

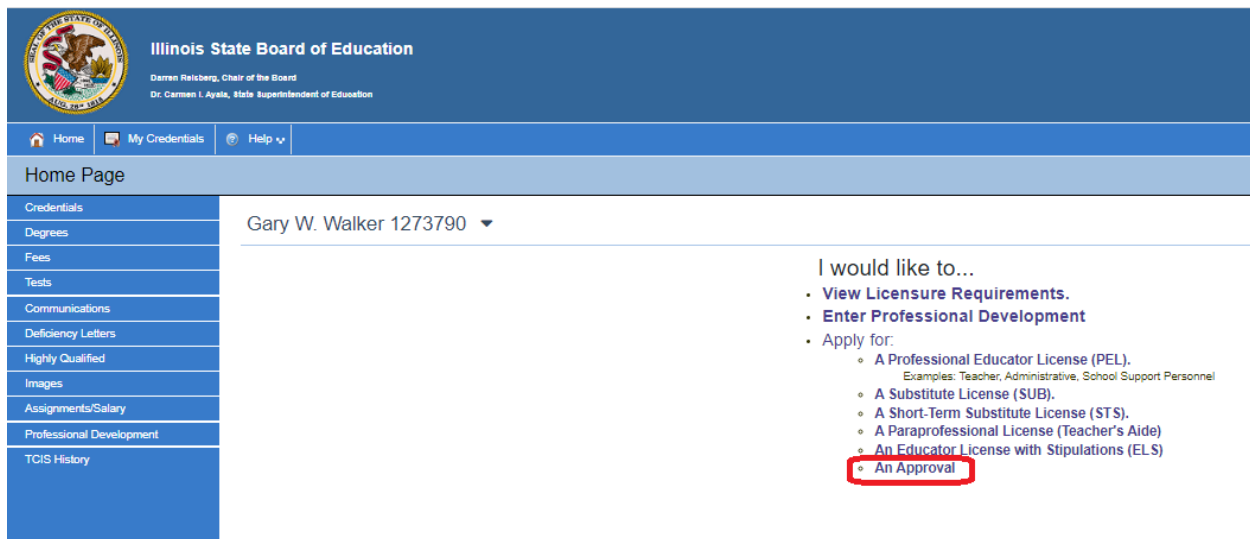
APPLICATION HOW-TO:

Short Term Approval – Paraprofessional (STA-PARA)

Overview:

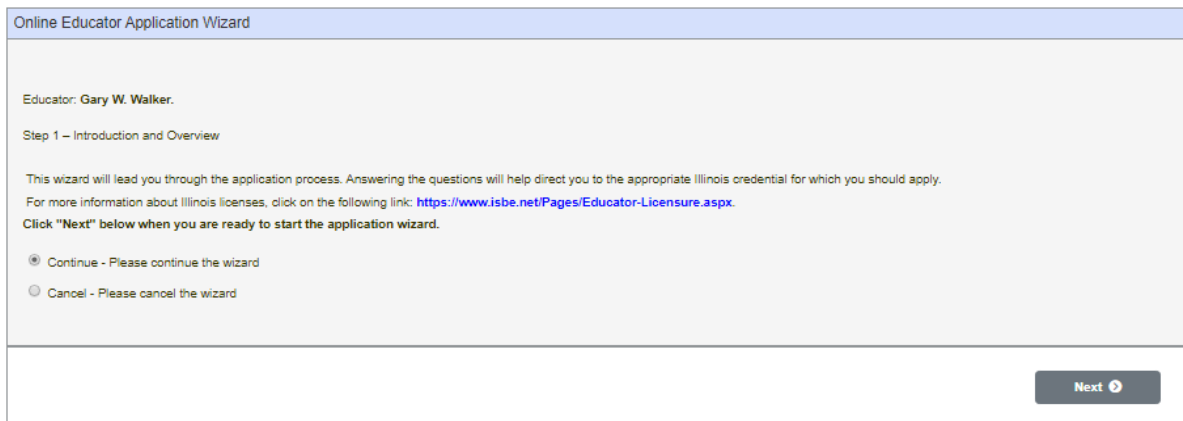
- Proof of a High School Diploma/Transcript with graduation date posted or GED Equivalent
- Valid 3 Fiscal Years
- Cost: \$50.00

1. **Login to your ELIS account** (<https://sec3.isbe.net/IWASNET/login.aspx>).
2. **Click on Apply for “An Approval”**



The screenshot shows the Illinois State Board of Education website. The header includes the logo and the name of the board, along with the names of the Chair and State Superintendent of Education. Below the header is a navigation bar with links for Home, My Credentials, and Help. The main content area is titled 'Home Page' and features a sidebar with various menu items: Credentials, Degrees, Fees, Tests, Communications, Deficiency Letters, Highly Qualified, Images, Assignments/Salary, Professional Development, and TCIS History. The user's name, Gary W. Walker 1273790, is displayed. On the right side, there is a section titled 'I would like to...' with a list of options: View Licensure Requirements, Enter Professional Development, and Apply for. Under 'Apply for', there are several options: A Professional Educator License (PEL), A Substitute License (SUB), A Short-Term Substitute License (STS), A Paraprofessional License (Teacher's Aide), An Educator License with Stipulations (ELS), and An Approval. The 'An Approval' option is highlighted with a red box.

