

## **Professional Educator License (PEL) SCHOOL SOCIAL WORK Endorsement Procedures for Receiving Your PEL**

**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 (with all grades posted) and return it to your professor or mail it to:  
Attn: Amy Greenberg  
Loyola University Chicago  
School of Social Work  
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 4). Processing with ISBE prior to this time will result in paying additional fees that are non-refundable.**

**Step 3:** Verification by the Licensure Officer of the following:

- Passing scores on the Test of Academic Proficiency (TAP) and School Social Work
- Degree Posting (if appropriate)
- All program requirements satisfied

**Step 4:** 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 5.

**Step 5:** 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 6: 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 7: 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.

**SCHOOL SOCIAL WORK LICENSURE  
ENTITLEMENT INFORMATION FORM**

Please fill-out this form and submit it to Amy Greenberg electronically or mail it to:

Attn: Amy Greenberg  
Loyola University Chicago  
School of Social Work  
820 N. Michigan Ave.  
Chicago, IL 60611

*To submit electronically, this form must be  
completed in Adobe Reader*

Name \_\_\_\_\_

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

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Degree:  MSW  Licensure Only\*\*

Transcript date of degree conferral OR completion of licensure requirements: \_\_\_\_\_

**\*\*For Licensure Only:** (Master's Degree Information) Date Master's Awarded: \_\_\_\_\_  
Institution: \_\_\_\_\_ Major: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Successful Completion	Program Director's Initials
Internship	
Portfolio (Carthage Only)	
Proof of ISBE Testing: - Test of Academic Proficiency/Basic Skills OR ACT/SAT acceptance and - Content Test (attach <a href="#">ELIS screen shot</a> of Testing page)	
CIEP 401 Exceptional Child	
SOWK 609 Social Work in the Schools	
Coursework C- or better	
Reading Coursework	
Degree Conferred	

To be completed by Licensure Officer

Entitlement Notification of Completion of ALL Requirements:

Date (submitted to ISBE)	Initials
Date (emailed to student)	Initials