

THE ILLINOIS EDUCATOR LICENSURE SYSTEM

Volume I (Revised December 10, 2012)

Current Initial Certificate Holders will have their certificates exchanged for a **PROFESSIONAL EDUCATOR LICENSE (PEL)** on July 1, 2013. The license will be valid for the time remaining on the certificate.

- Initial Certificate holders who have completed four years of teaching this year need not apply for a Standard Certificate and pay the application fee since the Initial Certificate will be exchanged for the PEL at no cost.
- There are no requirements for moving from the Initial Certificate to the PEL; it is automatic for certificate holders.
- Individuals who have not yet completed four years of teaching will also have their certificate exchanged for the PEL.
- Educators should keep Evidence of Completion for all professional development completed during the validity period of the certificate/license.

Current Standard Teaching Certificate Holders will have their certificates exchanged for a **PROFESSIONAL EDUCATOR LICENSE (PEL)** or an **EDUCATOR LICENSE WITH STIPULATIONS (ELS)** depending on the types of certificates held.

- Individuals will receive a license with equivalent credentials to the certificates they hold at time of the exchange.
- Teaching areas and grade levels will be identified.
- The Illinois educator licenses will be maintained electronically on the Educator Licensure Information System (ELIS) and no hard copies will be available.
- Educator credentials will be available in the Educator Licensure Information System (ELIS).
- The original issue date of the certificate(s) will be noted in ELIS.
- The new license will be valid for the same time period as the equivalent certificate exchanged – from 1 to 5 years.
- Licensees must complete professional development requirements for renewal.
- Licensees must renew and register the license by the next renewal date using ELIS.
- Individuals holding a Teacher Leader Endorsement in a specific content area will receive a Teacher Leader designation on the license in the exchange. Those who complete a new program after December 31, 2012, may apply for a Teacher Leader Endorsement on the license held.
- Individuals holding suspended or lapsed certificates at the time of the exchange will receive a license with the appropriate endorsements, but it will remain invalid until reinstated.

Current Administrative Certificate Holders will have their certificates exchanged for a **PROFESSIONAL EDUCATOR LICENSE (PEL)** with any of the following endorsements that apply: 1) Director of Special Education; 2) General Administrative; 3) Chief School Business Official; 4) Superintendent; or 5) Supervisory.

- Individuals will receive a license with equivalent credentials to the certificates they hold at the time of the exchange.
- Administrative areas and grade levels will be identified.
- The Illinois educator licenses are maintained electronically in the Educator Licensure Information System (ELIS) along with all credentials, and no hard copies will be available.
- The original issue date of the certificate(s) will be noted in ELIS.
- The license will be valid for the same time as the equivalent certificate – from 1 to 5 years.
- Licensees must complete requirements for renewal, including one Administrators' Academy course annually.
- Licensees must renew and register by the next renewal date using ELIS.
- Individuals holding suspended or lapsed certificates at the time of the exchange will receive a license with appropriate endorsements, but it will remain invalid until reinstated.
- After the exchange, if a licensee qualifies, the General Administrative endorsement may be converted to the new "Principal" endorsement upon application by the 7/1/2015 deadline. Applicants must have 1 year of experience as a principal within the past 5 years to qualify.

Current Master Teacher Certificate Holders will have their certificates exchanged for a PROFESSIONAL EDUCATOR LICENSE (PEL) with a Master Teacher (NBPTS) designation.

- The NBPTS designation will only remain on the license while the holder maintains NBPTS certification.
- Any individual who is issued an NBPTS designation on a PEL after July 1, 2012 may work as a teacher only in an area for which he or she holds the required Illinois endorsement.
- Any individual who, up to June 30, 2012, was issued an endorsement for a particular area on a Master Certificate may work as a teacher in that content area.
- Educator credentials, including Illinois educator licenses will appear in the Educator Licensure Information System (ELIS), and no hard copies will be available.
- The original issue date of the certificate(s) will be noted.
- The teaching area(s) and grade levels for which the licensee is qualified will be identified.
- The license will be valid for the same time remaining on the equivalent certificate – from 1 to 10 years.
- Licensees must complete professional development requirements for renewal.
- Licenses must be renewed and registered by the next renewal date using ELIS.
- Individuals holding suspended or lapsed certificates at the time of the exchange will receive a license with the appropriate endorsements, but it will remain invalid until reinstated.
- Licenses are valid for 5 years and those with the NBPTS designation will renew automatically after 5 years, allowing for a 10-year renewal.