3. **Click continue and next**



The screenshot shows the 'Online Educator Application Wizard' interface. The title bar reads 'Online Educator Application Wizard'. Below the title bar, the user's name is displayed as 'Educator: Gary W. Walker'. The current step is 'Step 1 – Introduction and Overview'. The main content area contains the following text: 'This wizard will lead you through the application process. Answering the questions will help direct you to the appropriate Illinois credential for which you should apply. For more information about Illinois licenses, click on the following link: <https://www.isbe.net/Pages/Educator-Licensure.aspx>. Click "Next" below when you are ready to start the application wizard.' Below the text are two radio buttons: 'Continue - Please continue the wizard' (which is selected) and 'Cancel - Please cancel the wizard'. At the bottom right of the wizard, there is a 'Next >' button.

4. Click "Short Term Approval for Teachers at all Grade Levels"

Approval Application Wizard

Educator: Gary W. Walker.

The first step to submitting your Illinois approval application is to determine your approval type. Please select your desired approval type from the list below.

- Adaptive PE
- Bilingual Special Education
- Early Childhood Special Education
- English as a Second Language Special Education
- Interim Speech-Language Pathologist Intern
- Interim School Counselor Intern
- Interpreters - Cued Speech
- Interpreters - Sign Language
- Short Term Approval for Teachers at all Grade Levels
- Short Term Emergency
- Teacher Coordinator
- Career and Technical Coordinator
- Intervener for Students who are Deaf-Blind

Click the "Next" button once you have made a selection.

- Continue - Please continue the wizard
- Cancel - Please cancel the wizard

Next ➔

5. Select the Paraprofessional Educator – PARA
Continue - Next

Approval Application Wizard

You are adding credentials for Gary W. Walker.

Please select one endorsement/grade combination and click "Next".

Teaching Type:

Select	Endorsement	Grade
<input type="checkbox"/>	Paraprofessional Educator - PARA	PreKindergarten through Age 21

Continue - Please continue the wizard

Cancel - Please cancel the wizard

6. Verify Contact Information (next 3 screens)
Click next on each screen to continue through

7. Answer the Criminal History Disclosure Statement Questions
Click next

Please answer the following required questions of the Criminal History Disclosure Statement.

Yes No Question

- Has your license or certificate (teaching, administrative, school support, etc.) ever been formally denied, suspended, or revoked in Illinois or any other state?
- Have you ever been convicted of a felony in Illinois or any other state, or are you subject to pending criminal charges for a felony in Illinois or any other state? (You are not obligated to disclose sealed and expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)
- Have you ever been convicted of any sex, narcotic, or drug offense in Illinois or any other state or are you subject to pending criminal charges for any sex, narcotic, or drug offense (whether felony or misdemeanor) in Illinois or any other state? (You are not obligated to disclose sealed and expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)
- Have you failed to (a) file an Illinois tax return, (b) pay the interest, penalty, or tax shown on an Illinois filed return, or (c) pay any final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue which was not subsequently resolved to the Department's satisfaction?
- Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? (Note: You must answer "Yes" to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer "No" to this question if the finding was reversed on appeal.)
- Are you currently more than 30 days delinquent in complying with a child support order?
No, I am not more than 30 days delinquent in complying with a child support order. I certify under penalty of perjury that this information is true and correct. I understand that failure to respond to this question may result in disciplinary action and that making a false statement with regard to this question may subject me to disciplinary action and contempt of court.
Yes, I am currently more than 30 days delinquent in complying with a child support order.
- I certify, under penalty of loss of my right to teach or work in the schools of Illinois, the answers to these questions are true and correct in every respect.

Once you have answered the background questions, click the "Next" button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

8. Enter credit/debit card information to pay the applicable \$50.00 approval and handling fees.
Verify Information - Click Submit

Approval Application Wizard

Please review the information below. Once you have reviewed the information, click "Submit." By clicking "Submit," you are electronically signing this application and authorizing the Illinois State Board of Education (ISBE) to charge your credit card for the listed application amount. Once an application has been evaluated, a refund is no longer available.

Profile
Name: Gary W Walker
Maiden: Unknown
Gender: Unknown
Birth Date: 3/15/1996

Payment
*Amount: \$50.00

Credentials
Approval: STA - Short Term Approval for Teachers at all Grade Levels
Endorsement(s): Not Applicable

*A non-refundable convenience fee will be added by JetPay, a third party processing company, and will appear as a separate charge on your credit card statement.

Once you click "Apply," you will be redirected to a payment processing page. Once your payment information has been entered, you will be redirected back to this page to complete the application process. Do NOT close this window until you receive your confirmation.

9. Print this page for your records - Finish

PRINT THIS PAGE FOR YOUR RECORDS.

You have applied for the following: Short Term Approval for Teachers at all Grade Levels Approval.

All materials should be sent to:
Illinois State Board of Education
Educator Licensure Division
100 North First Street, E-240
Springfield, Illinois 62777-0001

OR

Your local Region Office of Education (ROE).
Find your local ROE here: www.isbe.net/Documents/roedirectory.pdf

Your application will not be evaluated until all required supplemental documents (e.g. transcripts, forms) have been received. Visit <http://www.isbe.net/Pages/Educator-Licensure-Requirements.aspx> to view requirements for your application. To check the status of this application, please sign into your ELIS account and click "View Your Credentials".

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

Please click the "Finish" button to return to your ELIS credential.

Name: Gary W Walker
Gender: Unknown
Maiden: Unknown
Birth Date: 3/15/1996

Address: 1123 Main St.
City State, Zip: Springfield IL, 62702
Country: US

Work Phone: (012) 345-6789
Home Phone: (012) 345-6789
Email Address: Gary.Walker@ellmail.com

Continue - Please continue the wizard
 Cancel - Please cancel the wizard

➤ If you encounter a problem or have additional questions about this approval, please contact our office by phone at 217-557-6763 or by email at licensure@isbe.net