students with autism or traumatic brain injury ([ISBE Form 73-83](#))

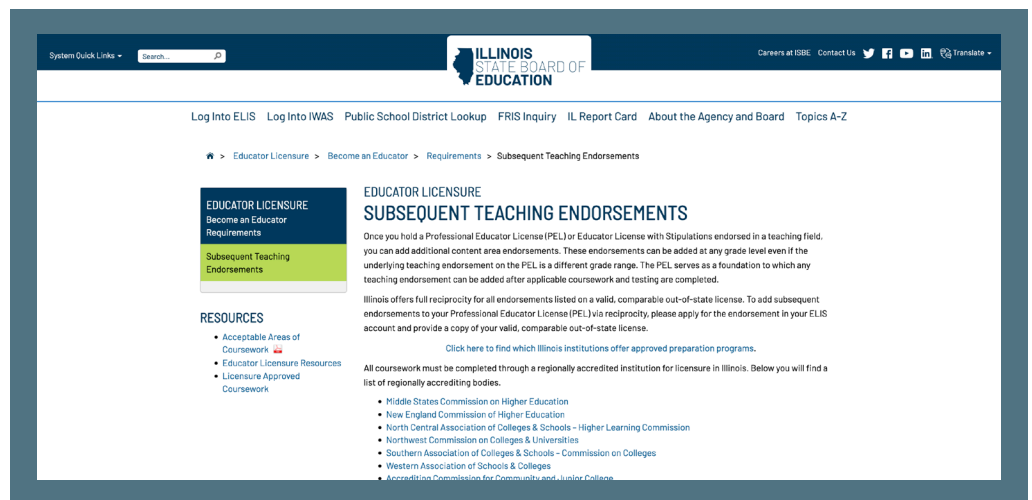
Teachers who wish to remove the limitations before they expire must submit the required evidence of meeting the above qualifications along with [ISBE Form 73-85](#). ISBE forms are available online at the [Educator Licensure homepage](#).

Endorsement Resources

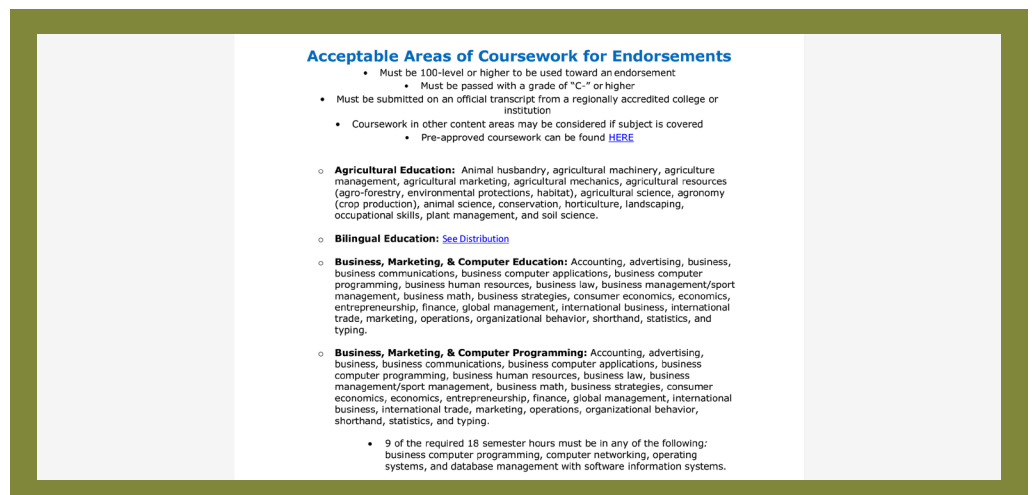
Registration for the content tests can be completed by visiting Illinois Licensure Testing System (ILTS) [\(click on the image to go to the site\)](#)



For more information on Subsequent Teaching Endorsements please visit the ISBE website under Educator Licensure [\(click on the image to go to the site\)](#)



For specific endorsement coursework, please refer to; Acceptable Areas of Coursework for Endorsements [\(click on the image to go to the site\)](#)



