

How to apply for a Paraprofessional License:

To Create/Access Your ELIS Account (USE FIREFOX – Do NOT use Google Chrome!):

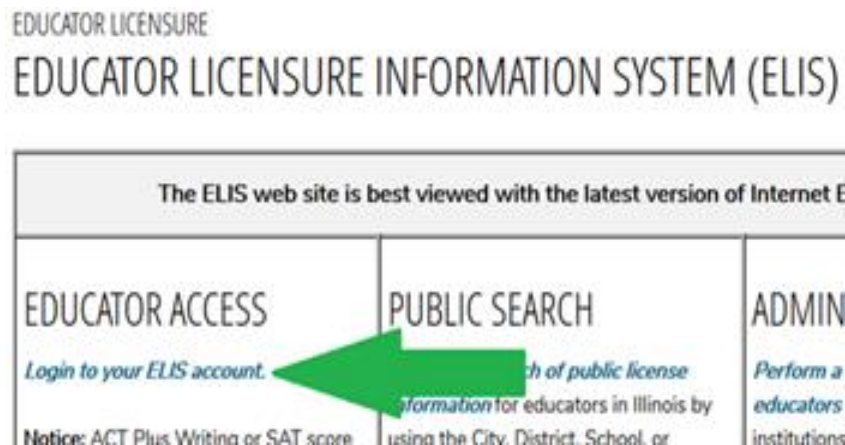
1. Go to www.isbe.net and click “System Quick Links” at the top of the page



2. Click “ELIS: Educator Licensure Information System”



3. Under “Educator Access,” click “Login to your ELIS account”



4. If you are making your first application for an Illinois educator credential, please click “Sign Up Now” from the menu at the left of the login page

Illinois State Board of Education
Darren Reisberg, *Chairman* Dr. Carmen I. Ayala, *State Superintendent of Education*

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ISBE Home
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Contact ROE
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IWAS User Guide
IWAS Training Video
[About SSL Certificates](#)

ELIS for Educators Account Sign Up

Required

First Name
Last Name
Date of Birth mm/dd/yyyy

Enter either SSN or IEIN

Social Security Number No
hyphens

OR

IEIN

Login Name
Password
Confirm Password
Email Address
Secret Question
Answer
Broadcast Email YES -- Send system messages to the above email address
Email Type HTML

Continue >> Cancel

5. **After you have created your account (not before)**, submit your official, sealed transcripts to our office at the address below (transcript must show at least 60 semester hours of credit or an associate’s degree or higher has been conferred; **your university must be regionally accredited**)
- If your university offers an electronic transcript option, please have it sent to us directly at: licensure@s-cook.org (we cannot accept electronic transcripts that have been sent to the student)
 - Paper transcripts can be mailed from the university to our office (transcripts mailed from the university will not be returned to the applicant)
 - OR: Submit official skill report for the ACT WorkKeys (Math and Reading/Workplace Documents) and copy of high school diploma/GED or high school transcript showing date of graduation;
 - OR: Submit official score report from the ETS Parapro Assessment and copy of high school diploma/GED or high school transcript showing date of graduation
 - Test scores and high school diploma/transcript may also be emailed to licensure@scook.org.

Once your documents are on file, log back in to your ELIS account to submit your license application:

(DO NOT APPLY BEFORE YOUR DOCUMENTS ARE ON FILE!)

To Apply for your Paraprofessional License:

1. On your ELIS Home page, click “Apply for a Credential” located below the Action Center:



2. Complete the application wizard to apply for the Paraprofessional License (**\$100 application fee + processing fee**).
3. You will receive an email notification when your new license has been issued
 - Once your license has been issued, you must register your license in the region in which you will be working; **your license is not valid until it is registered!**

To register your license:

1. Log in to your ELIS account
2. Click “Registrations” in the Action Center located in the center of your ELIS Home page:



3. Complete the registration wizard to register your license in **Region 07 – South Cook ISC**
 - **Your registration fee will be \$30 + processing fee**