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Paraprofessional License

Requirements:

1. Be at least 19 years of age.
2. Have 1 of the following:
 - Associate's degree or higher
 - HS diploma or GED **and** a score of 460 or higher on the ETS Parapro
 - HS diploma or GED **and** the following scores on the ACT WorkKeys:
 - Applied Math with a score of at least 4
 - Workplace Documents with a score of at least 4

Instructions for accessing ELIS—Educator Licensure Information System

[ELIS is best viewed with the latest version of Internet Explorer
www.isbe.net](http://www.isbe.net)

- At the top of the home page click on *System Quick Links*
- Click on *ELIS: Educator Licensure Information System*
- In the middle of the screen, in the *Educator Access* box, click on *Login to your ELIS account*
- Enter your login name and password or create them by clicking on *Sign Up Now* on the left-hand side of the screen
- A window should read: **Welcome to your personal IWAS for Educators account.**
- Click “continue>>”:
- ELIS will launch.
- Enter address, phone number, and email address.

**If you have trouble accessing ELIS, call
ISBE at 217-557-6763.**

To Apply for the Educator License with Stipulations-Paraprofessional

- On the home page, click on “Apply for a Paraprofessional Endorsement”
- Follow steps and pay the \$100 application fee with a debit or credit card.
- Send required documents to:
ROE #11
Attn: Beth Preston
730 7th Street
Charleston, IL 61920
- Official college transcripts may be emailed directly to me by the college or university at bpreston@roe11.org
- Once the license has been issued, return to your ELIS account and click on “Registration” in the white *Action Center* box on the home page. Pay the \$30 registration fee with a debit or credit card.

Paraprofessional licenses are valid for 5 years, and renewable with the payment of registration fees.

