



# Illinois State Board of Education

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www.isbe.net

James T. Meeks  
Chairman

Tony Smith, Ph.D.  
State Superintendent of Education

## Applying for an Illinois Professional Educator License (PEL)

This checklist is a resource for educators to use when applying for an IL Professional Educator License (PEL) as an out of state (OOS) or out of country (OOC) license holder. Although each PEL has its own requirements, following this process will allow ISBE to evaluate applications with initial required documentation.

**Upon evaluation, additional documents may be requested by ISBE prior to the license being issued.**

### CHECKLIST

<input type="checkbox"/>	Create an ELIS account	<a href="#">ELIS Log-In</a>
<input type="checkbox"/>	Apply for a PEL <sup>1</sup> , from your ELIS account, in the content and grade range closest to your OOS/OOC license	<a href="#">How- To Videos</a>
<input type="checkbox"/>	Send Official <sup>2</sup> transcript(s) reflecting a bachelor's degree or higher from a regionally accredited institution  *International transcripts must be translated by an approved foreign credential evaluation service.	<b>Mail Code:</b> E-240  <b>Email:</b> <a href="mailto:transcripts@isbe.net">transcripts@isbe.net</a>  <a href="#">Foreign Credential Evaluation Service</a>

### If You Hold A Valid Out Of State Comparable License

<input type="checkbox"/>	Submit a copy of OOS/OOC license to ISBE; include name and IEIN	<b>Email:</b> <a href="mailto:licensure@isbe.net">licensure@isbe.net</a>
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### If You Do Not Hold An Valid Out Of State Comparable License

<input type="checkbox"/>	Submit ISBE Form <sup>3</sup> 80-02 or 80-02S to your university/college to verify completion of state approved program, standards coursework, and testing	<a href="#">ISBE Forms</a>
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For more details regarding requirements: [www.isbe.net/Pages/Professional-Educator-License.aspx](http://www.isbe.net/Pages/Professional-Educator-License.aspx)

1 An application fee will be collected via credit card before the application is submitted

2 To be Official, transcripts must be submitted in the sealed envelope from the college or university or be sent directly by the institution.

3 Additional documentation and test scores may be requested based on the completion of this form