

## HOW TO APPLY FOR THE PARAPROFESSIONAL SHORT TERM APPROVAL (STA-PARA)

### Overview:

- Proof of a High School Diploma/Transcript with graduation date or GED equivalent
- Valid 3 Fiscal Years
- Cost \$50.00
- 

**\*\*Email your High School Diploma/Transcript with graduation date or GED equivalent to [dwilliams@roe39.org](mailto:dwilliams@roe39.org)**

1. Open Chrome as your internet browser and go to [www.isbe.net](http://www.isbe.net)
  - Click on Login to ELIS (left-top corner of the screen)



2. Click on "Login to your ELIS account"

EDUCATOR LICENSURE

## EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS)

| The ELIS website is best viewed with the latest version of Google Chrome or Mozilla Firefox on a laptop or desktop computer.                                                                                                                                                                          |                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>EDUCATOR ACCESS</b><br><b><i>Login to your ELIS account.</i></b><br><br><b>Notice:</b> ACT Plus Writing or SAT score reports listed under a maiden name or previous name may not be credited to your account. Please complete ISBE form 73-71 to add a maiden name or previous name if applicable. | <b>PUBLIC SEARCH</b><br><br><b><i>Perform a search of public license information</i></b> for educators in Illinois by using the City, District, School, or Educator Name. | <b>ADMINISTRATOR ACCESS</b><br><br><b><i>Perform a credential search of educators in Illinois.</i></b> For use by institutions of higher education, school districts, or prospective employers to verify credentials of a potential educator candidate or employee. Illinois Educator Identification Number (IEIN) required. |

(Effective July 1, 2013: Deficiency letters and licenses will no longer be printed and mailed. You will be notified of any

3. Click on the far right side of the page if you have never created an ELIS account before and setup your account information including a login and password.

## ELIS Log In Page

Already have an account? Login Here:

Login Name

Password

☐ Remember Login Name

LOG IN

### Forgot Your Password?

If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

### CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM

ELIS (Educator Licensure Information System) is now replacing ECS (Educator Certification System).

You will be directed to create an IWAS for Educators account to instantly access ELIS and view your credentials. After successfully creating your account, you will be able to log in on the left side of this page anytime to access your information.

### Need Help?

If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

This web site has been optimized for Internet Explorer 9.0 or above / Firefox 19.0 or above. You can download the latest version of these browsers by clicking on the following icons.



4. At the Home screen: "Apply for a Credential"

 Apply for a Credential

All school personnel who are required to hold a license are responsible for securing, maintaining, registering, and renewing their license.

5. Click on the very last option: Approval:



## Apply for Credential

### Endorsement

Professional Educator License (PEL)

Substitute License (SUB)

Short-Term Substitute License (STS)

Paraprofessional License (Teacher's Aide)

Career and Technical Educator Endorsement (CTE)

Transitional Bilingual Educator Endorsement (TBE)

Visiting International Educator Endorsement (VIT)

Chief School Business Official (CSBO)

Approval

## 6. Select Short Term Approval for Paraprofessionals

### Approval Application

Approval Type

Legal Questions

Submit Payment

The first step to submitting your Illinois approval application is to determine your approval type. Please select your desired approval type from the list below.

Early Childhood Special Education *(No existing license found for this type of approval and educator)*

English as a Second Language Special Education *(No existing license found for this type of approval and educator)*

Interpreters - Cued Speech

Interpreters - Sign Language

☒ Short Term Approval for Paraprofessionals

Short Term Approval for Teachers at all Grade Levels

Short Term Emergency Approval for Special Education *(No*

Cancel

Next

7. Answer the legal questions accordingly and click the “Next” button

**Approval Application**

Approval Type      Legal Questions      Payment

Yes ☒ No Have you ever been convicted of a felony in Illinois or any other state, or are you subject to pending criminal charges for a felony in Illinois or any other state? *(You are not obligated to disclose sealed and expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)*

Yes ☒ No Have you ever been convicted of any sex, narcotic, or drug offense in Illinois or any other state, or are you subject to pending criminal charges for any sex, narcotics, or drug offense (whether felony or misdemeanor) in Illinois or any other state? *(You are not obligated to disclose sealed and expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)*

Yes ☒ No Have you failed to (a) file an Illinois tax return, (b) pay the interest, penalty, or tax shown on an Illinois filed return, or (c) pay any final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue which was not subsequently resolved to the Department's satisfaction?

