



Illinois State Board of Education

Best Practices

Fall 2016 Licensure Officer Series-Webinar 1

October 17, 2016

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Institutions		Institutions		Institutions	
Blackburn College	Northern Illinois University	Bradley University	Olivet Nazarene University	Augustana College	Lake Forest College
Chicago State University	North Park University	DePaul University	Relay Graduate School of Education	Aurora University	MacMurray College
Dominican University	Quincy University	Eureka College	Roosevelt University	Benedictine University	Millikin University
Governors State University	Rockford University	Illinois College	School of the Art Institute Chicago	Chicago School of Professional Psychology	Monmouth College
Hebrew Theological College	St. Xavier University	Illinois State University	Southern Illinois University: Edwardsville	Columbia College Chicago	New Leaders
Illinois Institute of Technology	Trinity International University	Illinois Wesleyan University	University of Chicago	Concordia University	North Central College
Judson University	University of Illinois at Urbana-Champaign	Loyola University Chicago	University of Illinois at Chicago	Eastern Illinois University	Northeastern Illinois University
Kendall College	VanderCook College of Music	Knox College	University of St. Francis	Elmhurst College	Southern Illinois University – Carbondale
	Western Illinois	National Louis			

Contact Us

Licensure Call Center	217-557-6763
Help Desk: IT Department	217-558-3600

Contact Us

<u>renewal@isbe.net</u>	Renewal, reinstatement, PD questions
<u>licensureforms@isbe.net</u>	Used by institutions to submit forms that were previously sent through mail (such as 80-02; do not use for sending electronic transcripts)
<u>licensure@isbe.net</u>	Used by educators to submit documents that previously could be sent through mail (such as out of state license)
<u>transcripts@isbe.net</u>	Used by institutions to email official transcripts

ROLE

- Serve as Entitlement officer
- Oversee program compliance with ISBE
- Serve as a liaison between the institution and ISBE preparation staff
- Inform staff at ISBE of program changes or other major institutional changes that may affect preparation programs

REQUIREMENTS

- Attend training conducted by ISBE
- Adhere to the Illinois School Code and rules adopted to implement the Code when entitling candidates and/or adding endorsements
- Review new legislation and rules when available

Part 25

Licensure/Endorsement requirements

Grade Ranges

Coursework

Important dates

Testing

Clinical experience

Parts 20,21,22,23,24,26,27,28,29,30,33 (Standards):

Part 20 (Standards for Endorsements in Elementary Education)

Part 21 (Standards for Endorsements in the Middle Grades)

Part 22 (Code of Ethics for Illinois Educators)

Part 23 (Standards for School Support Personnel Endorsements)

Part 24 (Standards for all Illinois Teachers)

Part 26 (Standards for Endorsements in Early Childhood Education and Elementary Education)

Part 27 (Standards for Endorsements in Specific Teaching Fields)

Part 28 (Standards for Endorsements in Special Education)

Part 29 (Standards for Administrative Endorsements)

Part 30 (Programs for the Preparation of Principals in Illinois)

Part 33 (Programs for the Preparation of Superintendents in Illinois)

- Upon registering and taking an ILTS exam, an ELIS account is automatically created for candidates. When registering for the edTPA or subsequent ILTS exam, the educator needs to use the exact same information to register as listed in his or her ELIS account. Failure to do so results in test scores not added to the educator's ELIS account.

<http://isbe.net/licensure/pdf/higher-ed/higher-ed-entitlement-wizard.pdf>

NOTE: When using ELIS, or anything ISBE-related (website, etc.), please use Internet Explorer for your web browser for optimal viewing and access. Firefox is a good second choice. Safari and Chrome are **NOT** recommended web browsers. Advise candidates to use IE or Firefox as well.

ISBE

Illinois State Board of Education

Transcript Evaluation

Please refrain from advising candidates to apply to ISBE for “transcript evaluation”. Candidates should go through your institution if you are planning to entitle them. It is up to the IHEs discretion whether or not to offer a full or focus program to a candidate, and if adding a content-specific endorsement, refer to requirement document to determine if a candidate may be entitled for that type of endorsement: http://isbe.net/licensure/requirements/endsmt_struct.pdf

Supervisory Endorsement
You MAY entitle for these at your discretion.

