

## A Guide to School Support Personnel Content Test Waivers for Licensure Officers

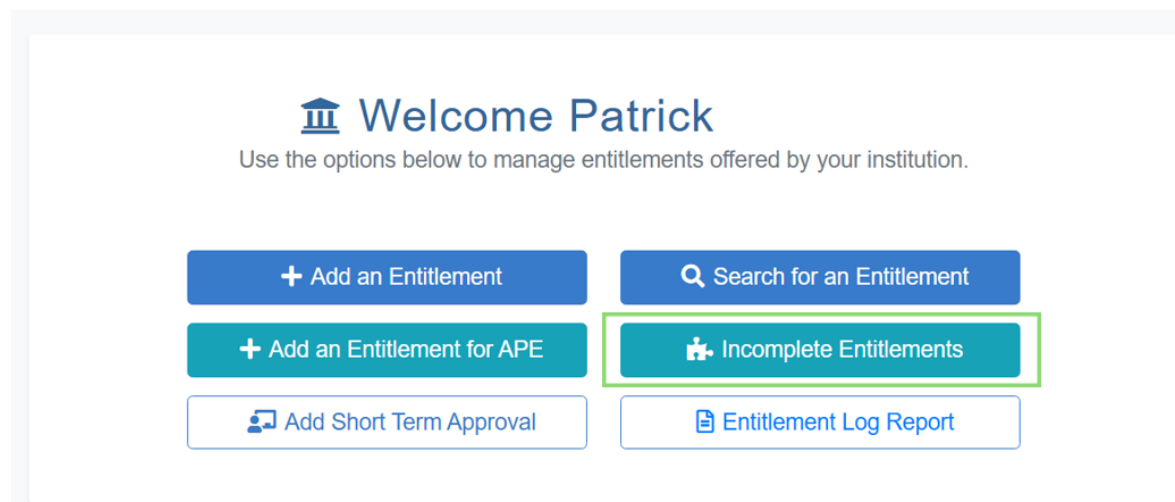
Educators who are seeking a school support personnel endorsement and who hold specific Illinois Department of Financial and Professional Regulation (IDFPR) licenses qualify for a content test waiver pursuant to Public Act 104-0128 and 23 Illinois Administrative Code Part 25. Specific IDFPR licenses for each endorsement area are listed on [ISBE's School Support Personnel Endorsements webpage](#).

To alert ISBE that they are seeking a test waiver, educators must email a copy of their IDFPR license to [LicensureForms@isbe.net](mailto:LicensureForms@isbe.net) using the subject line "Licensure Test Waiver." In the body of their email, the educator must include their name, IEIN, and birthday for matching purposes. ISBE will upload their license to the Educator Licensure Information System (ELIS) and verify the license held using [IDFPR's online licensure lookup portal](#). Once appropriate licensure is confirmed, ISBE will add a content test waiver to the educator's ELIS account. Waivers will appear as a test in ELIS.

Below are the steps licensure officers within educator preparation programs should take to determine if a content test waiver is on file in ELIS for educators.

### Confirming the Test Waiver and Supporting Documentation

1. After logging in to ELIS, select Incomplete Entitlements from your ELIS landing page.



- If the test waiver has been added, the individual will appear on the Eligible tab. The effective date of the IDFPR license will be listed in the Content Test column.

### Incomplete Entitlements

Eligible

Not Eligible

Completed

Educator First Name

Search

Educator Last Name

Search

Educator IEIN

Search

Entered by

Search

Updated By

Search

Endorsement

All

Search

Clear

Waive SCI/SOSC Test

Export

Refresh

|   | SCI/SOSC Waiver          | First Name | Last Name | IEIN | Status | Entered By | Updated By | License | Endorsement | Content Test | Status Change | Degree | Enrollment Date |
|---|--------------------------|------------|-----------|------|--------|------------|------------|---------|-------------|--------------|---------------|--------|-----------------|
| 1 | <input type="checkbox"/> | Jacyln     |           |      | PC     |            |            | PEL     | SSHI        | No           | 08/11/2025    | B      | 08/11/2025      |
| 2 | n/a                      | Rhonda     |           |      | PC     |            |            | PEL     | SCOU        | No           | 10/20/2020    | B      | 06/08/2020      |
| 3 | n/a                      | Adrienne   |           |      | PC     |            |            | PEL     | SCOU        | No           | 10/03/2023    | B      | 10/03/2023      |
| 4 | n/a                      | Bethany    |           |      | PC     |            |            | PEL     | SCOU        | No           | 10/03/2023    | B      | 10/03/2023      |
| 5 | n/a                      | Michele    |           |      | PC     |            |            | PEL     | LBSI        | No           | 06/15/2026    | D      | 06/15/2026      |
| 6 | n/a                      | Colleen    |           |      | PC     |            |            | PEL     | MATH        | No           | 04/29/2026    |        | 04/29/2026      |
| 7 | n/a                      | Colleen    |           |      | PC     |            |            | PEL     | MATH        | No           | 04/29/2026    |        | 04/29/2026      |
| 8 | n/a                      | Kendra     |           |      | PC     |            |            | PEL     | SCOU        | No           | 04/05/2023    | M      | 04/05/2023      |
| 9 | n/a                      | MARY       |           |      | PC     |            |            | PEL     | SCOU        | No           | 10/30/2020    | B      | 01/06/2020      |

If the educator does not have a test waiver on file, they will be listed on the Not Eligible tab and “No” will be listed in the Content Test column.

