HOW TO APPLY FOR THE PARAPROFESSIONAL SHORT TERM APPROVAL (STA-PARA)

Overview:

- Proof of a High School Diploma/Transcript with graduation date or GED equivalent
- Valid 3 Fiscal Years
- Cost \$50.00

•

**Email your High School Diploma/Transcript with graduation date or GED equivalent to dwilliams@roe39.org

- 1. Open Chrome as your interenet browser and go to www.isbe.net
- Click on Login to ELIS (left-top corner of the screen)



2. Click on "Login to your ELIS account"

EDUCATOR LICENSURE

EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS)

The ELIS website is best viewed with the latest version of Google Chrome or Mozilla Firefox on a laptop or desktop computer,

EDUCATOR ACCESS

Login to your ELIS account.

Notice: ACT Plus Writing or SAT score reports listed under a maiden name or previous name may not be credited to your account. Please complete ISBE form 73-71 to add a maiden name or previous name if applicable.

PUBLIC SEARCH

Perform a search of public license information for educators in Illinois by using the City, District, School, or Educator Name,

ADMINISTRATOR ACCESS

Perform a credential search of educators in Illinois. For use by institutions of higher education, school districts, or prospective employers to verify credentials of a potential educator candidate or employee. Illinois Educator Identification Number (IEIN) required.

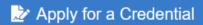
(Effective July 1, 2013: Deficiency letters and licenses will no longer be printed and mailed. You will be notified of any

3. Click on the far right side of the page if you have never created an ELIS account before and setup your account information including a login and password.

ELIS Log In Page

| Already have an account? Login Here: | CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM |
|---|---|
| Password Remember Login Name | ELIS (Educator Licensure Information System) is now replacing ECS (Educator Certification System). |
| LOG IN | You will be directed to create an IWAS for Educators account to instantly access ELIS and view your credentials. After successfully creating your account, you will be able to log in on the left side of this page anytime to access your information. |
| Forgot Your Password? | Need Help? |
| If you have forgotten your login name or password, click on the link below. | If you need help with logging in, the sign up procedure or your password, please click on the link below. |
| Find Login/Password | <u>Help</u> |
| | ve / Firefox 18.0 or above. You can download the latest version of these ng on the following icons. |
| | |

4. At the Home screen: "Apply for a Credential"

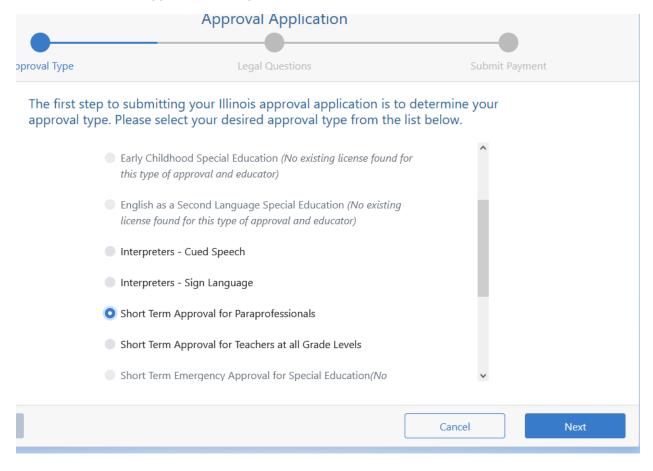


All school personnel who are required to hold a license are responsible for securing, maintaining, registering, and renewing their license.

