



Illinois State Board of Education

Darren Reisberg, Chair of the Board  
Dr. Carmen I. Ayala, State Superintendent of Education

Educator Licensure Information System

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# How To Apply for an Endorsement on a Professional Educator License

Handheld devices, tablets and Macs are not compatible with our system.  
Please make sure you are using a desktop or laptop computer for the most optimal experience.



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Educator is not currently eligible for public school employment.

Test Account 1299022 ▼

### 💡 Action Center

New Documents on File	0
Notifications	0
Deficiencies	0
Registrations	0
Renewals	0
Reinstatements	0

[📄 Apply for a Credential](#)

**Click on “Apply for a Credential” on your “Home” tab.**



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Educator is not currently eligible for public school employment.

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### Apply for Credential

Endorsement

Substitute License (SUB)

Short-Term Substitute License (STS)

Paraprofessional License (Teacher's Aide)

Career and Technical Educator Endorsement (CTE)

Transitional Bilingual Educator Endorsement (TBE)

Visiting International Educator Endorsement (VIT)

Chief School Business Official (CSBO)

Approval

Select "Endorsement".



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### Educator Licenses Eligible for Endorsements

#### Licenses Eligible for Endorsements

License Code	License	Status Code	Status Desc	Application Date	Orig Issued	Expires	Action
PEL	Professional Educator License	PR	Pending Review	10/20/2021			<a href="#">Add Endorsement</a>



Click on “Add Endorsement” on the right side of your screen under the “Action” column.



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### Professional Educator License (PEL) Endorsement Application

Endorsement Type

Endorsement and Grade Range

Transcripts

Legal Questions

Submit Payment

Please select your endorsement type from the list below. If you wish to submit an application for more than one endorsement type, you will need to complete this wizard for each endorsement type you wish to submit.

- ☒ **Teacher**  
Examples of a teaching license are elementary education, music, art, chemistry, and special education endorsements.
- ☐ **Administrative**  
Examples of an administrative license are superintendent, director of special education, principal, and chief school business official.
- ☐ **School Support Personnel**  
Examples of a school support personnel license are school counselors, school psychologists, school social workers, school nurses, and speech language pathologists.
- ☐ **Dual Credit Endorsement**  
Dual credit endorsements demonstrate that educators are able to partner with a college or university to teach courses that qualify for both high school and college credit.

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Cancel

Next

Select the type of endorsement for which you are applying and click “Next”.  
For this example, “Teacher” is the type of endorsement selected.



### Professional Educator License (PEL) Endorsement Application



Please select an endorsement and grade range.


- ☐ Learning Behavior Specialist I  
Kindergarten through Age 22
- ☐ Library Information Specialist  
PreKindergarten through Grade 12
- ☐ Mathematics  
Grade 5 through Grade 8
- ☐ Mathematics  
Senior HS - Grade 9 through Grade 12
- ☐ Music  
PreKindergarten through Grade 12
- ☒ Physical Education  
PreKindergarten through Grade 12
- ☐ Reading Specialist  
PreKindergarten through Grade 12
- ☐ Reading Teacher  
PreKindergarten through Grade 12

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Scroll through the list and select the endorsement or endorsements for which you would like to apply. For this example, Physical Education PK-12 is selected. You can select more than one endorsement at one time.



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### Professional Educator License (PEL) Endorsement Application

Endorsement Type

Endorsement and Grade Range

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Submit Payment

Enter Transcript Information

Illinois State University, Illinois	On Record
Heartland Community College, Illinois	On Record

Enter Transcript Information

Please select the country, state, name and degree (if applicable) for the institution from which you will be sending official transcripts.

CountryUnited States

StateIllinois

InstitutionOther

Institution Name

DegreeBachelors

CancelAdd


Heartland Community College, IllinoisOn Record

Previous

Cancel

Next

If you have transcripts already on file, they will be listed on this page. You can click “Next” at this point. However, if you do not have any transcripts on file, you will need to add the transcript information on this screen. Click on “Enter Transcript Information” and enter your institution’s information then click “Add”. Click “Next” when finished.



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### Professional Educator License (PEL) Endorsement Application

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Please answer the following required questions of the Criminal History Disclosure Statement.

