



Steps for Paraprofessional License Application

(You must be 20 years of age to apply for the Paraprofessional License)

Requirements: Associate Degree or
60 semester hours of coursework from an accredited university or
Paraprofessional Test \$70 (can be taken at the ROE)
(Effective January 1, 2017 cost of the Paraprofessional Test will be \$70)

Log on to: www.isbe.net (Do not use Chrome)

Click on Teachers (top of page)

Click on Log in to ELIS

Educator Access

Click on Log in to your ELIS account

Click on Sign Up Now on the left side of the page

You will need to create an account with a log-in name and password. ISBE recommends using Firefox or IE (not Google Chrome).

Once you fill in all of the required fields, you will click to continue. Once logged into ELIS, you will click to apply for a Paraprofessional License and follow the application wizard. The application fee is \$100 and you will use a credit/debit card.

Once you have created an account in ELIS and paid your \$100 application fee you will need to do the following:

- Request an official transcript in a sealed envelope be sent to the Regional Office of Education #26, 130 S. Lafayette, Suite 200, Macomb, IL 61455 OR you may bring an official transcript to our office, but it must be in a sealed envelope. We will then scan, and upload into your ELIS account.
- If you took and passed the paraprofessional test you will receive your scores in the mail in approximately 3 weeks. Please bring the official scores to the ROE and we will copy, scan and upload to your ELIS account.
- We also need a copy of your high school transcript or diploma, which will be scanned and upload into your ELIS account.
- After ISBE processes your application you will receive an email with instructions on registering your license. The registration fee is \$50.