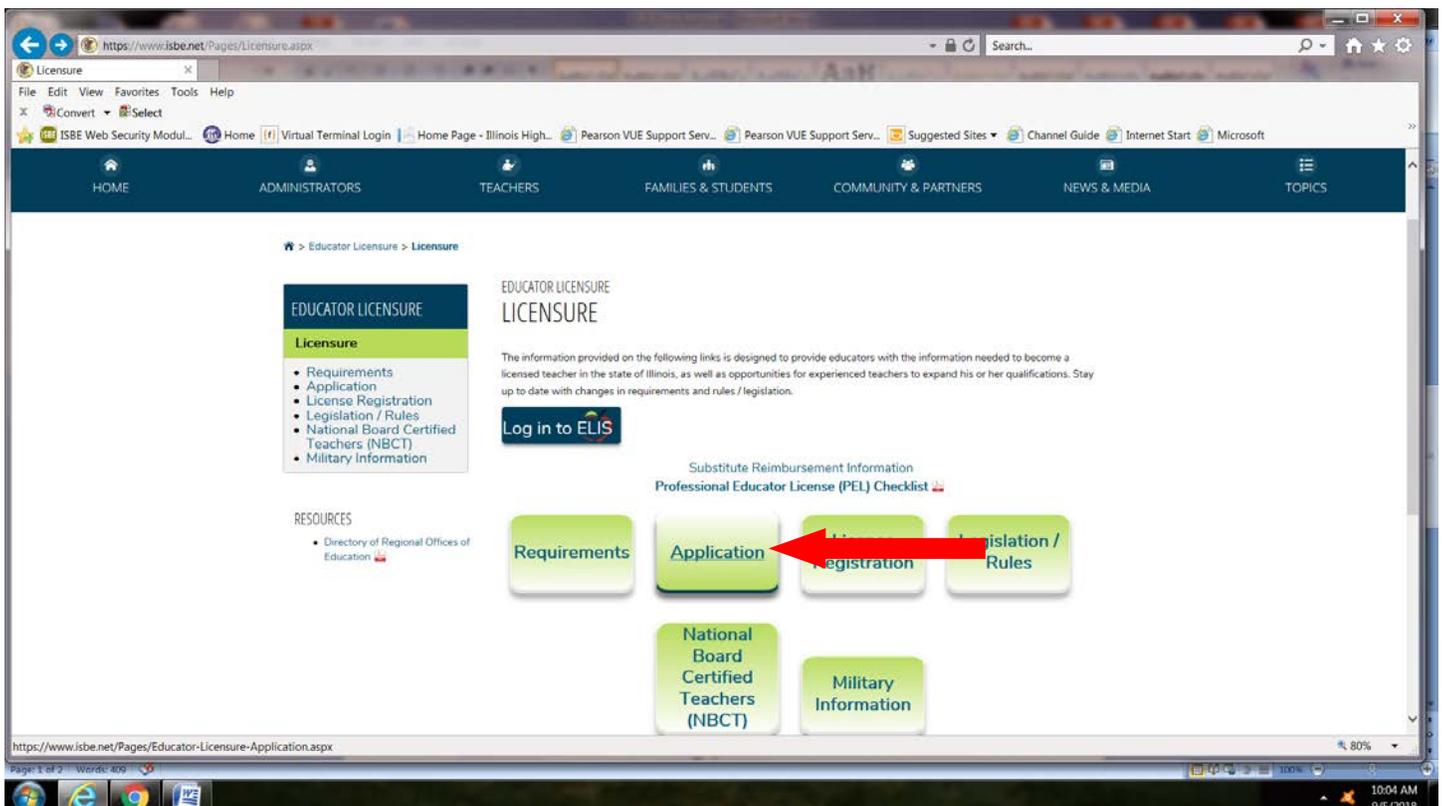
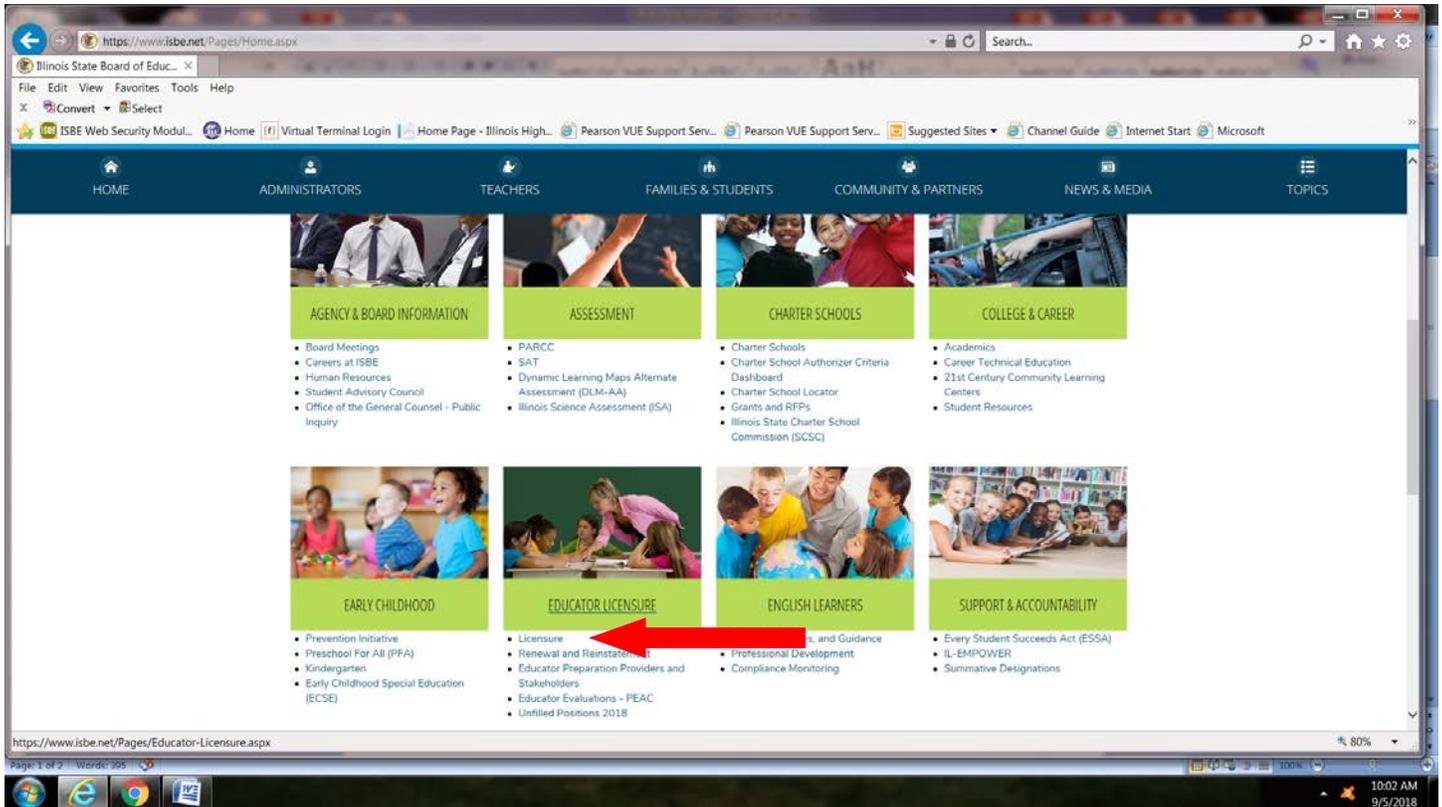