<input type="radio"/> Yes	<input type="radio"/> No	Has your license or certificate (teaching, administrative, school support, etc.) ever been formally denied, suspended, or revoked in Illinois or any other state?
<input type="radio"/> Yes	<input type="radio"/> No	Have you ever been convicted of a felony in Illinois or any other state, or are you subject to pending criminal charges for a felony in Illinois or any other state? <i>(You are not obligated to disclose sealed and expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)</i>
<input type="radio"/> Yes	<input type="radio"/> No	Have you ever been convicted of any sex, narcotic, or drug offense in Illinois or any other state, or are you subject to pending criminal charges for any sex, narcotics, or drug offense (whether felony or misdemeanor) in Illinois or any other state? <i>(You are not obligated to disclose sealed and expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)</i>
<input type="radio"/> Yes	<input type="radio"/> No	Have you failed to (a) file an Illinois tax return, (b) pay the interest, penalty, or tax shown on an Illinois filed return, or (c) pay any final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue which was not subsequently resolved to the Department's satisfaction?
<input type="radio"/> Yes	<input type="radio"/> No	Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? <i>(Note: You must answer "Yes" to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer "No" to this question if the finding was reversed on appeal.)</i>
<input type="radio"/> Yes	<input type="radio"/> No	Are you currently more than 30 days delinquent in complying with a child support order? <i>No, I am not more than 30 days delinquent in complying with a child support order. I certify under penalty of perjury that this information is true and correct. I understand that failure to respond to this question may result in disciplinary action and that making a false statement with regard to this question may subject me to disciplinary action and contempt of court.</i> <i>Yes, I am currently more than 30 days delinquent in complying with a child support order.</i>
<input checked="" type="radio"/> Yes	<input type="radio"/> No	<b>I certify, under penalty of loss of my right to teach or work in the schools of Illinois, the answers to these questions are true and correct in every respect.</b>

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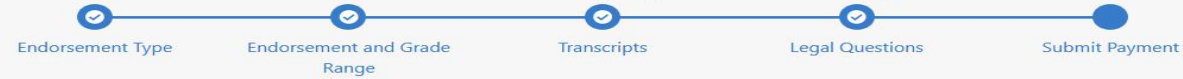
Cancel

Next

**Answer each of the background questions as they apply to you. The last question must be answered "Yes" as this verifies you have answered the background questions truthfully. When finished, click "Next."**



### Professional Educator License (PEL) Endorsement Application



Please review the information below. Once you have reviewed the information, click "Submit Payment." By clicking "Submit Payment," you are electronically signing this application and authorizing the Illinois State Board of Education (ISBE) to charge your credit card for the listed application amount. **Once an application has been evaluated, a refund is no longer available.**

Name	Test Account
Birth Date	1/1/1980
Amount	\$50.00
Endorsement(s)	Physical Education - PreKindergarten through Grade 12

Once you click "Submit Payment" you will be redirected to a payment processing page. Once your payment information has been entered, you will be redirected back to this page to complete the application process. Do NOT close this window until you receive your confirmation.

\*A non-refundable convenience fee will be added by NCR Corporation, a third party processing company, and will appear as a separate charge on your credit card statement.

[Submit Payment](#)

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Click "Submit Payment" after you review the information on this screen. You will enter your debit, credit, or prepaid card information on the next screen. NOTE: The fee will be higher if more than one endorsement was selected.



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Print this page for your records

You have successfully applied for the following PEL *Endorsement(s)*:

Physical Education - PreKindergarten through Grade 12

**Educator:** Test Account

**IEIN:** 1299022

All materials should be sent to:

Illinois State Board of Education  
Educator Licensure Department  
100 North First Street, E-240  
Springfield, Illinois 62777-0001

OR

Your local Region Office of Education (ROE).

Find your local ROE [here](#).

**Your application will not be evaluated until all required supplemental documents (e.g., transcripts, forms) have been received.** Visit [www.isbe.net/Pages/Educator-Licensure-Requirements](http://www.isbe.net/Pages/Educator-Licensure-Requirements) to view requirements for your application.

To check the status of this application, please sign into your ELIS account and click *My Credentials*.

Once the review is complete, you will receive an email indicating your status. All evaluations are valid for two fiscal years.

Print

Home

**You can print this page for your records after you complete the application process. A State Evaluator will review your application. An endorsement that is issued will be valid for you to teach the grade range in the content area selected.**