

Applying for a CTE-ELS Educator License with Stipulations

What do you need?

60 college credit hours + 2,000 relevant work experience + Forms from the ISBE website (73-23 and 73-23A or 73-23B)



Regionally accredited university



WORK EXPERIENCE

No college credit hours?
In that case you'll need 8,000 hours work experience and mark "CTE-P" on the 73-23 form.

← Application

Verified Work Experience →

Helpful Information

Visit the ISBE website and determine which endorsement best aligns with your work experience.

Click **Topics A-Z**, and then **Career Technical Education**.

Log Into ELIS Log Into IWAS Public School District Lookup FRIS Inquiry IL Report Card About the Agency and Board **Topics A-Z**

» > Topics A-Z

TOPICS A-Z

The pages are available by topic or alphabetically. To view the Topics with their primary pages click the "Show Topics" button. To view an alphabetical listing of all pages, click the "Show A-Z Index" button. Click here to view the sitemap.

Show Topics Show A-Z Index

TOPICS

- AGENCY & BOARD INFORMATION
 - Annual Reports
 - Board Information
 - Doing Business with ISBE
 - Educator Quality
 - Equity Information and Resources
 - Fiscal and Administrative Reports
 - FOIA
- ASSESSMENT
 - Assessment Inventory Results Tracker
 - Assessment Literacy
 - Communications
 - Dynamic Learning Maps Alternate Assessment (DLM-AA)
 - Illinois Assessment of Readiness
- CHARTER SCHOOLS
 - Best Practice Corner
 - Charter School Authorizer Criteria
 - Dashboard
 - Charter School Locator
 - Grants and RFPs
 - ISBE Charter School Certification
 - Legislation Rules and Policy
- COLLEGE & CAREER
 - Academics
 - Career Technical Education
 - Civil Rights Review for Secondary Education
 - College and Career Pathway Endorsement
 - FAFSA

From there, click **Programs of Study**

Log Into ELIS Log Into IWAS Public School District Lookup FRIS Inquiry IL Report Card About the Agency and Board Topics A-Z

» > College and Career Readiness > Career Technical Education

COLLEGE AND CAREER READINESS

Career Technical Education

- Agricultural, Food and Natural Resources (AFNR)
- Arts and Communications (A & C)
- Finance and Business Services (FBS)
- Health Sciences and Technology (HST)
- Human and Public Services (HPS)
- Information Technology (IT)
- Manufacturing, Engineering, Technology and Trades (METT)
- Career Exploration and Development
- CTE Curriculum
- Grants
- Perkins V
- Programs of Study**
- Work-Based Learning

COLLEGE & CAREER CAREER TECHNICAL EDUCATION

Career and Technical Education (CTE) programs in Illinois provide instruction for careers in high-wage, high-skill, and in-demand occupations. CTE programs continue to strengthen students' technical skills; articulate transitions to postsecondary programs, employment or both; assist in meeting the Illinois Learning Standards; and close achievement gaps.

CAREER CONNECTED ILLINOIS Opportunities for Success

CTE Events

News and Updates

- Educators Rising Pathway Information Sessions
- Announcing the 2022-2023 ISBE CTE Professional Learning Calendar
- CTE Summer Speaker Series 2022
- CTE Educator Plan Time Announcement - Summer 2022
- Nominate a Student, Teacher, Program or Business Partner to be Featured in the Upcoming CTE Newsletter
- IL CTE Data Portal

Locate the CTE Program Matrices.

College and Career Readiness > Career Technical Education > Programs of Study

COLLEGE AND CAREER READINESS
Career Technical Education
Programs of Study

COLLEGE & CAREER PROGRAMS OF STUDY

A program of study means a coordinated, non-duplicative sequence of academic and technical content at the secondary and postsecondary level that:

- A. incorporates challenging State academic standards;
- B. addresses both academic and technical knowledge and skills, including employability skills
- C. is aligned with the needs of industries in the economy of the State, region, Tribal community or local area
- D. progresses in specificity
- E. has multiple entry and exit points that incorporate credentialing; and
- F. culminates in the attainment of a recognized postsecondary credential. A program of study provides students with a strong experience in and comprehensive understanding of all aspects of industry.

