

Professional Education License (PEL) 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 Licensure Officer:
Licensure Officer
Loyola University Chicago, School of Education
820 N. Michigan Avenue, Chicago, IL 60611
- Or via email: education@luc.edu
When submitting via email, use the subject line "License Application"
- 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.]
- Click on the System Quick Links drop-down menu at the top of the page and select ELIS: Educator Licensure Information System.
 - Log into your account using your IWAS information.
 - Click You have been Entitled by your Institution to Apply for your Educator Credential.
 - Launch Wizard and follow it through the application process.
 - When the credit card payment is successfully processed the license is issued.
 - 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).
 - 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.

INITIAL TEACHER PREPARATION
ENTITLEMENT INFORMATION FORM

____ Undergraduate
____ Graduate

Please fill-out this form, attach any necessary documents indicated, and submit it to the Licensure Officer via email (education@luc.edu) or by mail it to:

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

NAME (Last, First) _____

ISBE IEIN # _____ LOYOLA STUDENT ID # _____

PHONE NUMBER _____ E-MAIL _____

BSEd MEd* Transcript date of degree conferral: _____

<i>*Prior Bachelor's Info (completed by MEd students only):</i>	Date Conferred: _____
University: _____ State: _____	Major: _____

MAJOR/PROGRAM

- Early Childhood Special Education
- Elementary
- Middle Grades Middle Grade Content Area: _____
- Secondary Education Secondary Major: _____
- Special Education (LBSI) LBSI plus Elementary (undergrad option only)
- Foreign Language (PK-12) Foreign Language Major: _____

ENDORSEMENTS

- Reading Specialist (attach an official letter confirming two years of teaching experience)
- Bilingual ESL Reading Teacher Special Education Other: _____

DO NOT WRITE BELOW THIS LINE

To be completed by the Licensure Officer

Successful Completion	Program Chair's Initials	Successful Completion	Program Chair's Initials
TAP/Basic Skills		edTPA	
Content Exam		Coursework C- or better	
Additional test required Name:		Degree Posted	

Entitlement Notification of Completion of ALL Requirements:

Date (submitted to ISBE)

Initials

Date (emailed to student)

Initials