- **Learning Behavior Specialist I**
- **Teacher of students who are Blind or Visually Impaired**
- **Teacher of students who are Deaf or Hard of Hearing**
- **Speech Language Pathologist**
- **Early Childhood Special Education**
- **School Support Personnel (School Social Worker, School Nurse, School Counselors, School Psychologist, Speech Language Pathologist)**

Section 25.497 Supervisory Endorsements

A professional educator license endorsed for any of the areas listed in Section 25.43(a) or school support personnel may be endorsed for supervision, provided that the licensee completes eight semester hours of graduate professional education, which shall include at least one course that relates primarily and explicitly to the supervision of personnel and one course that relates primarily and explicitly to the administration and organization of schools. A supervisory endorsement affixed to a professional educator license shall be identified by subject area, to reflect the individual's major area of specialization.

Out of State Basic Skills

If you are working with a candidate who has had an OOS test of basic skills verification sent in to ISBE, [please email your liaison so they may go into ELIS, verify the image is on file, and update the testing screen in ELIS accordingly.](#) Our support staff are **NO LONGER** reviewing these images and adding the testing on the testing screen, so it is imperative we get these entered properly. The form verifying test completion is not loaded into the Testing Screen automatically.

80-05 (Request to Expire Out Application)

Licensure Officers **NO LONGER** need to fill out this form if requesting Entitlement after an educator has already applied. LOs may simply email their IHE liaison at ISBE and request that the evaluation be expired out. It is the LOs responsibility, however, to communicate to the candidate regarding any fees or loss of fees as a result of the candidate “jumping the gun” an applying to ISBE ahead of entitlement. Placing candidates in “Pre-completion status can help ensure they do not apply before they are entitled and before they have met all requirements.

Important Entitling Policies/Reminders (Effective 3/15/15)

- **It is the responsibility of licensure officers at each institution to ensure that credentials entered via entitlement are accurate and complete.** Licensure officers and their staff must confirm that all endorsements for which an educator is qualified are entered at the time of entitlement, and that these credentials are accurate in terms of grade range and endorsement type.
- **ISBE staff will not add “forgotten” endorsements to an issued entitlement.** Please make certain you and your staff are adding every endorsement for which an applicant is qualified at the time of entitlement. Any endorsements that are not added by the licensure officer at the time of entitlement must be entered at a later time by the licensure officer, or the educator must apply for ISBE transcript review by submitting an application in ELIS. Both of these options will require a \$50 application fee per endorsement.

Important Entitling Policies/Reminders (Effective 3/15/15)

Use of Pre-Completion Status for Entitlements

- **Licensure officers should also utilize the “pre-completion” (PC) status in ELIS for entitlements.** Please enter your candidates in pre-completion status while they are in the beginning stages of your program. This status will prevent the educator from applying for the license/endorsement through ISBE transcript review before the entitlement has been entered in “completed program” (CP) status.
- ISBE has been receiving numerous requests from institutions to alter applications to reflect entitlements for educators who “applied too early.” **Beginning March 1, 2015, ISBE staff will no longer alter applications submitted for transcript review to reflect entitlement notifications.**
- Educators who submitted applications for ISBE transcript review prior to being entitled by their institution will have to proceed with ISBE transcript evaluation by submitting the necessary documents for transcript review and will be subject to the current review timelines for evaluations (**which could be up to four months**).

Grade Ranges: Below is a summary of endorsement grade ranges that are currently in effect and “new” grade ranges that will become effective for completers of your revised programs:

- [Elementary: Grades K-9](#) No candidates admitted after October 1, 2015. Candidates enrolled complete programs on or before September 1, 2018. Must have endorsement issued by September 1, 2019.
- [Elementary: Grades 1-6](#) Effective February 1, 2018. May begin admission as soon as new is approved or current program re-approved under new standards
- [Early Childhood: B-grade 3](#) No candidates admitted beginning September 1, 2017. Candidates enrolled complete programs on or before September 1, 2019. Must have endorsement issued by September 1, 2020
- [Early Childhood: B-grade 2](#) Effective Sept 1, 2019. May begin admission as soon as new program is approved or current program re-approved
- [Middle Grades: 5-8](#). Candidates must completed programs and have endorsement issued on or before January 31, 2018
- [Middle grades: 5-8](#). Effective Feb 1, 2018. May begin admission as soon as new program is approved under new standards
- [Senior High: 9-12](#). Entitlements for Secondary Education Program. The secondary education program students are completing lays the foundation that allows an educator to qualify for teaching endorsements within the program grade range. Once a program is completed, the educator can qualify for endorsements that identify what content and grade level they can teach. When entering entitlements for secondary education, ELIS will populate a “SECE-Secondary Education (6-12)” endorsement to designate completion of an approved secondary education program. You should then select the proper 9-12 content area endorsement. If the educator has completed the middle school professional coursework, he/she could also qualify for a middle school endorsement for the 6-8 grade range. No content area endorsements should be entered for the 6-12 grade range

