



730 7th Street
Charleston, IL 61920

office 217-348-0151
fax 217-348-0171

roe11.org

Kyle Thompson, PhD
Regional Superintendent
kthompson@roe11.org

Jon Julius, PhD
Asst. Regional Superintendent
jjulius@roe11.org

Paraprofessional License

Requirements:

- At least 19 years of age to serve students in prekindergarten through grade 12.
- **Beginning January 1, 2023**, you may qualify for the ELS-Paraprofessional license by meeting the requirements outlined below at age 18 but only may serve in prekindergarten through grade 8.
- **One** of the following required:
 - Associate's degree or higher
 - 60 semester hours of coursework
 - High School Diploma or GED **and** a score of 460 or higher on the ETS Parapro
 - High School Diploma or GED **and** the following scores on the ACT Workkeys:
 - Applied Mathematics/Applied Math (with a score of 4)
 - Reading for information/Workplace Documents (with a score of 4)

Instructions for accessing ELIS–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 *Click Here for First Time Access* on the right-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 217-557-4723.**

To Apply for the Educator License with Stipulations-Paraprofessional

- On the home page of your ELIS account, click on Apply for a Credential.
- Click on Paraprofessional License (Teacher's Aide)
- Follow steps and pay the \$100 application fee with a debit or credit card.
- Send required documents to:
ROE #11
Attn: Licensure
730 7th Street
Charleston, IL 61920
- Official college transcripts may be emailed directly to me by the college or university at bbrowning@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.