Endorsement Resources *(continued)*

To find Illinois institutions that offer ISBE approved programs, refer to the Directory of Approved Programs
(click on the image to go to the site)

EDUCATOR LICENSURE
DIRECTORY OF APPROVED PROGRAMS

Do you want to be a teacher, administrator, or school support personnel in Illinois? Utilize the search below to find institutions of higher education (IHEs) in Illinois that offer approved preparation programs. Use filters on the top and left side of the page to narrow your search. For instance, click the "Alternative" box under Program Format to see all IHEs that offer alternative preparation programs. Then click individual IHE logos to learn what specific alternative programs are offered.

Please contact an IHE directly if you have questions about specific program requirements (e.g., coursework, student teaching placement, program completion timeline). Click on an IHE logo to find contact information for that institution.

 Click here to view a Map of Institutions

PROGRAM SEARCH

FILTERS		
PROGRAM TYPES		
☐ Administrative ☐ School Support Personnel ☐ Teaching		
DELIVERY MODE	PROGRAM FORMAT	PROGRAM LEVEL
☐ Blended ☐ Online	☐ Alternative ☐ Traditional	☐ Endorsement ☐ Graduate

Search by Institution Name, Program Name, or Location

For a list of approved coursework aligned with Illinois licensing requirements, refer to the Licensure Approved Coursework tool
(click on the image to go to the site)

EDUCATOR LICENSURE
LICENSURE APPROVED COURSEWORK

The information provided on the matrix tool below is designed to provide educators with a list of approved coursework needed to become licensed in a specific content area. Educators can locate approved coursework by content area, grade range, and location. The matrix tool will ensure educators are completing approved coursework in order to become a licensed educator in Illinois. The approved coursework was submitted on behalf of the applicable institution. If you have questions about a specific course, please reach out to that institution. The institution has the autonomy to request additional coursework for a specific content area at their discretion.

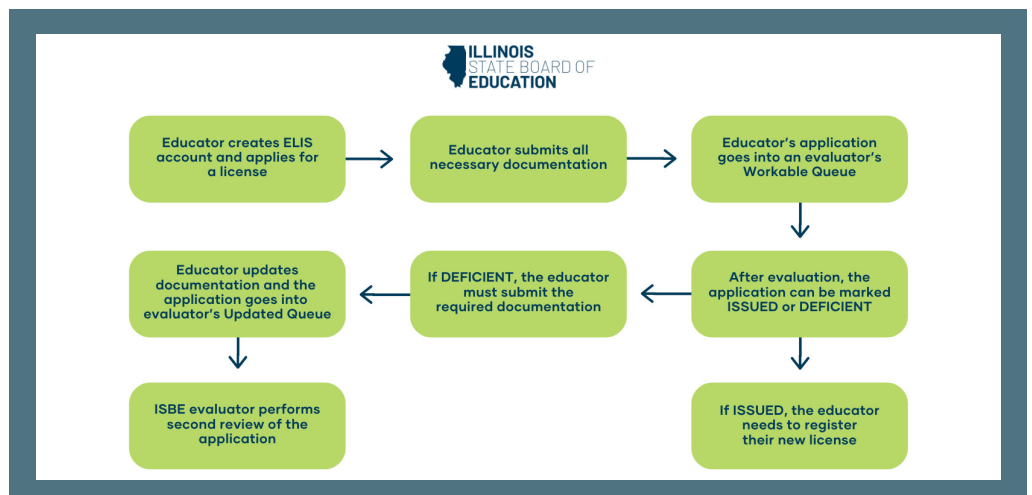
SEARCH APPROVED COURSEWORK

FILTERS	
CONTENT AREA	
☐ Bilingual Education ☐ Director of Special Education ☐ Early Childhood Education ☐ Early Childhood Special Education ☐ Elementary Education ☐ English as a Second Language	

AMERICAN COLLEGE OF EDUCATION - BILINGUAL EDUCATION

Grade Range: PreK - Grade 12
Location: Out of State
Mode of Delivery: Online
Approval Date: 02/23/2022

For an overview of the Illinois State Board of Education's Evaluation Process, refer to the flow chart.



