

## REGIONAL OFFICE of EDUCATION

*Monroe & Randolph Counties*

Monroe County Office  
107 East Mill Street  
Waterloo, IL 62298  
Tel: (618) 939-5650  
Fax: (618) 939-5332

Randolph County Courthouse  
#1 Taylor Street, Rm. 101  
Chester, IL 62233  
Tel: (618) 826-5471  
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**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](http://www.roe45.net/registration).

### CHECKLIST:

<input type="checkbox"/>	Create an Account	Create an account in the ELIS (Educator Licensure Information System) portal.	See attached instructions on how to create an account.
<input type="checkbox"/>	Apply for 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	<ul style="list-style-type: none"><li>- If you are qualifying via an Associate's Degree or 60 college credit hours, have your official transcripts be sent to our office. Transcripts must be sent directly from the College/University to this email address in order to be considered official.</li><li>- If you are qualifying via a high school diploma and the WorkKeys tests, a copy of both must be sent to our office.</li></ul>	<a href="mailto:sstewart@roe45.net">sstewart@roe45.net</a>  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.