Educator License w/Stipulations- Alternative Provisional Educator

For Alternative Programs: **An ELS/APE is NOT valid until it has been registered by the candidate.** If you offer Alternative programs, please make sure candidates know this, and have a valid provisional license **BEFORE** being placed in the classroom for their internship teaching experience. Also, **if any candidates drop the program at any time, please email your ISBE liaison and let them know the candidate's name and IEIN number, and they will remove the ELS/APE.**

IMPORTANT:

All candidates **MUST** have an **OFFICIAL** passing score on Basic Skills test and Content Test **BEFORE** allowed in the classroom as a Student Teacher or serving as a teacher of record. There have been cases in which students are allowed to begin student teaching before an official passing score has been submitted which is unacceptable. The institution must confirm the candidate has an **OFFICIAL** passing score prior to placement in a classroom.

Testing Timeline

<http://www.isbe.net/licensure/html/testing.htm>

Timeline	Teaching	School Support Personnel	Administrative	Principal
Point at which test of basic skills* must be passed	Prior to student teaching or serving as a teacher of record.	Prior to last semester or term of internship	Prior to licensure	Before admission to a principal program
Point at which content area test(s) must be passed	Prior to student teaching or serving as a teacher of record.	Prior to licensure	Prior to licensure	Prior to licensure
Point at which APT must be passed	For program completion	N/A	N/A	N/A
Point at which edTPA must be passed	For program completion beginning September 1, 2015.	N/A	N/A	N/A

Updating LO/Deans/Chairs Contact Information

If there is a change in personnel within the education department at your institution, **please communicate the change via email to your ISBE liaison right away**, so that individual will be able to update list serves for important communications as well as the Directory of Approved Programs. Please include name, title, email, and phone.

Entitlement Errors

- **Candidates with Lapsed PELs**
 - These individuals cannot be entitled for any subsequent endorsements until their PEL has been reinstated.
- **Missing Content Tests**
 - LO's need to ensure that all required content tests are listed in the Educator's ELIS account with a "P" score prior to entering the entitlement.
- **Ensure the correct grade range is entered for each endorsement.**
 - The LBS-1 Endorsement is often one where this error occurs.
 - This endorsement can be entered for the following: K-Grade 3, Grade K-9, Grade 6-12, or Grade K-12
 - **ESL/Bilingual endorsement is another endorsement area for this type of error**
 - The acceptable grade ranges for this endorsement are: Grade Range Specific
 - B-3, K-4, 5-8, 6-8, 9-12

- **Educators applying early before L.O.s can complete the entitlement**
 - Entering ALL program candidates in PC or Pre-Completer status prevents early application
- **Out of State (OOS) Basic Skills Tests not placed into Educators Testing file in ELIS**
 - Contact your ISBE liaison when sending in an OOS Basic Skills test so that the Test is correctly added to the educators file
- **No Degree on file**
 - Please ensure that each Candidate for entitlement has the proper degree **BEFORE** completing the entitlement

- Send **screen shots or use the snipping tool** showing the steps both before and after the error to your liaison.
- If your liaison can not assist in remedying the issue please call the ISBE Help Desk (217)-558-3600

Snipping Tool example.

Your ISBE liaisons are here to help you. The staff does have several projects and duties on an ongoing basis to improve service to our IHEs and educators. Your patience is appreciated! While, at times, we are able to answer emails or phone calls right away, please know that is not always possible. Your liaison will get back to you, but sometimes it may take a few days. In the case of more nuanced questions, we may need to meet as a team or consult our legal team or Rule (or all of the above) before responding.

“How-To” Videos

On the website under Educator Licensure (and on the current “Quick Links” side menu), there are several helpful “How-To” Videos that will help educators who are applying directly to the ISBE for licensure, and also for Licensure Officers who are seeking help with entering entitlements, etc.

<http://www.isbe.net/licensure/default.htm>

New ISBE.net Website

We are excited to share the new website with you! Launching in December, it will be user-friendly, and much less heavy on links. Cleaner, more easily accessed content will make it easy to use for all.