RESOURCES

- ACTE Webinars and Resources - High-Quality CTE: Planning for a COVID-19 Impacted School Year
- Advance CTE Resources: Programs of Study
- DIP Change Crosswalk
- CTE Program Matrices Guidance

Model Programs of Study

CTE Program Matrices

CTE Program Matrices for School Year 2021-2022 (SY 2022)

The following are the proposed program matrices for Career and Technical Education for School Year 2021-2022:

- Agriculture, Food, and Natural Resources
- Architecture and Construction
- Arts, Audio/Video and Communications
- Financial and Business Services
- Government and Public Administration
- Health Sciences and Technology
- Hospitality and Tourism
- Human Services
- Information Technology (Updated 5/28/2021)
- Law, Public Safety, Corrections, and Security
- Personal Services
- STEM and Manufacturing
- Transportation, Distribution, and Logistics

Each Matrix will have Programs identified by title and CIP (classification of instructional program) code

IMPORTANT: After locating the column in the matrix that you feel aligns with your work experience, locate the SKILLS COURSE in that column of the matrix. Then page through the document to the SKILLS COURSE DESCRIPTION and verify that your work experience aligns with that course description. **Example—the skills course for Accounting is Accounting I and is on page 4 of the matrix.**

4 / 9 100% +

CAREER PROGRAMS IN FINANCE AND BUSINESS SERVICES (2021-2022)			
Group 2	12202A001	Principles of Selling	Principles of Selling courses provide students with the knowledge and opportunity to develop in-depth sales competencies. Course content typically includes types of selling, steps in a sale, sales strategies, pricing, and interpersonal skills and techniques.
Group 3	12152A001	Advanced Marketing	Marketing—Comprehensive courses focus on the wide range of factors that influence the flow of goods and services from the producer to the consumer. Topics may include (but are not limited to) market research, the purchasing process, distribution systems, warehouse and inventory control, salesmanship, sales promotions, shoplifting and theft control, business management, and entrepreneurship. Human relations, computers, and economics are often covered as well.
Group 3	12154A001	Real Estate	Real Estate courses are designed to prepare students for a career in real estate and for the licensing exam. In compliance with Section 5-27(a)(5) of the Real Estate License Act of 2000, the course must include 75 hours of instruction in real estate including at least 15 hours of situational and case studies presented in the classroom or by live, interactive webinar or online distance education. Topics should include principles of real property law, interests, and forms of ownership; contract agreements; taxes; property management, financing, appraisal; licensing requirements and structure; agency law; legal issues in real estate brokerage; required disclosures; brokerage agreement facts and practices; comparative market analysis; and any additional content as defined by the IDFPR. Content must be taught by an IDFPR-approved real estate education provider and instructor.
Group 3	12103A001	Finance	Finance courses are similar to Banking and Finance courses, but they focus specifically on finance, addressing how businesses raise, distribute, and use financial resources while managing risk. Course content typically involves modeling financial decisions (such as borrowing, selling equity or stock, lending or investing) typically undertaken by businesses.
Group 3	12104A001	Accounting I	Accounting I is a course that assists students pursuing a career in business, marketing, and management. This course includes planned learning experiences that develop initial and basic skills used in systematically computing, classifying, recording, verifying and maintaining numerical data involved in financial and product control records including the paying and receiving of money. Instruction includes information on keeping financial records, summarizing them for convenient interpretation, and analyzing them to provide assistance to management for decision making. Accounting computer applications should be integrated throughout the course where applicable. In addition to stressing basic fundamentals and terminology of accounting, instruction should provide initial understanding of the preparation of budgets and financial reports, operation of related business machines and equipment, and career opportunities in the accounting field. Processing employee benefits may also be included.
Group 3	12052A001	Business Management	Business Management courses acquaint students with management opportunities and effective human relations. These courses provide students with the skills to perform planning, staffing, financing, and controlling functions within a business. In addition, they usually provide a macro-level study of the business world, including business structure and finance, and the interconnections

