



**JODI L. SCOTT**

*Regional Superintendent of Schools*

**LORI LOVING**

*Asst. Regional Superintendent of Schools*

## **OBTAINING AN EDUCATOR LICENSE with AN OUT-OF-STATE LICENSE**

An educator who holds valid (current) certification in a state other than Illinois is currently eligible to apply for an Illinois Professional Educator's License (PEL) by merit of their out-of-state license and equivalent degree. This is applicable for teachers and school support personnel (e.g. School Social Workers, School Counselors, etc.); substitute teachers, paraprofessionals, and teacher's aides are not eligible for reciprocal licensing. In order to apply for a PEL with an out-of-state license, an individual would need to complete the following steps:

**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: Request official college transcript(s)** be sent to the Regional Office of Education. NOTE: Make every effort to have them sent electronically to Brittany Stegall at [bstegall@roe33.net](mailto:bstegall@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  
105 North E Street, Suite 1  
Monmouth, IL 61462

NOTE: You **MUST** hold the degree required to obtain the equivalent license in Illinois. For example, a School Social Worker in Illinois is required to hold a Master's Degree, so an out-of-state applicant must submit a license permitting them to serve as a social worker in public schools as well as a transcript demonstrating a Master's Degree. For more information on Illinois certification requirements, visit this page:  
<https://www.isbe.net/Pages/Educator-Licensure-Requirements.aspx>

**Step 3: Send a copy of your valid out-of-state license to the Regional Office of Education.** This can be a picture or scanned image of your out of state license, but it **MUST** be valid; expired out-of-state licenses will not be accepted. The ROE will upload this to your ELIS account as an OSCERT (Out of State CERTificate).

**Step 4: 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 [applicable license]." 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 5: 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.

For more information, please call the Regional Office of Education at 309-734-6822 and ask for Brittany Stegall or email her at [bstegall@roe33.net](mailto:bstegall@roe33.net)