

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

Look for this newsletter as your regular communication from the Educator Effectiveness Team.

ROEs/ISCs

NEW FORM FOR REQUESTING TEMPORARY SOCIAL SECURITY NUMBERS

For educators that need to request a temporary social security number for purposes of creating an ELIS account and obtaining a license, a new [form](#) is now available. The form is "83-92B: Request for Temporary SSN for ELIS Account Creation" and it can be found under the "General Licensure Forms" section of our Forms page.

LICENSURE SUSPENSIONS AND REVOCATIONS

New licensure suspensions and revocations have been added to our [website](#) pursuant to action taken by the State Educator Preparation and Licensure Board at its Oct. 1 meeting. Please be sure to check for updates and to see if any educators in your region have had action taken on their licenses.

FALL ROE/ISC TOUCHPOINT

Thank you for attending the Fall ROE/ISC TouchPoint. Morgan and Lauren will be sending out the recorded presentations as well as an FAQ document from questions received during the presentations. If you have additional questions regarding the presentations, you may reach out to Morgan Lovelace at mlovelac@isbe.net. Any other licensure-related questions may be directed to your liaison.

EDUCATOR CONTACT INFORMATION

When educators are creating their ELIS accounts, the contact information must be entered. If contact information is not entered for the educator, he or she will not receive any updates to their ELIS account such as deficiency letters. If you have educators in your region without contact information listed on their ELIS account, please have them update their account as soon as possible.

REFUND PROCESS

Beginning Nov. 1, the Educator Effectiveness Department is implementing a new refund process. All refund requests must come from the educator directly on ISBE Form 95-10. The form will be located on our [licensure forms page](#) when available. Once the form is completed, it can be submitted electronically to licensurefees@isbe.net. The refund request must be received within seven calendar days of application receipt. The application must be in pending review status to receive a refund. Our team will no longer be accepting refund requests from ROEs/ISCs or districts via email or phone. Educators must complete the 95-10 form and email it directly to us. Once we receive the form, the refund will be processed accordingly if the applicant meets the criteria. If you have questions about the new process, you may reach out to your liaison.

ELS-PARA LICENSE

As a reminder, when uploading high school transcripts to an educator's ELIS account for the ELS-PARA license, please be sure you are adding the high school graduation date to the "Degrees" section of ELIS. In order for a paraprofessional license to auto-issue, the high school diploma with the graduation date needs to be recorded in ELIS.

PD/EMPLOYMENT STATUS UPDATES

As a reminder, educators are responsible for updating their PD/Employment status in ELIS. If their status was reported incorrectly and their license lapsed, the educator must reinstate. You can find more reinstatement information [here](#).

LINK NEWSLETTER

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

Illinois Institutions of Higher Education

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LICENSURE OFFICER ANNUAL TRAINING

Thank you for attending the Licensure Officer Annual Training! The link for the recording, as well as the FAQ document, are posted [here](#). Please reach out to your liaison if you require proof of your attendance for your institution.

SUBSEQUENT ENDORCEMENT MATRICES

Please submit any subsequent endorsement matrices you would like advertised on our website for educators. These can be sent to preparation@isbe.net for review. The subsequent endorsement matrices templates can be found [here](#).

isbe.net/licensure



**Illinois
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Education**



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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