

REGIONAL OFFICE of EDUCATION

Monroe & Randolph Counties

134 North Main Street
Red Bud, IL 62278
(618) 680-0154



KELTON DAVIS
*Regional Superintendent
of Schools*

CHRIS DIDDLEBOCK
*Assistant Superintendent
of Schools*

REQUIREMENTS TO OBTAIN A PARAPROFESSIONAL LICENSE:

- You must be at least 19 years of age
- You must have **1** of the following:
 - Associate's degree or higher
 - 60 semester hours of coursework
 - High School Diploma or GED **AND** meet the requirements on the below ACT Workkeys tests:
 - Applied Math (with a score of 4)
 - Workplace Documents (with a score of 4)

Notes:

- Paraprofessional licenses are valid for 5 years and are renewed with the payment of registration fees in ELIS.
- Coursework must be at the 100-level or higher with a grade of a C or better and be from a regionally accredited college or university.
- Our office offers the WorkKeys Testing every Tuesday. To register for the WorkKeys testing, go to www.roe45.net/registration.

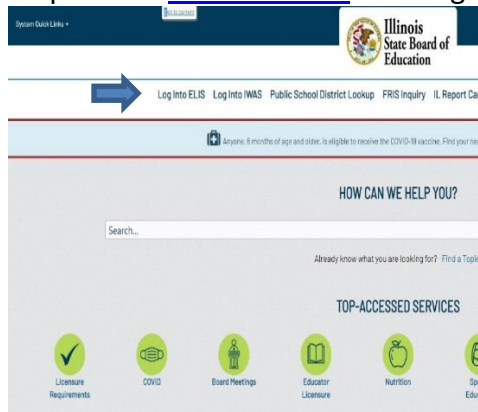
CHECKLIST:

<input type="checkbox"/>	Create an Account	Create an account in the ELIS (Educator Licensure Information System) portal.	See the attached instructions on how to create an account.
<input type="checkbox"/>	Apply for a Paraprofessional License	Once your account is created, you can apply for the Paraprofessional License under the Action Center box when you first log into your ELIS account.	The application fee is \$100.
<input type="checkbox"/>	Submit Transcripts	<p>- If you are qualifying via an Associate's Degree or 60 college credit hours, have your official transcripts sent to our office. Transcripts must be sent directly from the College/University to this email address in order to be considered official.</p> <p>- If you are qualifying via a high school diploma and the WorkKeys tests, a copy of both must be sent to our office.</p>	nkoch@roe45.net OR ROE 45 134 N. Main St Red Bud, IL 62278
<input type="checkbox"/>	Register your License	Once your license has been issued by ISBE, you will need to log back into your ELIS account and register your license. You will find "Registrations" under your Action Center box.	The registration fee is \$30.

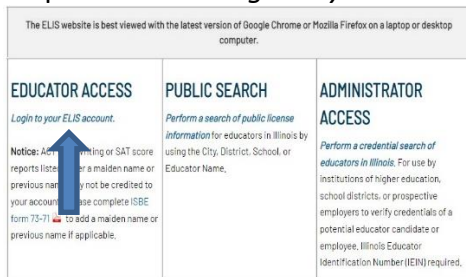


Directions for new account set up for Educator License Information System. (ELIS)

Step 1. Visit www.isbe.net click Login Into ELIS



Step 2. Click the *Login to your ELIS account.*



Step 3. Click the blue hyperlink ***“CLICK HERE FOR FIRST TIME ACCESS FOR ELIS SYSTEM”***
 This will take you to IWAS, the portal where you will need to create your new profile.



Step 4. Enter your personal information. All red arrows are required fields.

ELS for Educators Account Sign Up

First Name: [] (Red arrow)

Last Name: [] (Red arrow)

Date of Birth: [] (Red arrow)

Email: [] (Red arrow)

Local Address: [] (Red arrow)

Password: [] (Red arrow)

Continue >>> Cancel

Step 5. Select Create My Account.

New User Account Confirmation

[Create My Account](#) [Edit My Information](#)

Step 6. Click Continue and you will be prompted to enter your personal information.

Congratulations! SIGNMENT SUCCEEDED! You have created your ILETS for Education account.

[Continue >>](#)

Step 7. Click the Credential you are applying for and follow the prompts.

Apply for Credential

- Professional Educator License (PEL)
- Self-Study License (SLL)
- Short-Term Substitute License (STSL)
- Permit-to-Teach License (Teacher's ALE)
- Career and Technical Educator Endorsement (CTE)
- Transitional Bilingual Educator Endorsement (TBE)
- Visiting International Educator Endorsement (VIE)
- Chief School Business Officer (CSBO)
- Agree