



# LICENSURE CHECKLIST



## DETERMINE LICENSE TYPE AND VIEW ILLINOIS REQUIREMENTS

There are several pathways to teach within Illinois schools. View [requirements](#) for your future career in the classroom; [General Education \(PEL\)](#), [Dual Language Education \(ELS-TBE\)](#), [Career & Technical \(CTE\)](#), [Paraeducators \(Teaching Assistants\)](#), or [Substitute](#).

## CREATE AN ACCOUNT & APPLY

Create an account in the [Educator Licensure Information System \(ELIS\)](#). Apply for your license of choice in your ELIS account. Pay the State required [application fee](#).

**Visit:**  
<https://www.isbe.net/elis>

## SUBMIT TRANSCRIPTS

An official transcript is required for a PEL, ELS-TBE, CTE, and Substitute License. Transcripts must be sent directly from the school/college to ISBE. Educators (PEL & ELS-TBE) must be submitted from a [regionally accredited institution](#).

Paraeducators can either submit official transcripts, or can submit a copy of a high school diploma.

[transcripts@kaneroe.org](mailto:transcripts@kaneroe.org)  
**-OR-**  
Kane County Regional Office  
of Education (ROE)  
Attn: Educator Licensure  
28 N. 1st St.  
Geneva, IL 60134  
**- OR -**  
Paraeducators:  
[licensureforms@isbe.net](mailto:licensureforms@isbe.net)

## STILL NEED ASSISTANCE? WE'RE HERE TO HELP!

Licensure can be a lengthy process, but we are here to help!  
District U-46 is open Monday-Friday 7:30AM-4:30PM.

[certification@u-46.org](mailto:certification@u-46.org)  
847-888-5000 x5024



# OUT-OF-STATE PEL CHECKLIST



*This checklist is a resource for out-of-state (including all U.S. territories) educators to use when applying for an Illinois Professional Educator License (PEL). Additional information can be found on ISBE's [Professional Educator License](#) page or ISBE's [Educator Licensure](#) page.*

## CREATE AN ACCOUNT

Create an account in the Educator Licensure Information System (ELIS).

**Visit:**  
<https://www.isbe.net/elis>

## APPLY FOR LICENSURE

Apply for a PEL in your ELIS account. Educators will be considered for all areas listed their valid, comparable out-of-state license.

**Visit:**  
<https://www.isbe.net/elis>

## SUBMIT TRANSCRIPTS

Request an official transcript that reflects completion of a bachelor's degree or higher from a regionally accredited institution. Transcripts must be sent directly from the college/university to ISBE. School Support Personnel (except for School Nurse) and Administrative endorsements require completion of a master's degree or higher.

[transcripts@kaneroe.org](mailto:transcripts@kaneroe.org)  
**-OR-**  
Kane County Regional Office of  
Education (ROE)  
Attn: Educator Licensure  
28 N. 1st St.  
Geneva, IL 60134

## SUBMIT OUT-OF-STATE TEACHING LICENSE

Provide a copy of your valid, out-of-state teaching license. Either ISBE Form [80-02](#) or [80-02S](#) is required if you do not hold a valid, comparable license. The college/university must fill out the form and submit it directly to ISBE.

Upload a PDF version of your license to your ELIS account:

- Go to "Images" tab.
- Click "Add Image."
- Select "Out of State Certificate."