

Instructions for the new Educator License Information System (ELIS)

1. Go to the Illinois State Board of Education website: www.isbe.net
2. Click on "Teachers"
3. Click "Log in to ELIS"
4. Select "Educator Access"
5. If you have set up an account enter Login Name & Password
 - a. If you need to set up your account Click "Click Here for First Time Access to the ELIS System"
6. Fill in the required information to set up your account.
7. Window will come up that reads **Congratulations, you have created your IWAS for Educators Account** in red
8. Click **continue**, this will launch ELIS and take you to your home page.

Apply and Register a New Substitute License:

(IF YOU HOLD A PEL YOU **WILL NOT** NEED A SUB LICENSE)

- Go to **Apply for License**; choose **Substitute**; complete questions and pay the \$50 fee as prompted on line. ISBE will send you an e-mail letting you know that your license is issued. **See Important Notes below for information regarding Official Transcripts**.
- Once you have been notified that your Substitute License has been issued on ELIS, you will then need to log into ELIS and click "**register my credentials**", answer questions and pay \$60 on line. You will then receive a message on the computer screen that indicates that you have been successful in registering your license.

Apply and Register a New Paraprofessional License:

(IF YOU HOLD A PEL OR SUB LICENSE YOU **WILL NOT** NEED A PARAPRO LICENSE)

- Go to **Apply for License**; choose **Paraprofessional Endorsement**; answer the questions and pay the \$100 fee as prompted on line. ISBE will send you an e-mail letting you know that your license is issued. **See Important Notes below for information regarding Official Transcripts**.
- Once you have been notified by e-mail that your License has been issued on ELIS, you will then need to log into ELIS and click "**register my credentials**", answer questions and pay \$60 on line. You will then receive a message on the computer screen that indicates that you have been successful in registering your license.

Add an Endorsement to your Educator License:

- Log into your Elis Home Page, click "**Apply for License/Endorsement**", choose the type of license you hold, choose the endorsement for which you are applying, follow prompts and pay the \$50 application fee on line. **See Important Notes below for information regarding Official Transcripts**.
- Once your application/documents are received, ISBE will evaluate your file and send an e-mail indicating that your endorsement has been issued on line, or will send you a deficiency letter indicating what requirements need to be completed in order to receive the endorsement.

Register/Renew/Register in another region:

- Click on "**Register my Credentials**" from your ELIS Home Page. Answer the questions as prompted and pay the registration fee** of \$50 (five-year registration/renewal is \$50=\$10 per yr). You will then receive a message on your monitor indicating that you have successfully registered your license.

IMPORTANT NOTES:

* When required for registration/application, *Official Transcripts* may be submitted either to ISBE or your local ROE. They must be submitted in a sealed (unopened) envelope from the issuing organization.

**There is no additional fee to register in more than one region

REGIONAL OFFICE OF EDUCATION #40
225 E. Nicholas St. 303 W. Exchange St.
Carlinville, IL 62626 Jerseyville, IL 62052
217-854-4016 618-498-5543