Approvals

ADAPTIVE P.E. APPROVAL

Adapted Physical Education Teacher

Valid: for the life of the PEL
Renewable: with the PEL

- Hold a PEL endorsed in physical education in any grade range
- Complete [ISBE Form 73-42](#)

COORDINATOR APPROVALS

Teacher Coordinator

Valid: for the life of the PEL
Renewable: with the PEL

- Hold a license endorsed in PK-22 special education or LBSI grades 6-12 (secondary education LBSI)
- Complete coursework addressing career and technical programming for students with disabilities
- Complete one of the following:
 - A course in guidance and counseling
 - A course in career and technical education
 - One year of cumulative work experience outside the field of education

Career and Technical Coordinator

Valid: for the life of the PEL
Renewable: with the PEL

- Have two years of teaching experience
- Hold a license endorsed for LBSI PK-22 or secondary education
- Have completed at least 16 semester hours of college coursework, which shall include at least each of the following areas:
 - Survey of the exceptional child
 - Diagnosis of, and characteristics of the student with, all the disabilities encompassed by the Learning Behavior Specialist I (LBSI) credential
 - Adaptations or modifications of the general curriculum to meet the needs of students with disabilities encompassed by the LBSI credential
 - Career and technical programming for students with disabilities
- And may include one or more of the areas identified below:
 - Methods appropriate for teaching children with all disabilities encompassed by the LBSI credential
 - Guidance and counseling
 - Educational and psychological diagnosis
 - Career and technical education

Approvals (Continued)

APPROVALS IN EARLY CHILDHOOD

Early Childhood Special Education (ECT) Approval Valid: with the PEL Renewable: with the PEL Pre-K Setting Only	• Hold a PEL with a teaching endorsement with an LBSI or SCG3 endorsement • Complete coursework in the following areas: • Early childhood special education assessment • Methods of instruction in early childhood special education • Development of language in the young child • Child, family, and community relationships
Early Childhood Special Education (ECT) Short-Term Emergency Approval Valid: Three Full Fiscal Years Renewable: No <i>Approval will no longer be available for application after June 30, 2026</i> Pre-K Setting Only	• Hold a PEL with a teaching endorsement with an LBSI or SCG3 endorsement • Complete two of the four areas of coursework in Early Childhood Special Education: • Early childhood special education assessment • Methods of instruction in early childhood special education • Development of language in the young child • Child, family, and community relationships • Pass the Early Childhood Special Education 230 Content Test (previously 152) • Submit ISBE Form 83-90
Content Knowledge Pathway (Non-PEL Holders) - Early Childhood Education Short-Term Approval Valid: Three Full Fiscal Years Renewable: No <i>Approval will no longer be available for application after June 30, 2026</i> <i>Approval is not available for Safety and Driver's Education and Special Education areas.</i>	• Hold a bachelor's degree in Early Childhood Education or a bachelor's degree in any area plus 32 semester hours of Early Childhood coursework from a regionally accredited institution • Pass the Early Childhood Education 206 Content Test • Submit ISBE Form 83-88 • District must also maintain a weekly mentoring and coaching log, and submit the log annually to its ROE/ISBE, using ISBE Form 83-82

Approvals (Continued)

Short-Term Approval for Teachers at All Grade Levels – Early Childhood Education Valid: Three Full Fiscal Years Renewable: No <i>Approval will no longer be available for application after June 30, 2026.</i> <i>Approval is not available for Safety and Driver's Education and Special Education areas.</i>	• Hold a valid PEL endorsed in a teaching field • ONE of the following: • Nine semester hours of coursework in Early Childhood Education • A passing score on the Early Childhood Education 206 Content Test • Submit ISBE Form 73-96
English as a Second Language (ESL) Special Education Approval – Early Childhood Education Valid: For the life of the PEL Renewable: With the PEL	• Hold an Early Childhood Special Education Approval or Endorsement • Complete coursework in the following areas: • ESL/bilingual foundations • ESL methods • Bilingual assessment
Bilingual Special Education Approval – Early Childhood Education Valid: For the life of the PEL Renewable: With the PEL	• Hold an Early Childhood Special Education Approval or Endorsement. • Complete coursework in the following areas: • ESL/bilingual foundations • Bilingual methods • Bilingual assessment • Pass the appropriate Target Language Proficiency Test for the designation language or complete a degree in which the medium of instruction is in the target language