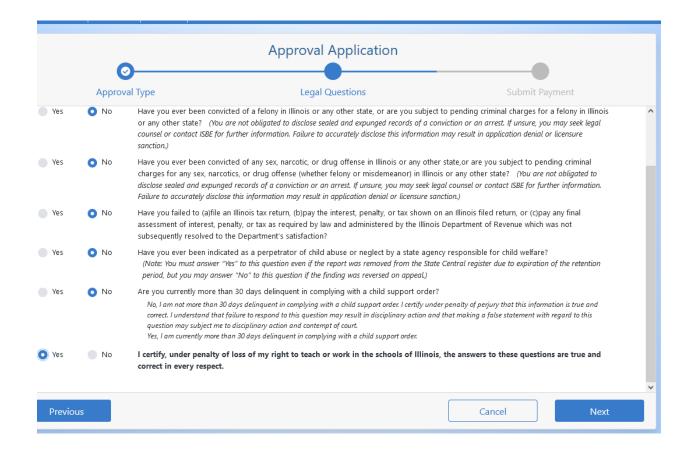
5. Click on the very last option: Approval:

| Apply for Credential | |
|---|--|
| Endorsement | |
| Professional Educator License (PEL) | |
| Substitute License (SUB) | |
| Short-Term Substitute License (STS) | |
| Paraprofessional License (Teacher's Aide) | |
| Career and Technical Educator Endorsement (CTE) | |
| Transitional Bilingual Educator Endorsement (TBE) | |
| Visiting International Educator Endorsement (VIT) | |
| Chief School Business Official (CSBO) | |
| Approval | |

6. Select Short Term Approval for Paraprofessionals

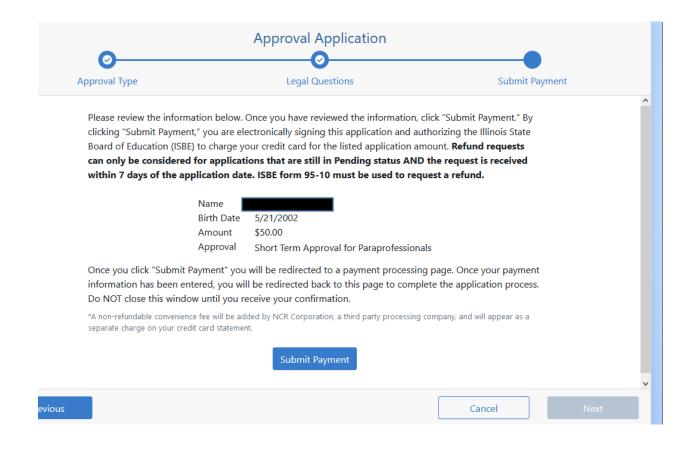


7. Answer the legal questions accordingly and click the "Next" button



8. The payment screen will come up and you will need to input your billing information and credit card information.

9. Click "Submit Payment"



All materials should be sent to:

Illinois State Board of Education
Educator Licensure Department
100 North First Street, E-240
Springfield, Illinois 62777-0001

OR

Your local Region Office of Education (ROE)

Your local Region Office of Education (ROE).
Find your local ROE here.

Your application will not be evaluated until all required supplemental documents (e.g. transcripts, forms) have been received. Visit www.isbe.net/Pages/Educator-Licensure-Requirements to view requirements for your application.

To check the status of this application, please sign into your ELIS account and click My Credentials.

Once the review is complete, you will receive an e-mail indicating your status. All evaluations are valid for two fiscal years.



10. Dee Williams will contact you when your STA-PARA credential is approved by ISBE. This credential is valid for 3 years. During this time period, you must complete the full licensure requirements of the Paraprofessional license.

Here are the requirements of the Paraprofessional license:

- At least 19 years of age **One** of the following:
- Associate's degree or higher
- 60 semester hours of coursework
- High School Diploma or GED and the following scores on the ACT Workkeys:
 - Applied Mathematics/Applied Math (with a score of 4)
 - Reading for information/Workplace Documents (with a score of 4)
- Information for the ACT WorkKeys test is on Lincoln Land Community College's website: http://www.llcc.edu/student-services/placement-testing/paraprofessional-testing/). The tests are administered at LLCC in Springfield.

Once you have taken the test and received your results, scan and email them to dwilliams@roe39.org along with a copy of your HS diploma or GED transcript and then complete the steps below.