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CAREER PROGRAMS IN FINANCE AND BUSINESS SERVICES (2021-2022)								
CAREER CLUSTER	Marketing	Marketing	Finance	Finance	Business Management & Administration			
CIP	52.1401	52.1501	52.0801	52.0901	52.0201	52.0701	52.1001	Administrative Assistant and Secretarial Science
PROGRAM TITLE	Marketing	Real Estate	Finance	Accounting	Business Management & Administration	Entrepreneurship/Entrepreneurial Studies	Human Resources Management/Personnel Administration	Administrative Assistant and Secretarial Science
GROUP 1: ORIENTATION COURSES (Minimum Selection: One course from Group 1 or 2)								
ORIENTATION COURSES	Career Exploration	Career Exploration	Career Exploration	Career Exploration	Career Exploration	Career Exploration	Career Exploration	Career Exploration
	Business and Technology Concept	Business and Technology Concept	Business and Technology Concept	Business and Technology Concept	Business and Technology Concept	Business and Technology Concept	Business and Technology Concept	Business and Technology Concept
	Recordkeeping	Recordkeeping	Recordkeeping	Recordkeeping	Keyboarding and Formatting	Keyboarding and Formatting	Keyboarding and Formatting	Keyboarding and Formatting
INTRODUCTORY COURSES	Introductory Business	Introductory Business	Introductory Business	Introductory Business	Introductory Business	Introductory Business	Introductory Business	Introductory Business
	Computer Concepts and Software Applications	Computer Concepts and Software Applications	Computer Concepts and Software Applications	Computer Concepts and Software Applications	Computer Concepts and Software Applications	Computer Concepts and Software Applications	Computer Concepts and Software Applications	Computer Concepts and Software Applications
	Product-Oriented Marketing	Product-Oriented Marketing	Banking and Finance	Banking and Finance	Business Communications	Business Communications	Business Communications	Business Communications
	Service-Oriented Marketing	Service-Oriented Marketing	Business Communications	Business Communications	Business Principles and Management			
SKILLS COURSE	GROUP 3: SKILLS COURSES (Minimum Selection 1)							
	Advanced Marketing	Real Estate	Finance	Accounting I	Business Management	Entrepreneurship	Human Resources Management	Information Processing I
	GROUP 4: ADVANCED COURSES							
ADVANCED COURSES	Hospitality & Tourism Marketing	Social Media Marketing	Banking	Accounting II	Business Law	Business Law	Business Law	Business Law
	Social Media Marketing	Business Law	Business Economics	Income Tax Accounting	Business Economics	Business Economics	Business Economics	Business Economics
	Sports and Entertainment Marketing	Business Economics	Business Law	Cost Accounting	International Business and Marketing	International Business and Marketing	International Business and Marketing	Cost Accounting
	International Business and Marketing	Business Ethics	Business Ethics	Payroll Accounting	Business Ethics	Business Ethics	Business Ethics	Payroll Accounting
GROUP 5: WORKPLACE EXPERIENCE COURSES								
WORKPLACE EXPERIENCE	Marketing Cluster Workplace Experience	Marketing Cluster Workplace Experience	Finance Cluster Workplace Experience	Finance Cluster Workplace Experience	Business Management & Administration Workplace Experience	Business Management & Administration Workplace Experience	Business Management & Administration Workplace Experience	Business Management & Administration Workplace Experience
	Marketing Workplace Experience	Real Estate Workplace Experience	General Finance Workplace Experience	Accounting Workplace Experience	Business Management Workplace Experience	Entrepreneurial Workplace Experience	Human Resources Workplace Experience	Administration Assistant Workplace Experience

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The CIP code for which you are applying will be entered on your 73-23 Application form. You may apply for up to three endorsement areas on one application.

Application for Career and Technical Educator Endorsement (Continued)

LIST SPECIFIC CAREER AND TECHNICAL EDUCATOR PROGRAM TITLE(S) WITH CLASSIFICATION OF INSTRUCTIONAL PROGRAMS OR CIP CODE(S) TO BE TAUGHT (To be evaluated, the following is required. Please note: On an initial evaluation, up to 3 endorsements may be evaluated under one application fee. Subsequent endorsements require an additional application and fee. For a list of available endorsements, please visit: <https://www.isbe.net/Pages/Career-Technical-Education.aspx>)

1) [Redacted]	2) [Redacted]	3) [Redacted]
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2,000 hours of work experience are needed for the first CIP code and 1,000 hours for each subsequent CIP code.