Yes ☒ No Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare?  
*(Note: You must answer "Yes" to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer "No" to this question if the finding was reversed on appeal.)*

Yes ☒ No Are you currently more than 30 days delinquent in complying with a child support order?  
*No, I am not more than 30 days delinquent in complying with a child support order. I certify under penalty of perjury that this information is true and correct. I understand that failure to respond to this question may result in disciplinary action and that making a false statement with regard to this question may subject me to disciplinary action and contempt of court.*  
*Yes, I am currently more than 30 days delinquent in complying with a child support order.*

☒ Yes ☐ No I certify, under penalty of loss of my right to teach or work in the schools of Illinois, the answers to these questions are true and correct in every respect.

Previous Cancel Next

8. The payment screen will come up and you will need to input your billing information and credit card information.

## 9. Click "Submit Payment"

Approval Application

Approval Type

Legal Questions

Submit Payment

Please review the information below. Once you have reviewed the information, click "Submit Payment." By clicking "Submit Payment," you are electronically signing this application and authorizing the Illinois State Board of Education (ISBE) to charge your credit card for the listed application amount. **Refund requests can only be considered for applications that are still in Pending status AND the request is received within 7 days of the application date. ISBE form 95-10 must be used to request a refund.**

|            |                                           |
|------------|-------------------------------------------|
| Name       |                                           |
| Birth Date | 5/21/2002                                 |
| Amount     | \$50.00                                   |
| Approval   | Short Term Approval for Paraprofessionals |

Once you click "Submit Payment" you will be redirected to a payment processing page. Once your payment information has been entered, you will be redirected back to this page to complete the application process. Do NOT close this window until you receive your confirmation.

\*A non-refundable convenience fee will be added by NCR Corporation, a third party processing company, and will appear as a separate charge on your credit card statement.

Previous

Submit Payment

Cancel

Next

All materials should be sent to:

Illinois State Board of Education  
Educator Licensure Department  
100 North First Street, E-240  
Springfield, Illinois 62777-0001

OR

Your local Region Office of Education (ROE).  
Find your local ROE [here](#).

**Your application will not be evaluated until all required supplemental documents (e.g. transcripts, forms) have been received.** Visit [www.isbe.net/Pages/Educator-Licensure-Requirements](http://www.isbe.net/Pages/Educator-Licensure-Requirements) to view requirements for your application.

To check the status of this application, please sign into your ELIS account and click *My Credentials*.

Once the review is complete, you will receive an e-mail indicating your status. All evaluations are valid for two fiscal years.

 Print

 Home

10. Dee Williams will contact you when your STA-PARA credential is approved by ISBE. This credential is valid for 3 years. During this time period, you must complete the full licensure requirements of the Paraprofessional license.

Here are the requirements of the Paraprofessional license:

- At least 19 years of age
- **One** of the following:
  - Associate's degree or higher
  - 60 semester hours of coursework
  - High School Diploma or GED **and** the following scores on the ACT Workkeys:
    - Applied Mathematics/Applied Math (with a score of 4)
    - Reading for information/Workplace Documents (with a score of 4)
- Information for the ACT WorkKeys test is on Lincoln Land Community College's website: (<http://www.llcc.edu/student-services/placement-testing/paraprofessional-testing/>). The tests are administered at LLCC in Springfield.

Once you have taken the test and received your results, scan and email them to [dwilliams@roe39.org](mailto:dwilliams@roe39.org) along with a copy of your HS diploma or GED transcript and then complete the steps below.