Approvals *(Continued)*

ESL/BILINGUAL SPECIAL EDUCATION APPROVALS

English as a Second Language (ESL) Special Education Approval

Valid: for the life of the PEL
Renewable: with the PEL

Option One:

- Hold a PEL with an LBSI endorsement OR
- Hold a LBSI Approval with no expiration date OR
- Hold an Early Childhood Special Education Approval or Endorsement
- Complete coursework in the following areas:
 - ESL/bilingual foundations
 - ESL methods
 - Bilingual assessment

Option Two:

- Hold a PEL with an ESL endorsement
- Complete coursework in the following areas:
 - LBSI characteristics
 - LBSI methods
 - Psychological diagnosis for exceptional children

Option Three:

- Hold a PEL with a School Support Personnel Endorsement (with the exception of School Nurse)
- Complete coursework in the following area:
 - Bilingual Assessment

Approvals (Continued)

Bilingual Special Education Approval

Valid: for the life of the PEL

Renewable: with the PEL

Option One:

- Hold a PEL with an LBSI endorsement OR
- Hold a LBSI Approval with no expiration date OR
- Hold an Early Childhood Special Education Approval or Endorsement
- Complete coursework in the following areas:
 - ESL/bilingual foundations
 - Bilingual methods
 - Bilingual assessment
- Pass the appropriate [Target Language Proficiency Test](#) for the designation language or complete a degree in which the medium of instruction is in the target language

Option Two:

- Hold a PEL with a bilingual endorsement
- Complete coursework in the following areas:
 - LBSI characteristics
 - LBSI methods
 - Psychological diagnosis for exceptional children

Option Three:

- Hold a valid (not expired) ELS-TBE with a bilingual educator endorsement
- Complete two years of successfully teaching experience
- Complete coursework in the following areas:
 - LBSI methods
 - LBSI characteristics
 - Survey of the exceptional child
 - ESL/bilingual foundations
 - Bilingual assessment

Option Four:

- Hold a PEL with a School Support Personnel Endorsement (with the exception of school nurse)
- Pass the appropriate [Target Language Proficiency Test](#) for the designation language or complete a degree in which the medium of instruction is in the target language
- Complete a course in the area of bilingual assessment

Approvals (Continued)

INTERPRETER APPROVALS

Cued Speech Interpreter (Oral Transliteration)

Valid: Five full fiscal years
Renewable: if 50 clock hours of PD have been completed

This approval allows the holder to serve students with hearing loss.

- **ONE of the following:**
 - Have completed 60 semester hours of college credit from one or more regionally accredited institutions of higher education
 - Hold an associate degree issued by a regionally accredited institution of higher education
 - Have achieved a passing score on the ACT WorkKeys (a four or higher on both Workplace Documents and Math Assessments) or ParaPro test (offered by Educational Testing Service [ETS]) and hold a high school diploma or its equivalent
 - Have achieved a passing score on the written examination administered by the Registry of Interpreters for the Deaf (RID) and hold a high school diploma or its equivalent
 - Have passed the Board for Evaluation of Interpreters Test of English Proficiency and hold a high school diploma or its equivalent
 - Have achieved Level 2 or higher on the Interpreter Skills Assessment Screening and hold a high school diploma or its equivalent
- Transliteration Skill Certification at Level 3 or above

Sign Language Interpreter

Valid: Five Full Fiscal Years
Renewable: if 50 clock hours of PD have been completed

This approval allows the holder to serve students with hearing loss.

