

Paraprofessional License (PARA) Application Checklist

This checklist is a resource for educators to use when applying for Paraprofessional License. Upon evaluation, additional documentation may be requested by ISBE prior to the license being issued.

Additional Information regarding requirements can be found here: <https://www.isbe.net/Pages/Educator-Licensure-Requirements.aspx>

<input type="checkbox"/>	Create an Account	Create an account in the Educator Licensure Information System (ELIS)	https://sec3.isbe.net/IWASNET/login.aspx
<input type="checkbox"/>	Apply for Licensure	Apply for the applicable license in your ELIS account.	https://sec3.isbe.net/IWASNET/login.aspx
<input type="checkbox"/>	Submit Transcripts	Request an official transcript. Transcripts sent directly from the applicant will not be accepted. <i>Required for Paraprofessional License if qualifying with college coursework.</i>	transcripts@isbe.net OR Illinois State Board of Education Educator Effectiveness E-240 100 North First Street Springfield, IL 62777
<input type="checkbox"/>	Submit Diploma and Test Scores	Provide a copy of your High School Diploma or GED and your ETS Parapro or ACT Work Keys score report <i>This is only a requirement for the Paraprofessional License if the applicant does not have the required college coursework.</i>	licensureforms@isbe.net