ELIS: Uploading Documents (transcripts, work verification, etc)

Visit your local ROE office for help with this step.

Visit www.isbe.net and log in to ELIS

The screenshot shows the ELIS website interface. On the left, a navigation menu lists various options, with 'Images' circled in green. A green arrow points from this menu item to the 'Action Center' section of the page. The 'Action Center' contains a list of document types: New Documents on File (0), Notifications (0), Deficiencies, Registrations, Renewals, and Reinstatements. Below this, there is a section for 'Apply for a Credential' with a sub-link for 'Register in an Additional Credential'. A second green arrow points from the 'Add Image' button at the bottom of the page to the 'Images' menu item. The main content area displays a table of uploaded documents.

Click "Images" from the menu at the left

View	ID	Document	Viewed?	Description	Page Count	Confidential Level	State	Institution	Create Info	Update Info
--	3207070	TRANS	Yes	Transcript ILEIU - Eastern Illinois University	4				hits.master - 7/1/2013	hits.master - 9/14/2010
--	459289	TRANS	No	Transcript	1				hits.master - 7/1/2013	hits.master - 3/8/2001
--	459291	TRANS	No	Transcript	1				hits.master - 7/1/2013	hits.master - 3/8/2001
--	459290	TRANS	No	Transcript	1				hits.master - 7/1/2013	hits.master - 3/8/2001
--	459292	TRANS	No	Transcript	1				hits.master - 7/1/2013	hits.master - 3/8/2001

Click the "Add Image" button

Checklist and tips for Applicants

❑ Official transcript

- from an accredited college or university indicating 60 earned credit hours of coursework in any concentration.
- Level of attainment and specific courses taken are not a deciding factor in qualification.

❑ [73-23 application](#)

- must be completed and signed by applicant. Applicant may submit as many as three separate endorsements for consideration.
- Please use current CIPs or program names
<https://www.isbe.net/Pages/CTEProgStudy.aspx#collapse1undefined> or <https://www.isbe.net/Documents/CTE-Lic-Endorsements-Guidance.pdf> Using incorrect, outdated or retired CIPs or only indicating cluster area may cause delays.
 - The bottom portion is for certification by districts and is required ONLY when the educator is a Provisional applicant
 - Provisional applicants need not have any college coursework completed

❑ [73-23A](#) or [73-23B](#) Work Verification Forms *(one for each employer/experience)*

- Use A form when the applicant has worked for another entity/employer and should be signed by former supervisor, human resources representative, or current manager
- Use B form when the applicant was employed by an employer that is no longer is business OR the applicant was self-employed
- CTE-ELS applicants must have 2,000 hours verified work experience for initial endorsement and 1,000 unduplicated

hours for subsequent endorsements. Work experience must be directly related and aligned to Skills level coursework.

- Provisional applicants must have 8,000 hours verified work experience for initial endorsement and 1,000 unduplicated hours for subsequent endorsements.
- Enter the total number of hours for each skill. Skills should only be combined in one line if closely related. Do not enter “five years” or “full time”. See example following below.
- Do not copy/duplicate verbiage from coursework-- describe exactly the work done.
- Resumes are not required and are not considered verified. They can support the A or B form, but not replace them. Same with portfolios or work samples.

Example of poor work experience submission:

Construction 4660 hours
This would not tell the evaluator anything about the work performed.

Jones Construction full time for two years
Doesn't describe work or quantify hours of experience

Sketching and reading blueprints, seeking investors for company, framing and foundation of commercial buildings, accounting functions for business, create and edit documents, inspect equipment, tools and PPE, design company logo and maintain website 4660 hours
All work is combined with work unrelated to CIP, how many hours apply to the CIP is unknown

Compared to well-documented, but same work experience:

Sketching, reading and interpreting blueprints 1200 hours
Framing and foundation of commercial buildings 3300 hours
Inspect equipment, tools and PPE for safety of team 160 hours