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## **OBTAINING AN EDUCATOR LICENSE WITH STIPULATIONS - PARAPROFESSIONAL**

A paraprofessional educator endorsement (sometimes known as a Teacher's Aide) on an educator license with stipulations may be issued to an individual who is at least 19 years of age, holds a high school diploma or its recognized equivalent, and has met one of the following requirements\*:

1. Has completed at least 60 semester hours of credit from a regionally accredited institution of higher education (excluding remedial coursework and coursework must be a grade C or higher)
2. Holds an associate degree or higher from a regionally accredited institution of higher education

**Step 1: Create an** Educator Licensure Information System (ELIS) **account.** Visit <https://www.isbe.net/> and click "System Quick Links" at the top of the page. Click on "ELIS: Educator Licensure Information System," then choose "Login to your ELIS account" in the middle left of the page. Follow the steps to set up your ELIS account.

**Step 2: Submit an application** in ELIS. There will be an Action Center in the middle of your ELIS homepage. Underneath, there will be a link that says "Apply for a Paraprofessional License (Teacher's Aide)." An application fee (plus a processing fee) will be assessed electronically when the application is submitted. You will need a debit/credit card to complete this step.

**Step 3: Request official college transcript(s)** be sent to the Regional Office of Education. NOTE: Make every effort to have them sent electronically to Marian Hjelmgren at [mhjelmgren@roe33.net](mailto:mhjelmgren@roe33.net) as that will expedite the process of obtaining a license. Mailed transcripts may be sent to the address listed below:

Regional Office of Education #33  
Attn: Jodi Forrester/Marian Hjelmgren  
105 North E Street, Suite 1  
Monmouth, IL 61462

NOTE: If you have recently graduated, you will want to be sure when ordering that you select to wait to send until your degree line has been added to the transcript.

**Step 4: Register your issued license in ELIS.** A registration fee will be assessed electronically when the registration is completed. You will need a debit/credit card to complete this step. You will register your license in ROE #33, Henderson/Knox/Mercer/Warren Counties via your ELIS account. Once registered, the license is valid until June 30 immediately following five years of the endorsement being issued and may be renewed.

**\*\*\*If you do not meet the college coursework requirements, you will be able to take an exam once legislation is passed later this year.**

There is state legislation in the works to institute an exam that individuals will be able to take in order to gain their paraprofessional endorsement without college coursework. For more information on receiving a paraprofessional endorsement without college coursework, please contact the Regional Office of Education at 309-734-6822.