*****Important notice regarding links/URLs: If you have current ISBE website links in documents, etc., the URLs **may** be corrupt once new website goes live. Please make sure you take the time to go over the new website and update any links you have in your communications to staff and candidates, so they have “good”, up-to-date links.*****

Sneak Peak at New Website Home Page (www.isbe.net)

CURRENT TOPICS



Back to school tips for families and administrators



LATEST NEWS

- 9/08/2016: ISBE Announces Finalists for Illinois Teacher of the Year
- 9/07/2016: ISBE names more than 250 schools to participate in the Fresh Fruit and Vegetable Program
- 9/07/2016: Upcoming ESSA Listening Tour stops in Bloomington and Mundelein
- 9/01/2016: ISBE and Partners for release Reader's Guide to accompany first draft of ESSA State Plan

[view all news >](#)



AGENCY & BOARD INFORMATION

- Board Meetings
- Human Resources



ASSESSMENT

- Communications
- PARCC Place



COLLEGE & CAREER

- 21st Century Community Learning Centers
- Career Technical Education Curriculum



DISTRICT BUDGET, FUNDING & FINANCE

- Funding and Disbursements
- Grant Accountability and Transparency Act (GATA)
- School Finance

New Website: Getting to the Ed Prep Page

TEACHERS

ISBE is here to help make sure educators are ready to enter the classroom with the tools and support they need to help their students grow and achieve. Below are links to webpages organized by program area, a list of announcements and deadlines, and a list of frequently asked questions. Check the alphabetical sitemap or use the search bar to find additional information.



AGENCY & BOARD INFORMATION

- Board Meetings
- Superintendent's Weekly Message



ASSESSMENT

- Communications
- PARCC Place



DATA ANALYSIS

- Administrator and Teacher Salary and Benefits
- Teacher Salary
- Designated Teacher Shortage Areas



DISTRICT BUDGET, FUNDING & FINANCE

- Funding and Disbursements
- Title Grants Administration



EDUCATOR LICENSURE



ENGLISH LEARNERS

New Website: Getting to the Ed Prep Page

Home > Educator Licensure

Educator Licensure

- Licensure
- Renewal and Reinstatement
- Educator Preparation Providers and Stakeholders

EDUCATOR LICENSURE

Welcome to Educator Licensure! Here you will find information for educators, Regional Offices of Education, Local School Districts, State Board of Education, and the public. Our goal is to convey consistent and effective messages of Illinois licensing requirements and processes that enhance education, empower districts and ensure equitable outcomes for all students.



LICENSURE

- Requirements
- Application
- Registration
- Legislation / Rules
- National Board Certified Teachers (NBCT)
- PEAC



RENEWAL & REINSTATEMENT

- Administrator Academies
- Current Illinois Educators
- Professional Development for Educators
- Professional Development Providers
- Reinstatement
- Retired Educators



EDUCATOR PREPARATION PROVIDERS & STAKEHOLDERS

- ISE Outreach Programs
- Colleges & Universities
- Licensure Officers
- Partnership for Educator Preparation (PEP)
- State Educator Preparation and Licensure Board (SEPLB)
- Testing
- Title II
- Preparation Point Newsletters

New Website: Educator Prep Page

EDUCATOR LICENSURE

Educator Preparation Providers and Stakeholders

- ISE Outreach Programs
- Colleges & Universities
- Licensure Officers
- Partnership for Educator Preparation (PEP)
- State Educator Preparation and Licensure Board (SEPLB)
- Testing
- Title II
- Preparation Point Newsletters

EDUCATOR LICENSURE

EDUCATOR PREPARATION PROVIDERS AND STAKEHOLDERS

The information provided on the following links is designed for Illinois and Out of State Colleges and Universities, Licensure officers, and stakeholders and partners. If you are an educator and are seeking licensure information, please go to the Licensure page.

- ISE Outreach Programs
- Colleges & Universities
- Licensure Officers
- Partnership for Educator Preparation (PEP)
- State Educator Preparation and Licensure Board (SEPLB)
- Testing
- Title II
- Preparation Point Newsletters

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[Home](#) > [Educator Licensure](#) > [Educator Preparation Providers and Stakeholders](#) > **Licensure Officers**

EDUCATOR LICENSURE
Educator Preparation Providers and Stakeholders

Licensure Officers

EDUCATOR LICENSURE LICENSURE OFFICERS


Announcements

- Register for upcoming Licensure Officer Training Series, starting October 2016

RESOURCES


- Licensure Requirements
- Preparation Point Newsletters

[Licensure Officer Overview](#)

Licensure Officer Training 2.0 

CONTACT INFORMATION

ISBE Educator Licensure Division
Call Center - 217-557-6763
Fax Number - 217-524-1289
Email - licensure@isbe.net

More questions?
Please contact your Regional Office of Education 

Questions?

Thank you for attending today's "Best Practices" Webinar! We thank you for all that you do, and look forward to the next webinar in our Fall Licensure Officer Webinar Series a week from today: "Testing".

We will compile and post the Q & A document from today's webinar within a week of this broadcast, and all materials will be posted on our website under Preparation. If you have any additional questions, feel free to email your ISBE liaison.