2a. To view the test waiver in an educator's testing section, search for a specific educator and then click the Tests tab.

The screenshot shows the educator profile page for Rhonda. The left sidebar contains the following menu items: Credentials, Degrees, Tests (highlighted with a green box), Communications, Additional Credentials, Images, and Assignments/Salary. The main content area is titled "Rhonda" and "Tests". It displays a table with the following data:

| Test Description                                            | Test Date | Test Grade | Post Date |
|-------------------------------------------------------------|-----------|------------|-----------|
|                                                             | 1/11/1997 | P          | 2/14/1997 |
|                                                             | 4/12/1997 | P          | 5/15/1997 |
|                                                             | 1/11/1997 | P          | 2/14/1997 |
| ISBE - SSP Waiver - SSP Test Waiver per Public Act 104-0128 | 8/19/2025 | P          | 8/19/2026 |

2b. A test waiver labeled “ISBE - SSP Waiver - SSP Test Waiver Per Public Act 104-0128” with a “P” (passing) score will be listed in the educator's Tests tab. The test date will match the date listed in the Content Test column on the Incomplete Entitlements page.

The screenshot shows the educator profile page for Rhonda. The left sidebar contains the following menu items: Credentials, Degrees, Tests (highlighted with a green box), Communications, Additional Credentials, Images, and Assignments/Salary. The main content area is titled "Rhonda" and "Tests". It displays a table with the following data:

| Test Description                                            | Test Date | Test Grade | Post Date |
|-------------------------------------------------------------|-----------|------------|-----------|
|                                                             | 1/11/1997 | P          | 2/14/1997 |
|                                                             | 4/12/1997 | P          | 5/15/1997 |
|                                                             | 1/11/1997 | P          | 2/14/1997 |
| ISBE - SSP Waiver - SSP Test Waiver per Public Act 104-0128 | 8/19/2025 | P          | 8/19/2026 |

3. To move the individual to “completed program” status, check the box next to the individual’s name and then click Move to Completed.

 **Incomplete Entitlements**

Eligible   Not Eligible   Completed

Educator First Name

Entered by

Endorsement

Educator Last Name

Updated By

Educator IEIN

License

|   | First Name                          | Last Name | IEIN | Status | Entered By | Updated By | License | Endorsement | Content Test | Status Change | Degree | Enrollment Date |
|---|-------------------------------------|-----------|------|--------|------------|------------|---------|-------------|--------------|---------------|--------|-----------------|
| 1 | <input checked="" type="checkbox"/> | Rhonda    |      | PC     |            |            | PEL     | SCOU        | 08/19/2025   | 10/20/2020    | B      | 06/08/2020      |

4. Add the Degree information (the degree code, at least one major, and the degree date are required) and then select Next.

Move selected entitlements to completed status ×

Degree  
Optionally add a degree

Confirmation  
Review and submit

Degree Code

Major 1

Major 2

Major 3

Degree Date

Previous

5. Click Finish after confirming all information is accurate.

Move selected entitlements to completed status

Degree

Confirmation

Optionally add a degree

Review and submit

Degree - Bachelors, School Counseling, 2026-08-20

SCOU · Rhonda

Previous Finish

6. The Results screen will show a Successful status. Then click Finish or Export Results.

Results

| Status     | IEIN | Entitlement | Message |
|------------|------|-------------|---------|
| Successful |      | SCOU        |         |

Finish Export Results

7. You will then find the individual under the Completed tab.

Incomplete Entitlements

Eligible

Not Eligible

Completed

Educator First Name

Search

Entered by

Search

Endorsement

All

Educator Last Name

Search

Updated By

Search

Search

Clear

Educator IEIN

Search

License

All

Export

Refresh

|   | First Name | Last Name | IEIN | Status | Entered By | Updated By | License | Endorsement | Content Test | Status Change | Degree | Enrollment Date |
|---|------------|-----------|------|--------|------------|------------|---------|-------------|--------------|---------------|--------|-----------------|
| 1 | Rhonda     |           |      | CP     |            |            | PEL     | SCOU        | 08/19/2025   | 08/20/2026    | M      | 06/08/2020      |