

## Paraprofessional Requirements

### 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 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 4)
    - Reading for information/Workplace Documents (with a score of 4)

### Years Valid

5

### Limitations

Must work under the direct supervision of a licensed teacher

### Renewable?

May be renewed with payment of registration fees

## Short-Term Approval for Paraprofessionals

Valid: 3 fiscal years

Renewable: No

\*Short-Term Paraprofessional Approvals are available for application until June 30, 2025, and may not be renewed.

Required: High school diploma (or equivalent), or higher

While working on the approval, educator must be fulfilling requirements for the full license.

## Application Process

For Both:

- Go to [www.isbe.net](http://www.isbe.net)
- Click on “Log in to ELIS” at the top of the screen
- Click on “Login to your ELIS account” under “Educator Access”
- Select “Click here for First Time Access to the ELIS System”
- Create a user name and password using your social security number, birthday and other personal information

For Paraprofessional License:

- On ELIS home screen, click on “Apply for a Credential”
- Click on “Paraprofessional License”
- Follow the steps in the application wizard. You will pay \$100.00 plus a small convenience fee.
- Send one of the following:
  1. Official sealed transcripts from a regionally accredited university showing at least 60 credit hours OR an Associate's Degree.or
  2. A copy of your high school diploma and a copy of your ACT Workkeys test results. (The ACT Workkeys test can be taken at our Pearson Vue Testing Center in Edwardsville)
- All documents may be sent to:  
Madison County ROE #41  
157 North Main Street, Suite 438  
Edwardsville, IL 62025

Or by email to [maschroader@co.madison.il.us](mailto:maschroader@co.madison.il.us). If sending transcript by email it must come directly from the college or university.

Once your credentials in your online ELIS account go from saying “pending review” to “issued”— you will register your license. Click on “Registration” in the Action Center on your ELIS home page, follow the steps, choose Region 41 to register in and pay the \$25.00-\$30.00 plus convenience fee.

For Short-Term Approval for Paraprofessionals

- On ELIS home screen, click on “Apply for a Credential”

- Click on “Approvals”
- Click on “Short Term for Approval for Paraprofessionals”
- Follow the steps in the application wizard. You will pay \$50.00 plus a small convenience fee.
- Send the following:

A copy of your high school diploma/or equivalent

- All documents may be sent to:  
Madison County ROE #41  
157 North Main Street, Suite 438  
Edwardsville, IL 62025

Or by email to [maschroader@co.madison.il.us](mailto:maschroader@co.madison.il.us)

#### ACT Workkeys Test:

The ACT Workkeys test is a requirement for a paraprofessional license if the applicant does not have 60 college credit hours or an Associate’s degree. The test is made up of two tests:

- Applied Mathematics/Applied Math
- Reading for information/Workplace Documents

Both tests must be passed with a score of 4.

The test may be scheduled at the ROE’s Pearson Vue Testing Center at 1310 N. Main St, Edwardsville, IL. Please call 618-307-5131 to schedule. Each test costs \$20.

To prepare for the ACT Workkeys test, please visit the ACT Workkeys Preparation website:

<https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html>

This site has sample questions and online practice tests to prepare the candidate for the test.

Fees for Paraprofessional Licenses:

Paraprofessional License:

\$100 application fee

\$25-\$30 registration fee

\$40- Workkeys test (if needed)- retakes are also \$20 per test

Short Term Approval for Paraprofessional Approval:

\$50 application fee

As the Short Term Approval is non-renewable, the candidate must apply for the Paraprofessional License once they have met the requirements for the license. Applicable fees will apply.