- **ONE of the following:**
 - Have completed 60 semester hours of college credit from one or more regionally accredited institutions of higher education
 - Hold an associate degree issued by a regionally accredited institution of higher education
 - Have achieved a passing score on the ACT WorkKeys (a 4 or higher on both Workplace Documents and Math Assessments) or ParaPro test (offered by Educational Testing Service [ETS]) and hold a high school diploma or its equivalent
 - Have achieved a passing score on the written examination administered by the Registry of Interpreters for the Deaf (RID) and hold a high school diploma or its equivalent
 - Have passed the Board for Evaluation of Interpreters Test of English Proficiency and hold a high school diploma or its equivalent
 - Have achieved Level 2 or higher on the Interpreter Skills Assessment Screening and hold a high school diploma or its equivalent
- **Plus ONE of the following:**
 - Attained a rating of Level 3.5 or above on the Educational Interpreter Performance Assessment (EIPA)
 - Maintained a valid certification from the RID
 - Maintained a valid Board for Evaluation of Interpreters (BEI) Basic Certification or higher issued by a state that is a licensed user of the BEI system

Approvals (Continued)

Interim Sign Language Interpreter Valid: Two Full Fiscal Years Renewable: No	This approval allows the holder to serve students with hearing loss. It is available to individuals who have applied for the Sign Language Interpreter Approval, but do not yet qualify. • ONE of the following: • Have completed 60 semester hours of college credit from one or more regionally accredited institutions of higher education • Hold an associate's degree issued by a regionally accredited institution of higher education • Have achieved a passing score on the ACT WorkKeys (a four or higher on both Workplace Documents and Math Assessments) or ParaPro test (offered by Educational Testing Service [ETS]) and hold a high school diploma or its equivalent • Have achieved a passing score on the written examination administered by the Registry of Interpreters for the Deaf (RID) and hold a high school diploma or its equivalent • Attained a rating of at least Level 3.0 on the Educational Interpreter Performance Assessment (EIPA)
Intervener for Students Who are Deaf-Blind Valid: Five Full Fiscal Years Renewable: if 50 clock hours of PD have been completed	• ONE of the following: • Have completed 60 semester hours of college credit from one or more regionally accredited institutions of higher education • Hold an associate degree from a regionally accredited institution of higher education • Have achieved a passing score on the ACT WorkKeys (a four or higher on both Workplace Documents and Math Assessments) or the ParaPro test (offered by Educational Testing Service [ETS]) and hold a high school diploma or its equivalent • Hold a National Intervener Credential/Certificate (NICE)

Approvals (Continued)

SHORT-TERM APPROVALS FOR TEACHERS

- Validity: Three full fiscal years
- Approvals will no longer be available for application after June 30, 2026
- While working on approval, educators must fulfill requirements for full endorsement or license
- Supervision must be provided
- Assurances from districts are required
- The (aforementioned) form must be provided to the ROE/ISC and uploaded in ELIS prior to approval being issued

	Requirements to be Issued the Approval	Requirements for the License/Endorsement
Career and Technical Education Valid: Three Full Fiscal Years	• Hold a PEL with a teaching endorsement OR hold one of the ELS-CTE licenses and have one year of teaching experience • Have completed 240 hours (six weeks full-time) of work experience OR hold professional certification in the content area sought • Experience may be verified on the applicable 73-23A or 73-23B form • Submit ISBE Form 83-87	• To add an additional endorsement on one of the ELS-CTE licenses: Accumulate 1,000 hours work experience (experience teaching on the approval may be used) • To earn a new ELS-CTE license: Accumulate 2,000 hours of work experience (experience teaching on the approval may be used)
Content Knowledge Pathway (Non-PEL Holders) Valid: Three Full Fiscal Years <i>Approval isn't available for Safety and Driver's Education and Special Education areas.</i>	• Hold a bachelor's degree in a teaching content area or a bachelor's degree in any area plus 32 semester hours of content area coursework from a regionally accredited institution • Pass the applicable licensure content test • Submit ISBE Form 83-88 • District must also maintain a weekly mentoring and coaching log, and submit the log annually to its ROE/ISBE, using ISBE Form 83-82	• Complete an approved educator preparation program • Complete the edTPA • One year of experience on the STA plus a proficient or higher evaluation rating will waive student teaching
Short-Term Approval for Teachers at All Grade Levels Valid: Three Full Fiscal Years <i>Approval isn't available for Safety and Driver's Education and Special Education areas.</i>	• Hold a valid PEL endorsed in a teaching field • ONE of the following: • Nine semester hours of coursework in the applicable content area • A passing score on the applicable content area test • Submit ISBE Form 73-96	• Complete the remaining coursework and/or content test to receive the endorsement on the PEL