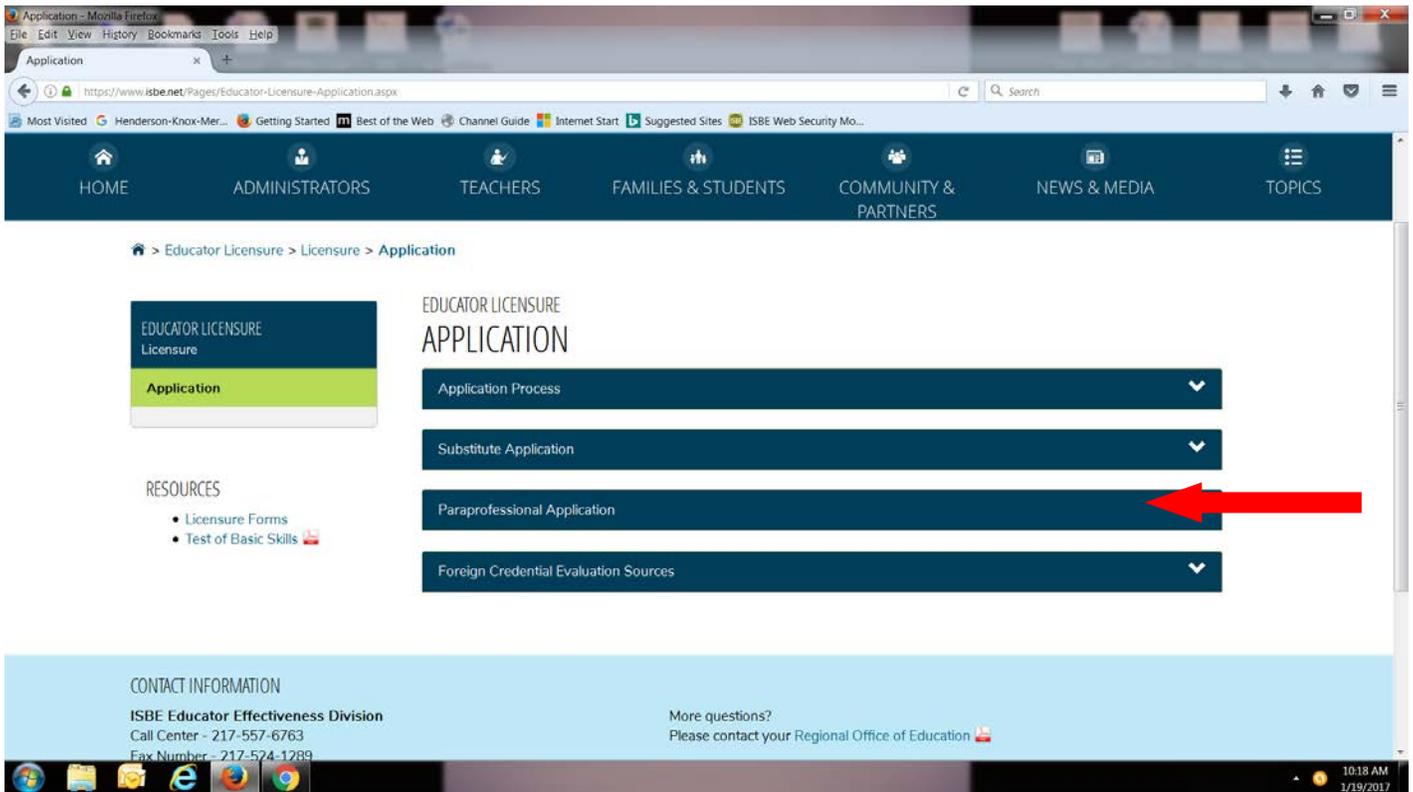


