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## WILL COUNTY REGIONAL OFFICE EDUCATION

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Dr. Lisa Caparelli - Ruff, *Regional Superintendent*

Dr. John W. Sparlin, *Assistant Regional Superintendent*

### Subsequent Teaching Endorsements

Details are located on the [Subsequent Teaching Endorsements](#) page of ISBE's website. The Regional Office of Education (ROE) can provide the requirements for endorsements; however, only ISBE can indicate whether any previously completed coursework meets the requirements for a specific endorsement. The state will only complete evaluations if an individual applies for an endorsement. The state also does not provide the ROE with a list of specific qualifying content courses out of state or in Illinois. The only information the ROE can provide about qualifying coursework is that courses for licensure must be completed at a regionally accredited institution, be "C-" or higher, must be 100-level or higher and must meet the content area requirements for the requested endorsement. The aforementioned web page contains a section that breaks down [Acceptable Areas of Coursework for Endorsements](#). Testing information can be found on the [Illinois Licensure Testing System \(ILTS\)](#) website. If an educator applies, ISBE would conduct an evaluation on all transcripts on file. If an educator does not qualify for the endorsement at the time of application, the state issues a deficiency letter explaining what the educator still needs to obtain the endorsement. The evaluation will be valid for the remainder of the fiscal year in which the evaluation is originally completed plus two subsequent fiscal years. Individuals must submit official transcripts from all colleges/universities attended for the coursework from those colleges/universities to be applied toward the evaluation. Transcripts already on file do not need to be re-submitted. Educators can see the list of documents uploaded into their Educator Licensure Information System (ELIS) account by viewing the **Images** tab. A paper transcript is considered official if it is still sealed in the envelope as prepared by the college Registrar. Paper transcripts can be sent to the ROE at the address listed above. ISBE will accept electronic transcripts from reputable sources such as E-script **IF** you request that the electronic transcript be e-mailed directly to Melissa Esquivel at [mesquivel@willcountyillinois.com](mailto:mesquivel@willcountyillinois.com). The ROE **cannot** accept electronic transcripts that are copies of what an individual received from a service. Applications are completed online through ELIS:

- Go to [www.isbe.net](http://www.isbe.net)
- Click on **Log Into ELIS** at the top of the page.
- Click on **Login to your ELIS account** under the "Educator Access" option.
- Enter with your *Login Name* and *Password*.
- If you have not created an ELIS account, click on **Sign Up Now** and create an account.
- Below the "Action Center" box on the home page of your ELIS account, you will find the **Apply for Credential** option.
- Selecting that link will take you through a wizard that walks you step by step through the application process.
- Currently, it is \$50 per endorsement plus processing fee to apply.

Please contact our office with any questions.

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*Working with Our Communities to Support Student Learning*

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