Approvals (Continued)

SHORT-TERM APPROVALS FOR SCHOOL SUPPORT PERSONNEL

- Find a [comprehensive listing of acceptable licences per the requirements listed below](#)
- **Validity: Three full fiscal years**
- **Approvals will no longer be issued after June 30, 2026**
- **While working on approval, educators must be fulfilling requirements for full endorsement or license**
- **Supervision must be provided**
- **Assurances from districts are required**
- **The (aforementioned) form must be provided to the ROE/ISC and uploaded in ELIS prior to approval being issued**

	Requirements to be Issued the Approval	Requirements for the License/Endorsement
School Social Worker Valid: Three Full Fiscal Years	• Master's degree in Social Work • Professional Certification from IDFP or National Certification in Social Work • Pass the School Social Worker 238 Content Test • Submit ISBE Form 83-86	• Complete a School Social Worker approved program • One year of experience on the STA plus a proficient or higher evaluation rating will waive internship requirements
Speech Language Pathologist Valid: Three Full Fiscal Years	• Master's degree in Speech Language Pathology • Professional Certification from IDFP or National Certification in Speech Language Pathology • Pass the Speech Language Pathologist 232 Content Test • Submit ISBE Form 83-86	• Complete a Speech Language Pathologist approved program • One year of experience on the STA plus a proficient or higher evaluation rating will waive internship requirements
School Psychologist Valid: Three Full Fiscal Years	• Master's degree in Clinical Psychology • Professional Certification from IDFP or National Certification in Psychology • Pass the School Psychologist 237 Content Test • Submit ISBE Form 83-86	• Complete a School Psychologist approved program • One year of experience on the STA plus a proficient or higher evaluation rating will waive internship requirements
School Counselor Valid: Three Full Fiscal Years	• Master's degree in Counseling. • Professional Certification from IDFP or National Certification in Counseling • Pass the School Counseling 235 Content Test • Submit ISBE Form 83-86	• Complete a School Counselor approved program • One year of experience on the STA plus a proficient or higher evaluation rating will waive internship requirements
School Nurse Valid: Three Full Fiscal Years	• Bachelor's degree in Nursing • Professional Certification from IDFP or National Certification in Nursing • Pass the School Nurse 236 Content Test • Submit ISBE Form 83-86	• Complete a School Nurse approved program • One year of experience on the STA plus a proficient or higher evaluation rating will waive internship requirements

Approvals (Continued)

SHORT-TERM EMERGENCY APPROVAL FOR SPECIAL EDUCATION

- Validity: Three full fiscal years
- Approvals will no longer be available for application after June 30, 2026
- While working on approval, educators must be fulfilling requirements for full endorsement or license
- Supervision must be provided
- Assurances from districts are required
- The (aforementioned) form must be provided to the ROE/ISC and uploaded in ELIS prior to approval being issued

	Requirements to be Issued the Approval	Requirements for the License/Endorsement
Blind and Visually Impaired (BPS) Valid: Three Full Fiscal Years	• Hold a (PEL) with a teaching endorsement OR an ELS-TBE • Complete coursework in the following five areas: • Anatomy and pathology of eye conditions • Functional vision assessment and learning media assessment • Basic assistive technology • Methodology in teaching students who are blind and visually impaired • Basic orientation and mobility • Pass the Teachers of Students Who are Blind and Visually Impaired 228 Content Test • Evidence of proficiency in Braille, signed off by the hiring-district's State-Approved Director of Special Education on ISBE Form 83-90 • Submit ISBE Form 83-90	• Complete a Blind and Visually Impaired Educator Preparation Program
Deaf and Hard of Hearing (DHH) Valid: Three Full Fiscal Years	• Hold a (PEL) with a teaching endorsement OR an ELS-TBE • Complete coursework in the following five areas: • Assessment and developing Individualized Education Programs (IEPs) • Language and literacy • Audiology • Impact of hearing loss on academic, behavior, speech language, and aural habilitation skills • Methodology in teaching students who are deaf and hard of hearing • Evidence of proficiency in Sign Language, signed off by the hiring-district's State-Approved Director of Special Education on ISBE Form 83-90 • Pass the Teacher of Students Who are Deaf and Hard of Hearing 229 Content Test • Submit ISBE Form 83-90	• Complete a Deaf and Hard of Hearing Educator Preparation Program

