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LINK

Licensure Information, News and Knowledge

- Providing educator preparation and licensure information
- Developing a better-informed workforce
- Improving the lives of Illinois students



Illinois
State Board of
Education

You can locate and review all previous LINK communications directly from our [website](#).

ROEs/ISCs

PD ACTIVITIES AUDIT

ISBE is conducting educator audits of professional development activities completed by a subset of educators between July 1, 2017, and Aug. 31, 2022. It is imperative that educators are responsive to this audit. Failure to cooperate may result in educators' licenses becoming invalid for employment in an Illinois public, charter, or state-operated school. Letters were sent to educators being audited during the second week of January. Materials are due back to ISBE by **Feb. 20, 2023**. Please see the FAQ document [here](#). Educators can email renewal@isbe.net for additional audit questions.

SUBSTITUTE LICENSURE

As of Jan. 1, [Public Act 102-0711](#) allows a student enrolled in an Illinois approved educator preparation program with 90 semester hours of coursework to qualify for the substitute license. Anyone interested will need to submit an application within their ELIS account. To determine eligibility for licensure under this new law, ISBE will confirm that a candidate's ELIS account shows a professional educator licensure (PEL) in "pre-completion" status and will verify the candidate has completed the requisite semester hours of coursework from the entitling institution of higher education (as listed on the pre-completion PEL).

PK-8 PARAPROFESSIONALS

Public Act 102-0711 also allows paraprofessionals to be 18 years of age and serve in a prekindergarten through Grade 8 classroom only, effective Jan. 1, 2023. Districts will be responsible for placing paraprofessionals under the age of 19 at the appropriate grade level. Anyone interested may submit an application in ELIS for an ELS-Paraprofessional license.

LICENSE REINSTATEMENT

As a reminder, all licenses issued prior to July 1, 2022, that were unregistered lapsed on Jan. 1, 2023. There were a total of 77 educators who lapsed. Reinstatement information can be found on our [website](#).

PART 25 PUBLIC COMMENT

Public comment for Part 25 is now closed. The Board is scheduled to vote to adopt the updated rules at its February meeting. One of the major highlights from the rulemaking is extending the availability of short-term approvals for three more years. You can view the proposed Part 25 on our [website](#).

STEP BY STEP GUIDE TO UPLOAD TRANSCRIPTS

STEP-BY-STEP GUIDE TO UPLOAD TRANSCRIPTS

A new [step-by-step guide](#) for ROE and ISC licensure staff to use when uploading official transcripts and adding degrees is now available. ROEs and ISCs are responsible for ensuring documents and degrees are correctly added to educator ELIS accounts. This document can be used as a reference guide and to assist new employees with verifying transcript information.

Illinois Institutions of Higher Education

ANNUAL PROGRAM REPORTING

The Annual Program Reporting (APR) system opens **Feb. 1**; the collection window will close **April 30**. Please ensure that you have uploaded and certified your report year data by the closing date. We have included resources to assist you in the reporting process on our [website](#). If you have questions, you can consult the APR user guide or reach out to preparation@isbe.net.

ISBE staff will provide a [step-by-step tutorial](#) on how to navigate the APR system for annual program reporting on **Feb. 6**. This webinar is for anyone who is new to the system (or is interested in a refresher) who is responsible for reporting annual candidate and institution data. We will provide an overview of system screens and allow for Q&A at the end. This webinar will be recorded and posted to our website.

PRINCIPAL AND SUPERINTENDENT NATIONAL STANDARDS REDESIGN

ISBE will discuss the redesign process for the [Principal and Superintendent Preparation Programs National Standards](#) at an upcoming webinar on **Feb. 7**, including what institutions of higher education will need to provide to remain in program compliance. This webinar is for any institutions that currently have a principal or superintendent preparation program.

ENTITLEMENT AUDITS UNDERWAY

Pursuant to 105 Illinois Administrative Code Section 21B-25, ISBE shall randomly audit institutions each year to ensure that all licensure rules and standards are being followed during entitlement. This process is officially underway, and all institutions selected for audit this year were notified via email. If your institution was selected for audit, please review the Guide to Entitlement Audit document, which was emailed to your primary licensure officer. All audit materials and evidence provided by institutions should be returned to ISBE and/or uploaded into individual ELIS accounts by **Feb. 17**. Questions can be sent to preparation@isbe.net.

ILLINOIS PROFESSIONAL EDUCATOR STANDARDS FINALIZED

The Illinois Professional Educator Standards are finalized and posted in Section 24.140 of Illinois Administrative Code. The standards replace the 2013 Illinois Professional Teaching Standards. All teaching programs must align to these new standards by July 1, 2026. Additional information and training materials are forthcoming.

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The Illinois State Board of Education is the State Education Agency for Illinois. Our mission is to provide each and every child with safe and healthy learning conditions, great educators, and equitable opportunities by practicing data-informed stewardship of resources and policy development, all done in partnership with educators, families, and stakeholders.

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