

**Professional Education License (PEL)  
SCHOOL PRINCIPAL Endorsement**  
**or**  
**SCHOOL SUPERINTENDENT Endorsement**  
**Procedures for receiving your license or endorsement**

**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 attach a copy of your unofficial LOCUS transcripts and a letter from your employer verifying two years full time teaching or school service personnel experience for the administrative endorsement or two full years administrative experience for the superintendent endorsement. If you are in a licensure only program, also attach a copy of your transcript evaluation.

Return all documents to:

Dr. Siobhan Cafferty  
Loyola University Chicago  
School of Education, Lewis Towers 11th Floor  
820 N. Michigan Ave., 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:** After your entitlement is posted by the Licensure Officer of the School of Education, you will receive a notification email from the 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](mailto: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/](http://www.isbe.net/) Administrator's Portal to check on the status of your license.

**ADMINISTRATOR ENDORSEMENT  
ENTITLEMENT INFORMATION FORM**

Please fill-out this form, attach the necessary documents and submit it to scaffer@luc.edu electronically or mail it to:

Dr. Siobhan Cafferty  
Loyola University Chicago  
School of Education, Lewis Towers 11th Floor  
820 N. Michigan Ave.  
Chicago, IL 60611

Name \_\_\_\_\_

ISBE IEIN # \_\_\_\_\_ Loyola Student I.D. # \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

School Principal Endorsement Program \_\_\_\_\_

Superintendent Endorsement Program \_\_\_\_\_

Transcript date of degree conferral OR date of endorsement completion: \_\_\_\_\_

**\*\*For Endorsement Only or Degree Not Awarded yet):**

Master's     Doctorate    Date Prior Degree Awarded: \_\_\_\_\_

Institution: \_\_\_\_\_ Major: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

To be completed by the Program Director

Successful Completion	GPD's Initials/Date
Practicum	
Required Coursework (30 semester hrs)	
Principal or Superintendent Exam	
Coursework C- or better	
Test of Academic Proficiency/Basic Skills	
Degree Conferred	
Other	

To be completed by Licensure Officer // Entitlement Notification of Completion of ALL Requirements:

\_\_\_\_\_ Date (submitted to ISBE)

\_\_\_\_\_ Initials

\_\_\_\_\_ Date (email to student)

\_\_\_\_\_ Initials

\_\_\_\_\_ Endorsement Only Program Completion in Locus

Date