



Steps for Paraprofessional License Application

You must be 19 years of age to apply for the Paraprofessional License
Paraprofessional Test \$70 (can be taken at the ROE)

Requirements:

1 of the Following:

- Associate 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 — 4
 - Reading for Information/Workplace Documents— 4

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, 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 paid your \$100 application fee you will need to do the following:

- If you are using college coursework please 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. 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 diploma or transcript.
- After ISBE processes your application you will receive an email with instructions on registering your license. The registration fee is \$50.