

Professional Education License (PEL) SCHOOL COUNSELING Endorsement Procedures for Receiving Your License

Step 1: ISBE Educator's Licensure System (ELIS)
Proceed to the Illinois State Board of Education online licensure site, <http://isbe.net/> to obtain your Illinois Education Identification Number (IEIN) from your ELIS account. It is necessary to complete the "Entitlement Form" for obtaining your license.

Step 2: Complete the "Entitlement Form" and return it to the Graduate Program Chair:
Dr. Eunju Yoon
Loyola University Chicago, School of Education
820 N. Michigan Avenue, Chicago, IL 60611

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: Verification
After your entitlement is posted by the Licensure Officer of the School of Education, you will receive a notification email from School of Education that will allow you 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 System Quick Links drop-down menu at the top of the page and select ELIS: Educator Licensure Information System.
- 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.

Step 5: License Issuance
The status of your license, highly qualified status, and professional development are maintained through the Illinois State Board of Education Educator Licensure System (ELIS).

Step 6: License Registration
Instructions are also provided on how to register your license online. There is a fee for the service in addition to the registration fee. This keeps the license active. Inactive licenses are subject to new state requirements to reactivate.

Upon completion of both the issuance and registration process, you can direct prospective employers to www.isbe.net/. Administrator's Portal to check on the status of your license.

