

Instructions for Getting Your Teaching License in Illinois: Professional Educator License (PEL) Application and Registration Process

Congratulations! Since you are a candidate who has completed an Approved Educator Preparation Program in a college participating in the electronic entitlement process, you will use the Educator Licensure Information System (ELIS) to submit your application and register your Professional Educator License.

Note: Once an educator candidate completes all licensure requirements, **Mrs. Karen Felker, Licensure Officer in the Education Department**, enters the entitlement information on the Illinois State Board of Education (ISBE) website. When the entitlement entry process is completed, Mrs. Felker will send an email notice to the educator candidate. Only then should the educator candidate apply/register/pay for his/her license.

***Mrs. Felker will inform the candidate via email to follow the Application and Registration Process when all is completed for Wheaton College and ISBE:**

Part 1: Educator Candidate Application Process

1. Go to the ISBE website and log into your **ELIS Account**: <http://www.isbe.net>. The status must be in Program **(CP) status** on your ELIS Credentials Page.
2. When you Log into the ELIS System, you are being entitled for a **Professional Educator License**: **Click on "Apply Now"**.
3. Complete the **Program Completer's Survey** (only applies to initial teaching program completers).
4. Upon completion of the survey, you may need to log back into your ELIS Account to complete the application process (repeat steps 1-2).
5. Complete the **Entitlement Application personal contact information**. Ensure your email address is accurate, all ISBE communication is sent to your primary email listed. Update/edit your contact information.
6. Launch the Entitlement Application Wizard and follow the prompts and answer the background questions.
7. Complete **payment information for application fees: \$100.00 fee**.
8. Your Professional Educator License will either be **Issued (I)** or it will be routed to an ISBE Evaluator for pending review (PR): contact Mrs. Felker if it goes to PR status.

Part 2: Educator Candidate Registration Process

1. You will need to register your license for it to be valid.
2. To register, **Click on "Registrations" from the Action Center**.
3. Select the Professional Educator License to register.
4. Answer the background questions, then select **"Next"**
5. Select the primary IL region in which you would like to register your license. This is the region you will be employed or anticipate future employment. If you do not have a job pending in a region or live in a different region in the state of Illinois where you will be job hunting, you will choose the **DuPage Regional Office of Education (ROE) located in Wheaton, IL: Region 19**. Then select **"Next"**.
6. Review the information and enter the **payment information for registration fees: \$50.00 fee (\$10.00 per year for five years)**. The Professional Educator License has a five-year renewal cycle in the state of Illinois. Click on **"Submit"** to confirm.
7. Proceed with Registration, select **"Finish"**.
8. View registration on your Credentials screen. If your registration was successful, you will see a **"Registered Through"** date. You should see this date issued for the license and each endorsement. Please contact Mrs. Felker if you do not see a date issued.
9. **PRINT a screen shot of your ELIS Account's Credentials page**. **This is your official Professional Educator License**. ISBE does not send you a hard copy.
10. Your transcript will be uploaded to ISBE by the Wheaton College Registrar's Office but not viewable to the public. This is for ISBE to ensure you met the requirements.

ENTITLEMENTS DO EXPIRE!

You should complete your license application/registration process for your license within 6 months from the notification. It is in your interest to do this even if you are not sure you want to teach. Failure to register your license within the suggested time of issuance will result in the license being classified as “Lapsed” (L) and must either pay a \$500.00 penalty or complete 9 semester hours of course work before it can be renewed. Don't wait – register your license NOW!

Information on Applying for an Out-of-State Teaching License: refer to www.wheteach.org

***If you are applying for a teaching license in another state, complete the following steps:**

1. Contact/email the Wheaton College Registrar's Office at registrar@wheaton.edu informing them you are in the process of transferring your teaching license from IL to another state. You will be sent a form from the Registrar's Office to complete providing permission to release your information needed to transfer your license.
2. Most state education agencies require the teacher candidate to submit a completed **Verification Form** which is evidence of completing an Approved Teaching Preparation Program here at Wheaton College. Here are instructions to complete this form if the state you are applying to requires one:
 - Refer to www.wheteach.org or the **specific state education agency**. Check the state's requirements you are pursuing a teaching position. Be informed if your state requires a verification form to be completed by Wheaton College for transferring a teaching license.
 - Send the verification form with the top portion completed to the Wheaton College Registrar's Office at registrar@wheaton.edu.
 - The **Registrar's Office** then works directly with **Mrs. Karen Felker** to complete the form verifying additional licensure information and credentials.
 - The Registrar's Office will submit the verification form either back to the teacher candidate or state education agency. Teacher candidates will inform the Registrar's Office on the location/address the form needs to be returned. Usually, states have their own process for collecting this important information for state reciprocity and transferring a teaching license.

Questions or Comments

- Contact **ISBE Call Center at 217.557.6763** if you have questions or experiencing a problem with the application process.
- Contact **Mrs. Karen Felker, Licensure Officer** at Karen.Felker@wheaton.edu if you have questions about your entitlement.

Congratulations!

Mrs. Karen Felker

Karen Felker, M.Ed.

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