All Current Substitute Certificate Holders will have their certificates exchanged for a **SUBSTITUTE LICENSE** with a new validity period of 5 years - from July 1, 2013 to June 30, 2018.

- Individuals must register the new Substitute License immediately for the full 5 years (\$50), but any registration fee credit will be applied.
- Individuals who receive a Substitute License and who have never passed a test of basic skills must pass one in order to renew the license in 2018.
- An individual who has passed a test of basic skills for the first licensure renewal is not required to retake the test again for further renewals.
- If an individual has had his or her Professional Educator License or Educator License with Stipulations suspended or revoked or has not met the renewal requirements for licensure, then that individual is not eligible to obtain a Substitute License.
- Substitute Licenses are not eligible for endorsements.

Current School Service Personnel Certificate Holders will have their certificates exchanged for a **PROFESSIONAL EDUCATOR LICENSE (PEL)** with any of the following endorsements that apply: 1) School Counselor; 2) School Nurse; 3) School Social Worker; 4) School Psychologist, and 5) School Speech and Language Pathologist.

- Licenses will have equivalent credentials to the certificates held – areas and grade levels will be identified.
- The license will be valid for the same time remaining on the equivalent certificate – from 1 to 5 years.
- The Illinois educator licenses are maintained electronically in the Educator Licensure Information System (ELIS) and no hard copies will be available.
- The original issue date of the certificate(s) will be noted.
- Licensees must complete professional development requirements for renewal.
- Licenses must be renewed and registered by the next renewal date using ELIS.
- Individuals holding suspended or lapsed certificates at the time of the exchange will receive an appropriate license, but it will remain invalid until reinstated.

Paraprofessionals who hold National NCLB approval at the time of the exchange will receive a paraprofessional educator endorsement on an **EDUCATOR LICENSE WITH STIPULATIONS**, while paraprofessionals who hold an Illinois letter of approval will not receive a license, but their approvals will remain valid indefinitely.

- Paraprofessionals who hold Illinois approval may continue to work in positions as paraprofessionals in non-Title I funded programs.
- Paraprofessionals who hold the NCLB endorsement will receive the ELS valid for 5 years.
- Paraprofessionals holding only the paraprofessional educator endorsement must register the license, but are not subject to additional requirements in order to renew the license.

A paraprofessional holding the state-only approval may apply for the ELS with a paraprofessional educator endorsement if he/she holds either an associate's degree or has completed a minimum of 60 semester hours (no remedial or developmental courses) from a regionally accredited institution of higher education, or has passed the *ETS Parapro Test* or the *ACT Work Keys*.

EDUCATOR CERTIFICATION SYSTEM (ECS) will be replaced by the EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS) on July 1, 2013. Professional development activities already entered into ECS will not transfer to ELIS. Educators may wish to print from ECS their a) Current Credentials, b) Professional Development Activities, c) Administrators' Academy Courses, d) Highly Qualified Status and any other pertinent information to keep in their own records.

LAPSED, SUSPENDED, OR INVALID CERTIFICATES

- In the exchange, if on the same license there is a lapsed or invalid endorsement (formerly a certificate) and at least one valid endorsement, the lapsed or invalid "certificate" will appear as an invalid or lapsed "endorsement" for the first cycle only.
- If the lapsed or invalid certificate results in two types of licenses in the exchange, that endorsement will be invalid while endorsements on other licenses may be valid.
- In the future a lapsed or invalid endorsement on a license will render the entire license lapsed or invalid.
- Licenses of all types that are not renewed/registered six months after the last renewal date will lapse, and penalties apply for reinstatement.
- Individuals holding lapsed certificates are urged to reinstate them prior to the exchange for the license to ensure a seamless transition.

REGISTRATION

A fee must be paid to register each type of license held by the same individual for the validity period, i.e., the time period during which the certificate is valid. Therefore, a person holding any combination of the three available types of certificates must register each type and pay a separate fee. For example, a person holding a Professional Educator License and a Substitute License would pay separate registration fees for each of them every renewal cycle.

- An individual is required to register all types of licenses held and must pay a separate registration fee for each validity period.
- Individuals are required to register their licenses in each region where they teach or in any county of the State if the individual is not yet employed, but are required to pay a registration fee in only one region. Therefore, an individual who moves from one region to another after paying a registration fee for a particular period of time is required to register his or her certificates in the new region, but is not required to pay an additional registration fee.

TEACHER LEADER ENDORSEMENT on a professional educator license will be available to persons who fulfill the requirements by having obtained a master's degree or higher from a regionally accredited institution; and having completed a program that meets the requirements.

