ACT Plus Writing/SAT scores can be used in lieu of a passing score on the Test of Academic Proficiency (TAP) for Licensure.

**STEP ONE**
IF YOU HAVE NOT ALREADY DONE SO, CREATE AN ACCOUNT ON THE EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS) AT [www.isbe.net/elis/](http://www.isbe.net/elis/)

**STEP TWO**
CONFIRM THAT YOUR SCORE REPORT MEETS THE FOLLOWING SCORE REQUIREMENTS:
- Composite score on the ACT Plus Writing of 22 or higher and a minimum score of 19 on the Combined English/Writing at **one test administration taken on the same date**.
- Composite score on the SAT of 1030 (critical reading + mathematics = 1030 or higher) and a minimum score of 450 on writing at **one test administration taken on the same date**.

**STEP THREE**
REQUEST THAT YOUR SCORES BE SENT TO ISBE DIRECTLY FROM ACT OR SAT.
- The score report **must** arrive in a sealed envelope addressed to ISBE from ACT or SAT.
- The score can be **no more than 10 years old** at the time it is received by ISBE.
- If requesting an ACT Plus Writing score report: use ACT code 3001 when ordering (see graphic below).
- There is no ISBE code for SAT on the drop down list. You must call the College Board at 866-756-7346 to request that your SAT score report be sent to the Illinois State Board of Education, Division of Educator Licensure, 100 N. First St., S-306, Springfield, IL 62777.

**STEP FOUR**
CHECK YOUR ELIS ACCOUNT TO VERIFY THAT YOUR ACT/SAT SCORE REPORT HAS BEEN ACCEPTED IN LIEU OF THE TAP. Please allow **60 days** for this information to be added to your ELIS account.

**NOTE**
Score reports that are received prior to the establishment of an ELIS account will be held for
**Revised October 1, 2014 – Administrators and School Support Personnel**

**ACT Plus Writing or SAT Score in Lieu of the Test of Academic Proficiency (TAP) for Individuals Enrolled in an Approved Illinois Preparation Program for Administrators (except Principal) and School Support Personnel**

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<th><strong>30 days. After 30 days, the report may not be credited to your account.</strong></th>
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<td><strong>SPECIAL NOTE</strong> ISBE <em>will not return</em> official score reports that reflect a score less than listed above, lack a writing component, or are more than 10 years old at the time of application. Such score reports will be shredded and therefore, cannot be used to apply for an Illinois license or endorsement.</td>
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