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## **EDUCATOR LICENSE WITH STIPULATIONS - CAREER AND TECHNICAL EDUCATION**

An Educator License with Stipulations endorsed for Career and Technical Education (ELS-CTE) may be issued to an individual who does not have a degree in education but wishes to become a full-time teacher in a CTE Field. The approved fields can be found here:

[https://www.isbe.net/Documents/cip\\_course\\_details\\_catalog.pdf#search=CIP%20codes](https://www.isbe.net/Documents/cip_course_details_catalog.pdf#search=CIP%20codes)

The individual must also meet the following requirements:

1. Has a minimum of 60 semester hours of college coursework.
2. Has a documented minimum of 2,000 hours of work experience (outside of education/not including classwork) in the area to be taught.

The individual must complete and submit the following via an ELIS (Educator Licensure Information System) account prior to applying for an ELS-CTE:

- Official transcript(s) proving the minimum 60 hours of college coursework
- Application for Career and Technical Educator Endorsement  
<https://www.isbe.net/Documents/73-23-cte-lic-cte-prov.pdf>
- Work Experience, via one of the forms below:
  - For a position where the employer is still available, to be completed only by the employer  
<https://www.isbe.net/Documents/73-23A.pdf>
  - For a position where the employer is no longer available, to be officiated by a notary  
<https://www.isbe.net/Documents/73-23B.pdf>
- **NOTE:** In addition to the work experience documentation from the individual's employer(s), the ELS-CTE is more likely to be awarded on the first application if the individual breaks down their hours worked based on the State course descriptions (CIP codes) that align with the individual's work experience. An example of a work experience breakdown, as well as a fillable template, are available on the ROE website. For more information regarding CIP codes, please contact Nancy Bitner, Delabar CTE System Director, at [nbitner@roe33.net](mailto:nbitner@roe33.net).
  - State CIP Course Catalogue:  
[https://www.isbe.net/Documents/cip\\_course\\_details\\_catalog.pdf#search=CIP%20codes](https://www.isbe.net/Documents/cip_course_details_catalog.pdf#search=CIP%20codes)

This license is valid for five (5) years and only allows the educator to teach in the endorsed CTE field. It is valid for grades 7-12, and can be renewed after five years if certain requirements are met. More information on the ELS-CTE can be found here: <https://www.isbe.net/Pages/career-technical-educator.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](mailto:mhjelmgren@roe33.net).