

Teacher Licensure What's Next? Frequently Asked Questions

The following information is provided by the Licensure Officer: Melissa Phillips (309-298-1434), email: MM-Phillips@wiu.edu, 91 Horrabin Hall, Western Illinois University. This information is for students completing WIU's teacher education program and acquiring initial teacher licensure.

What happens when I finish Student Teaching?

If you have completed all program requirements, including state exams, and have been cleared for graduation by both the Licensure Office and the Registrar's Office AND an "S" grade has been submitted by your Field Supervisor, your license will be processed at the end of the semester, after your degree is posted by the university. The Licensure Officer will electronically complete the institution's entitlement process. Once the entitlement notice and completion of program notice have been submitted to ISBE, you may electronically apply for your license through the Educator Licensure Information System (ELIS) www.isbe.net/ELIS. There is a minimal service fee required along with the \$75 application fee. A debit or credit card is required for this process.

What will I do with my license?

You can register your license immediately after applying on ELIS. There is a \$10 annual registration fee required at the time of registration. You must register your license for any county/region in which you are teaching; however, only one fee is required. The registration fee must be paid for the entire cycle of the license (i.e., \$50 for 5yrs). Your license should be registered within 6 months of issuance or it will lapse and you will need to either pay a \$500 penalty or take 9 semester hours of additional course work to reinstate it.

Where do I find my Regional Office of Education?

You can find a list of all Regional Offices at <http://www.isbe.net/regionaloffices/Default.htm>. They are grouped by county (or regions) throughout Illinois.

Where can I check on the status of my license being issued?

You can go to: www.isbe.net/ELIS to check on the status of your license being issued. Educators will not receive paper copies of licenses but may print their credentials from ELIS.

What if I did not pass all my state tests yet?

You will NOT complete your program and CANNOT obtain your teaching license without passing ALL required state licensure tests. Therefore, you cannot substitute teach.

What areas am I considered "highly qualified" to teach?

You are "highly qualified" in the areas in which you have passed the appropriate content exams. For example if you are a mathematics major and have passed the mathematics content test, you are "highly qualified" to teach math at the high school level.

Special Education majors who take and pass the Elementary/Middle Grade Content test will be considered "highly qualified" in all subjects at the elementary and middle grades for special education and will be considered "highly qualified" in all subjects taught at the high school level for two years after the date of first employment. Once this two-year period has elapsed, the teacher shall be required to meet the criteria for being considered "highly qualified" in the core subject area of assignment.

What is a self-contained general education endorsement?

The endorsement for an elementary teacher is called "Self-Contained General Education". This endorsement qualifies you to teach all subject areas in a self-contained elementary classroom, within the grade range of the license.

How do I get middle level endorsements?

Endorsements are entered on the teaching license. To qualify for a middle level endorsement, you must have completed EIS 301, Rdg 384 or 387 or Eng 366g, and C&I 403 (with a minimum grade of "C") plus the 18 s.h. of content course work required for a specific endorsement.

How do I add endorsements after I receive my Professional Educator License (after graduation)?

Contact either the WIU Licensure Office (309/298-1434) or your Regional Office of Education to request a transcript evaluation to add endorsements. If you take course work after graduation, you must be sure to submit the transcripts to ISBE.

How do I obtain subsequent (second) endorsements?

Contact the Institution you plan to attend and request an evaluation for a subsequent endorsement or focus program if you want to teach at a different grade level. This evaluation will be completed by that institution. If you plan to attend Western Illinois University, contact Nancy Stoneking in the Teacher Licensure Office, 309/298-1434, for information on requesting an evaluation.

What if I want to teach in another state?

You must obtain an application from that state's Department of Education. Call the Licensure Office at 309/298-1434 if you need assistance. Most states have a place on the application for institutional recommendation or verification of completion of a program. If this is required, you should complete your application and send the entire application to: Teacher Licensure, 91 Horrabin Hall, Western Illinois University, 1 University Circle, Macomb, Illinois 61455-1390. You must request that transcripts be sent to each state as required by that state.

How do I get a transcript sent?

After your degree is conferred, request an electronic transcript from the Registrar's Office be sent to ISBE. (<http://www.wiu.edu/registrar/>). There is a charge for this.

What type of license do I have?

You will earn a Professional Educator License (PEL, valid for five years). You will be able to use this license to substitute teach. You do not need a substitute teaching license also.

What is the APT assessment and am I required to take it?

Anyone seeking licensure in Illinois is required to take the Assessment of Professional Teaching (APT) exam. This is a state required assessment covering the Illinois Professional Teaching Standards. You are required to take the Early Childhood exam if you are an Early Childhood education major. The K-12 exam is appropriate for all others.

What if I have additional questions on licensure?

Contact the Teacher Licensure Office:

Phone: 309/298-1434

e-mail: Mrs. Melissa Phillips (MM-Phillips@wiu.edu)
or Nancy Stoneking (NE-Stoneking@wiu.edu)