



JODI L. SCOTT

Regional Superintendent of Schools




LORI LOVING

Asst. Regional Superintendent of Schools

OBTAINING AN EDUCATOR LICENSE WITH STIPS - CAREER AND TECHNICAL EDUCATOR (ELS-CTE)




An ELS-CTE may be issued to an individual who meets the following criteria:

Minimum of 60 semester hours*

- Documented a minimum of 2,000 hours of experience outside of education in the area to be taught
- Must apply online and submit [ISBE form 73-23](#) 
- Submit Work Experience
 - [73-23A](#)  (To be Completed Only By the Employer)
 - [73-23B](#)  (Employment Information by Applicant. Employer/Supervisor No Longer Available)

This license is valid to teach grades 7-12 in the specific endorsement area only. The license is valid for 5 years, and is renewable.

OR- you can obtain a provisional license meeting the following requirements:

- Documented a minimum of 8,000 hours of work experience in the skill that will be taught
- Must apply online and submit [ISBE form 73-23](#) 
- Submit Work Experience
 - [73-23A](#)  (To be Completed Only By the Employer)
 - [73-23B](#)  (Employment Information by Applicant. Employer/Supervisor No Longer Available)

This license is valid to teach grades 11-12 only, and restricted to the specific endorsement area. The license is valid for 5 years, and is renewable.

At the time of application, must obtain a letter from the school district confirming that no teacher holding a PEL or ELS endorsed in career and technical education is available and that circumstances warrant the issuance of this license.

Step 1: Create an Educator Licensure Information System (ELIS) account. Visit <https://www.isbe.net/> and click “System Quick Links” at the top of the page. Click on “ELIS: Educator Licensure Information System,” then choose “Login to your ELIS account” in the middle left of the page. Follow the steps to set up your ELIS account.

Step 2: Submit an application in ELIS. There will be an Action Center in the middle of your ELIS homepage. An application fee (plus a processing fee) will be assessed electronically when the application is submitted. You will need a debit/credit card to complete this step.

If Submitting Coursework Complete Step 3, otherwise skip to Step 4.



Regional Office Of
EDUCATION
HENDERSON, KNOX, MERCER AND WARREN COUNTIES
Serving our schools and communities.

Step 3: Request official college transcript(s) be sent to the Regional Office of Education. NOTE: Make every effort to have them sent electronically to Brittany Stegall at bstegall@roe33.net as that will expedite the process of obtaining a license. Mailed transcripts may be sent to the address listed below:

Regional Office of Education #33
Attn: Jodi Forrester/Brittany Stegall
105 North E Street, Suite 1
Monmouth, IL 61462

Step 4: Submit Work Experience. You must Submit the forms listed above, if you need additional space the work document attached has been created to assist you. An example of your detailed work experience is also attached. The more detailed you can be the better. Please submit these documents to Brittany Stegall via email at bstegall@roe33.net or in person at:

Regional Office of Education #33
121 S. Prairie St Suite 2
Galesburg IL 61401

Step 5: ISBE will review your application. Processing time can take up to 8-10 weeks depending on volume. Once reviewed ISBE will either issue your license or issue you a letter explaining the steps needed for approval. Once application is approved proceed to Step 6.

Step 6: Register your issued license in ELIS. A registration fee will be assessed electronically when the registration is completed. You will need a debit/credit card to complete this step. You will register your license in ROE #33, Henderson/Knox/Mercer/Warren Counties via your ELIS account. Once registered, the license is valid until June 30 immediately following five years of the endorsement being issued and may be renewed.

Please contact Brittany Stegall at bstegall@roe33.net with any questions.