



JODI L. SCOTT

Regional Superintendent of Schools

LORI LOVING

Asst. Regional Superintendent of Schools

SHORT-TERM APPROVAL

A Short-Term Approval may be issued to an individual who already holds a valid Professional Educator's License (PEL) and wishes to expand their approved endorsements or valid grade range in order to fill a vacant teaching position. The educator must meet one of the following requirements:

1. Complete a minimum of 9 semester hours of college coursework in the subject area to be taught, OR
2. Obtain a passing score on the corresponding Illinois Content Area Test.

The individual must complete and submit the following prior to applying for a Short-Term Approval:

- Official transcript(s) proving the minimum 9 hours of college coursework in the subject area to be taught
OR
- Pass the corresponding Illinois Content Area Test; registration found here <http://www.il.nesinc.com/>
- Request for Short-Term Approval, completed by the school district where the class will be taught
<https://www.isbe.net/Documents/73-96-request-employ-educator.pdf>

This approval is valid for three (3) years and allows the educator to teach outside of their content area or grade range while they work toward meeting the endorsement requirements for that position. **THIS APPROVAL CANNOT BE RENEWED.** If the educator does not meet the endorsement requirements by the time the Short-Term Approval expires, the educator will no longer be allowed to teach in the approved content area or grade. **THIS APPROVAL IS NOT VALID FOR SPECIAL EDUCATION OR DRIVER'S EDUCATION.** In order to fill a vacant Special Education position without a Special Education (LBS) endorsement, please see the process for the Short-Term Emergency Approval.

More information on the Short-Term Approval can be found here:

<https://www.isbe.net/Pages/educator-licensure-approvals.aspx>

For questions regarding this process, please call the Regional Office of Education at 309-734-6822 and ask for Marian Hjelmgren, or email her at mhjelmgren@roe33.net.