

Professional Educator License (PEL) Checklist for Out Of State Applicants

This checklist is a resource for educators to use when applying for an Illinois Professional Educator License as an out of state (including all US territories) applicant. Upon evaluation, additional documentation may be requested by ISBE prior to the license being issued.

Additional Information regarding requirements can be found here: <https://www.isbe.net/Pages/Professional-Educator-License.aspx>

<input type="checkbox"/>	Create an Account	Create an account in the Educator Licensure Information System (ELIS)	https://www.isbe.net/elis
<input type="checkbox"/>	Apply for licensure	<p>Apply for the Professional Educator License (PEL) in your ELIS account.</p> <p>At the time of the initial evaluation for an Illinois Professional Educator License (PEL), educators will be considered for all areas listed on his or her valid, comparable out of state license.</p>	https://www.isbe.net/elis
<input type="checkbox"/>	Submit Transcripts	<p>Request an official transcript reflecting completion of a bachelor’s degree or higher from a regionally accredited institution. Transcripts must be sent directly from the College/University</p> <p>School Support Personnel (except for School Nurse) and Administrative endorsements require completion of a master’s degree or higher.</p>	<p>transcripts@isbe.net</p> <p>OR</p> <p>Illinois State Board of Education Educator Effectiveness E-240 100 North First Street Springfield, IL 62777</p>
<input type="checkbox"/>	Submit teaching license	<p>Provide a copy of your valid, out-of-state teaching license. Upload your teaching license to your ELIS account by selecting Images->Add->Out of State Certificate->choose file (must be pdf)->Add.</p> <p>If you do not hold a valid, comparable license, ISBE form 80-02 or 80-02S is required. Your college/university must fill out the form and submit directly to ISBE.</p>	licensureforms@isbe.net