Approvals (Continued)

Early Childhood Special Education (ECT) Valid: Three Full Fiscal Years	• Hold a PEL with a teaching endorsement plus an LBSI or SCG3 endorsement • Complete two of the four areas of coursework in Early Childhood Special Education • Early childhood special education assessment • Methods of instruction in early childhood special education • Development of language in the young child • Child, family, and community relationships • Pass the Early Childhood Special Education 230 Content Test (previously 152) • Submit ISBE Form 83-90	• Complete the remaining two of the four areas of coursework in Early Childhood Special Education to receive Early Childhood Special Education Approval
Learning Behavior Specialist I (LBSI) Valid: Three Full Fiscal Years	This approval allows the holder to serve K-12 students with the following disabilities, regardless of the teaching license held: learning disabilities, social emotional disorders, cognitive disability, physical disabilities, autism, and traumatic brain injuries. • Hold a PEL endorsed for teaching OR an ELS-TBE • Complete the survey of exceptional children course and at least one of the other three areas of coursework required for the LBSI endorsement: • General characteristics of children with disabilities within the LBSI scope • General methods for teaching children with disabilities within the LBSI scope • Psychological assessment of children with disabilities within the LBSI scope • Submit ISBE Form 73-86	• To obtain the LBSI K-21 endorsement, complete the remaining LBSI coursework areas • Passing the Learning Behavior Specialist I Content Test

License Organization

Professional Educator License (PEL)	
Teaching PEL	Non-Teaching PEL
<u>Subsequent Teaching Endorsement</u> • Early Childhood • Elementary • Middle Grades 5-8 • Senior High 9-12 • CTE 5-12 • Special PK-12 • Supervisory Endorsements	<u>School Support Personnel</u> • Social Worker • Counselor • Psychologist • Nurse • Speech-Language Pathologist
<u>Administrative Endorsements</u> • Chief School Business Official (CSBO) • Director of Special Education • Principal • Superintendent • Teacher Leader	
<u>Special Education Endorsements</u> • Learning Behavior Specialist I • Learning Behavior Specialist II	
<u>Approvals</u> • Adaptive P.E. Approval • Coordinator Approvals • Approvals in Early Childhood • ESL/Bilingual SPED Approvals • Interpreter Approvals • Short-Term Approval for Paraprofessionals • Short-Term Approvals for Teachers • Short-Term Approvals for School Support Personnel • Short-Term Emergency Approval for SPED	

Temporary Teaching Licenses:

- Short-Term Approvals for Teachers
- Transitional Bilingual Educator

License Organization (Continued)

Career and Technical Educator
CTE
<u>Career and Technical Educator</u> • Endorsement Areas & Related Career Clusters: • Agriculture, Food, and Natural Resources • Arts and Communications • Finance and Business Services • Health Science and Technology • Human and Public Services • Information Technology • Manufacturing, Engineering, Technology and Trades (To view Matrix, refer to the ISBE CTE Licensing and Endorsements Document)

Temporary CTE License:
[Provisional Career and Technical Educator License](#)

Deficiency Letters

If an application on your credential page has a “**Deficient**” status, you can obtain more information by viewing the deficiency letter ISBE has provided. To view the letter, select the “**Deficiency Letter**” tab on the left side of the screen.

It may take up to 24 hours for a deficiency letter to appear under the “Deficiency Letter” tab.

