

REGIONAL OFFICE of EDUCATION

Monroe & Randolph Counties

Monroe County Office
107 East Mill Street
Waterloo, IL 62298
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Randolph County Courthouse
#1 Taylor Street, Rm. 101
Chester, IL 62233
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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 in our Waterloo office every Tuesday and in our Chester office the first and third Wednesday of the month. 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 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	<p>- 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.</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>	<p>nkoch@roe45.net</p> <p>OR</p> <p>ROE 45 107 E Mill St Waterloo, IL 62298</p>
<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)

1. Go to: www.isbe.net
2. Click on ELIS/Educator Credentials – located under the banner
3. Click on Educator Access (Click here to login to your ELIS account).
4. If you have never logged into ELIS and set up an account - do this only the first time you access ELIS
 - a. Click on: [FORMER ECS USERS CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM](#). This will take you to IWAS, the portal where you will need to create your new profile.
 - b. Enter the information when prompted. All red arrows are required fields.

After successful completion of setting up your account:

1. A window should read: **Welcome to your personal IWAS for Educators account.**
Click continue>>

ELIS will then launch.

You will then be able to:

- view credentials
- renew, reinstate, or register your existing educator license
- apply for licenses, endorsements, or approvals
- enter in professional development activities
- update your personal information including address, phone number and email address.