- A teacher leader may serve in a variety of roles within the school district, including but not limited to: 1) curriculum specialist, 2) instructional coach; 3) mentor teacher; 4) department chair or lead teacher; 5) content specialist; 6) supervisor (provided that a supervisory endorsement is not required for the position to which the teacher leader is assigned); 7) program leader; 8) curriculum instructor/assessment; and 9) other areas of responsibility as identified by school districts.
- A teacher who holds a teacher leader endorsement may evaluate teachers, provided that the individual has completed the required evaluation component, and a teacher leader is allowed to evaluate personnel if approved by the respective school district's joint committee.

FEES

- **\$75 application fee** for a Professional Educator License or an Educator License with Stipulations and for individuals seeking a Substitute Teaching License.
- **\$100 application fee** beginning on January 1, 2015, for a Professional Educator License, Educator License with Stipulations, or Substitute Teaching License.
- **\$150 application fee** for individuals who have completed an approved educator preparation program outside of this state or who hold a valid, comparable credential from another state or country and are seeking any of the licenses.
- **\$50 application fee** for each endorsement or approval an individual holding a license wishes to add to that license.
- **\$10 per year registration fee** for the course of the validity cycle to register the license. An individual must register the license immediately after initial issuance of the license and at the beginning of each renewal cycle if the individual has satisfied the required renewal requirements.

EDUCATOR LICENSE WITH STIPULATIONS will be exchanged for those individuals holding one of the following certificates at the time of the exchange: 1) Provisional, 2) Alternative Provisional, 3) Alternative Provisional Superintendent, 4) Resident Teacher, 5) Career and Technical Education (Vocational), 6) Provisional Career and Technical (Provisional Vocational), 7) Transitional Bilingual, 8) Bilingual, and 9) Visiting International Teacher.

PROVISIONAL EDUCATOR ENDORSEMENT in a specific content area or areas may be added to this license by an applicant who 1) holds an educator license with a minimum of 15 semester hours in content coursework from another state, U.S. territory, or foreign country and does not meet the requirements, but 2) does hold the equivalent of a minimum of a Bachelor's Degree, unless a Master's Degree is required for the endorsement, and 3) has passed a test of basic skills and content area test, as required.

- A provisional educator endorsement for principals may not be issued, nor may any person with a provisional educator endorsement serve as a principal in a public school in this state after 7/1/2013.
- Out-of-state applicants will not receive an endorsement if the person completed an alternative licensure program in another state, unless the program has been determined to be equivalent to Illinois program requirements by an Illinois institution of higher education.
- A provisional educator endorsement is valid until June 30 immediately following 2 years of the license being issued, during which time any remaining testing and coursework deficiencies must be met. Failure to satisfy all stated deficiencies will mean the individual is ineligible to receive a Professional Educator License at that time.
- A provisional educator endorsement on an Educator License with Stipulations will not be renewed.

ALTERNATIVE PROVISIONAL EDUCATOR ENDORSEMENT may be issued to an applicant who 1) has graduated from a regionally accredited college or university with a minimum of a Bachelor's Degree, 2) successfully completed the first phase of the Alternative Educator Licensure Program for Teachers, and 3) passed a test of basic skills and content area test.

- The endorsement is valid for 2 years of teaching and may be renewed for a third year if the holder meets the requirements.

ALTERNATIVE PROVISIONAL SUPERINTENDENT ENDORSEMENT entitles the holder to serve only as a superintendent or assistant superintendent in a school district's central office. This endorsement may only be issued to an applicant who 1) has graduated from a regionally accredited college or university with a minimum of a Master's Degree in a management field other than education; 2) been employed for a period of at least 5 years in a management level position in a field other than education; 3) successfully completed the first phase of an alternative route to superintendent endorsement program; and 4) passed a test of basic skills and content area tests.

- The endorsement may be registered for 2 fiscal years (July 1 to June 30 of the following year) in order to complete one full year of serving as a superintendent or assistant superintendent.

RESIDENT TEACHER ENDORSEMENT may be issued to an applicant who 1) has graduated from a regionally accredited college or university with a minimum of a Bachelor's Degree; 2) enrolled in an approved Illinois educator preparation program; and 3) passed a test of basic skills and content area test.