Simply click “**View**” to read a deficiency letter. If you have multiple letters, note the “**Queued Date**” to determine the most recent deficiency letter. The letters may appear out of chronological order, so it is important to ensure you are viewing the most recent deficiency letter.

Tip:

Review your “images” tab to ensure all transcripts are on file.

If you have additional transcripts to submit, review our [guide](#) on how to add a transcript and degree to your ELIS Account.

Deficiency Letters contain important information such as:

Expiration Date: This is when the application expires. If you fulfill the deficiency before the expiration date, the credential will be issued by ISBE. Your application will close if you do not fulfill the deficiency by the expiration date. If your application closes and you’d still like to obtain the credential, you must re-apply for it.

Testing/Assessment Deficiencies: ISBE will specify which assessment is required or what testing documentation you must submit.

Coursework Deficiencies: ISBE will state the coursework area and the number of semester hours remaining to meet the requirement.

- ISBE’s [Licensure Approved Coursework Tool](#) is recommended when selecting courses to enroll in. If a course is not on the Licensure Approved Coursework List, request pre-approval from The Illinois State Board of Education by completing [ISBE form 80-07](#) (skip section II). Follow the instructions on the form and submit it to licensure@kaneroe.org for faster processing. ISBE will confirm whether or not the course will count toward your deficiency.
- To request ISBE take a second review at previously completed coursework that appears on transcripts that are already on ELIS, you should complete [ISBE form 80-07](#) (skip section I). Follow the instructions on the form and submit it to licensure@kaneroe.org for faster processing.
- **Contact Information:** The Kane County Regional Office of Education can answer any questions you may have. You can correspond with our office by completing the [contact form](#).

After receiving a deficiency letter, if you submit official transcripts, pass an ILTS test, or submit another document to fulfill your deficiency, The Illinois State Board of Education will automatically be notified and will re-review your ELIS account.

Licensure Fees

Credential Type	Credential Cost	Registration Fees
PROFESSIONAL EDUCATOR LICENSE (PEL) In-State Program	\$100.00	New License \$60.00* Renewal \$50.00**
PROFESSIONAL EDUCATOR LICENSE (PEL) Out-of-State Program	\$150.00	New License \$60.00* Renewal \$50.00**
SUBSTITUTE LICENSE	\$50.00	New License \$60.00* Renewal \$50.00**
SHORT-TERM SUBSTITUTE LICENSE (STS)	\$25.00	None
PARAPROFESSIONAL Educator License with Stipulations	\$100.00	New License \$30.00*** Renewal \$25.00***
SHORT-TERM PARAPROFESSIONAL	\$50.00	None
TRANSITIONAL BILINGUAL EDUCATOR Educator License with Stipulations	\$100.00	New License \$30.00*** Renewal \$25.00*** <i>Non-Renewable License</i>
CAREER & TECHNICAL EDUCATOR Educator License with Stipulations	\$100.00	New License \$30.00* Renewal \$50.00**
ENDORSEMENTS	\$50.00	None
MOST APPROVALS (Intern Approvals No Cost)	\$50.00	None
REINSTATEMENT FEE	\$50.00	Past Registration Due (\$10 per year)

Whenever a fee is paid, a small processing charge also occurs. Every educator is required to pay a registration fee.

When a registration fee is paid, the amount due shall be the amount required to register the license for its current entire cycle.

An individual who moves from one region to another after paying a registration fee for their particular cycle will be required to register the license in a new region and will not be required to pay an additional registration fee.

*Cost is \$10 per year. For a new license, you pay for the current fiscal year plus five additional fiscal years.

**Renewal cost is \$10 per year for five full years.

***The Paraprofessional license registration cost is \$5 per year. For a new license, you pay for the current fiscal year plus five additional years.



The mission of the Kane County Regional Office of Education is to advocate for education, provide leadership, perform regulatory functions, and coordinate state and local services for educators, school districts, and the community.

*For any additional questions regarding licensure, reach out to our specialists at
licensure@kaneroe.org*



28 North First Street
Geneva, IL 60134



Phone: (630) 232-5955
Fax: (630) 208-5115



www.kaneroe.org
hello@kaneroe.org