

ENDORSEMENT PROCEDURES

On An Existing Professional Educator License

- Step 1:** Complete the “Endorsement Form” and attach a copy of your unofficial LOCUS transcripts. All requirements for the degree must be completed. Return all documents to:
Loyola University Chicago, Licensure Officer
School of Education
820 N. Michigan Avenue
Chicago, IL 60611
- Step 2:** Verification by the licensure officer of the following:
- Passing scores on any required exams
 - Degree Posted or Program Completed
 - All program requirements satisfied
 - Passing score on the final Portfolio
 - Prerequisites for middle grade endorsement
- Step 2a:** **Students must wait to take action until the Licensure Officer has completed processing the entitlement and sent them the confirmation email (Step 3). Processing with ISBE prior to this time will result in paying additional fees that are non-refundable.**
- Step 3:** The School of Education will send an email that you are ready to proceed to Step 4.
- Step 4:** ISBE Educator’s Licensure System (ELIS):
Proceed to the Illinois State Board of Education website, <http://isbe.net/>
[Note: You will be able to use Master Card or Visa credit cards to pay your fees.]
- a) Click on the Educator Credentials tab at the top of the page.
 - b) Log into your account using your IWAS information.
 - c) Click You have been Entitled by your Institution to Apply for your Educator Credential.
 - d) Launch Wizard and follow it through the application process.
 - e) When the credit card payment is successfully processed the license is issued.
 - f) You can print the screen if you wish to have proof of issuance (this has your license number which can be given to prospective employees).
 - g) You will be required to send official transcripts from all universities attended to ISBE. Transcripts must reflect final grades and posted degree. ISBE will only accept electronic transcripts sent to transcripts@isbe.net.

ADDITIONAL ENDORSEMENTS

Please fill-out this form and submit it to education@luc.edu electronically or mail it to:

Licensure Officer
Loyola University Chicago, School of Education
820 N. Michigan Avenue, Chicago, IL 60611

Name _____

IEIN _____ Loyola I.D. Number _____

Telephone Number _____ E-mail _____

- finished Endorsement ONLY program
- in MEd program, but have finished endorsement requirements
- finished M.Ed. program Transcript date of degree conferral: _____

Endorsement Area:

- Bilingual
- English-As-A-Second Language
- Learning Behavior Specialist I
- Reading Teacher
- Teacher Leader
- Other: _____

DO NOT WRITE BELOW THIS LINE

To be completed by the Licensure Officer

Successful Completion	Indicate satisfied if required
Middle Grade Classes	
ISBE Content Exam	
Courses – C or better	
Portfolio	
Degree Posted	

Check the requirement that applies
Test Only
Test and required coursework
Major and required coursework
Required coursework only, endorsement does not require test or major

Entitlement Notification of Completion of ALL Requirements:

Date (submitted to ISBE)

Initials

Date (emailed to student)

Initials