- The resident teacher endorsement is valid for 4 years of teaching and will not be renewed.
- A resident teacher may teach only under the direction of a licensed teacher, who will act as the resident mentor teacher, and may not teach in place of a licensed teacher.
- **This endorsement will not be issued after 6/30/13 and is valid only until June 30, 2017.**

CAREER AND TECHNICAL EDUCATOR ENDORSEMENT may be issued to an applicant who 1) has a minimum of 60 semester hours or coursework from a regionally accredited institution of higher education; 2) passed a test of basic skills, and 3) accumulated a minimum of 2,000 hours of experience in the last 10 years outside of education in each area to be taught.

- The career and technical educator endorsement is valid until June 30 immediately following 5 years of the endorsement being issued.

PROVISIONAL CAREER AND TECHNICAL EDUCATOR ENDORSEMENT may be issued to an applicant who has a minimum of 8,000 hours of work experience in the skill for which the applicant is seeking the endorsement. Each employing school board and ROE must provide written verification that no qualified teacher holding a Professional License or an Educator License with Stipulations with a career and technical educator endorsement is available, and that actual circumstances require such issuance.

- This endorsement is valid until June 30 immediately following 5 years of the endorsement being issued and may be renewed only one time for 5 years if the person passes a test of basic skills and has completed a minimum of 20 semester hours from a regionally accredited institution.

TRANSITIONAL BILINGUAL EDUCATOR ENDORSEMENT may be issued for the purpose of providing instruction to an applicant who 1) possesses adequate speaking, reading, and writing ability in the language other than English in which transitional bilingual education is offered; 2) has the ability to successfully communicate in English; and 3) either possessed, within 5 years previous to application for a transitional bilingual educator endorsement, a valid and comparable teaching certificate or comparable authorization issued by a foreign country **or** holds a degree from an institution of higher learning in a foreign country that is the equivalent of a Bachelor's Degree from a regionally accredited institution of higher learning in the U.S.

- This endorsement will be valid for Pre-K through grade 12, is valid until June 30 immediately following 5 years of the endorsement being issued, and will not be renewed.
- Persons holding a transitional bilingual educator endorsement must not be employed to replace any presently employed teacher who otherwise would not be replaced for any reason.

LANGUAGE ENDORSEMENT (other than English) may be issued to an applicant who 1) holds a transitional bilingual endorsement; 2) has demonstrated proficiency in the language for which the endorsement is to be issued by passing the applicable required language content test; 3) holds a Bachelor's Degree or higher from a regionally accredited institution **or**, for individuals educated in a country other than the U.S., holds a degree from an institution of higher learning in a foreign country that is the equivalent of a Bachelor's degree from a regionally accredited U.S. institution of higher learning; and has passed a test of basic skills.

- A language endorsement is valid for pre-k through grade 12 for the same validity period as the individual's transitional bilingual educator endorsement on the Educator License with Stipulations and will not be renewed.

VISITING INTERNATIONAL EDUCATOR ENDORSEMENT may be issued to an individual who is being recruited by a particular school district that conducts formal recruitment programs outside of the U.S. to secure the services of qualified teachers and who 1) holds the equivalent of a minimum of a Bachelor's Degree issued in the United States; 2) has been prepared as a teacher at the grade level for which he or she will be employed; 3) has adequate content knowledge in the subject to be taught; and 4) has an adequate command of the English language.

- A holder of a visiting international educator endorsement is permitted to teach in bilingual education programs in the language that was the medium of instruction in his or her teacher preparation program, provided that he or she passes the English Language Proficiency Examination or another test of writing skills in English.
- This endorsement is valid for 3 years and will not be renewed.

PARAPROFESSIONAL EDUCATOR ENDORSEMENT may be issued to an applicant who 1) holds a high school diploma or its recognized equivalent and 2) either holds an associate's degree or a minimum of 60 semester hours of credit from a regionally accredited institution of higher education **or** has passed a test of basic skills.

- The paraprofessional educator endorsement is valid until June 30 immediately following 5 years of the endorsement being issued and may be renewed through application and payment of the appropriate fee.
- An individual who holds only a paraprofessional educator endorsement is not subject to additional requirements in order to renew the endorsement.

VOLUNTARY SURRENDER OF ENDORSEMENTS

Licensees have one opportunity in 10 years to voluntarily surrender one or more endorsements on a Professional Educator License or Educator License with Stipulations. Once surrendered, the licensee may not apply for that same endorsement again for a period of 10 years, and all requirements (coursework and content testing) at the time of the new application must be met. A voluntarily-surrendered endorsement will be treated as revoked.

RENEWAL REQUIREMENTS

- All licensees should continue participating in meaningful professional development until new renewal requirements are established in statute.
- Random audits will be conducted annually by ISBE and the ROEs. Failure to satisfy the audit may result in the suspension of the educator license for up to one year.