## On-line Application for a Paraprofessional Approval

If you are a first time user of the Educator Licensing Information System:

1. On the internet, go to <http://www.isbe.net>
2. Halfway down the page you will see the Educator Licensure Information (picture below)





3. Click on the **Former ECS Users Click Here for Access to the ELIS System** link and create a log in and password



After you have set up an account (entering your name, address, etc.), you can now apply for your paraprofessional approval.

1. Follow the screen prompts in the **Application Wizard** to complete the process. Make sure all information is accurate on each screen before you click 'Next'
2. You will be prompted to answer a series of legal questions.
3. You will need a credit or debit card to pay the **License Application fee of \$100 + processing fees.**
4. You will have an opportunity to review and edit information before you submit the application

5. Your approval will go into **Pending Review** status
6. Official transcripts from your college showing that you have met the requirements for a paraprofessional approval (either an associate's degree or 60 semester hours from an accredited college) will have to be sent to the Illinois State Board of Education. You can also have your college email the ROE a set of your official scores to [jforrester@roe33.net](mailto:jforrester@roe33.net) and we will upload them into your account. **NOTE: Please make every attempt to have your transcripts sent to the ROE to ensure you receive your approval in a timely manner. Having them sent to ISBE will add weeks onto the process.** You can also have your official transcripts mailed to our office for uploading as well: **Regional Office of Education Attn: Jodi Forrester, 105 North E St., Suite 1, Monmouth, IL 61462.**
7. **If you have taken the paraprofessional test to receive your approval:** Scores will be uploaded into your account by the ROE. The ROE will need a copy of your high school diploma or high school transcripts showing your graduation date.
8. When ISBE issues your approval, you will be sent an **email notification**. Log into your ELIS account to **register** the new license in **Henderson/Knox/Mercer/Warren Counties ROE #33**.

## **STEP 2**

### **License Registration:**

1. On your **ELIS Home Page** click on **Registration** in the **Action Center Box**.
2. Follow the screen prompts in the **Registration Wizard** to complete the process
3. You will need a credit or debit card to pay the License Registration fee of **approximately \$30**.
4. Select Henderson/Knox/Mercer/Warren from the dropdown box on the registration question.

## **STEP 3**

### **View and Print your Credentials:**

1. On your **ELIS Home Page** click on **View Your Credentials**
2. Print the Credentials page
3. ISBE will not send you a printed license.