

PARAPROFESSIONAL LICENSE

REQUIREMENTS

1. Be at least 19 years of age **and**;
2. Show proof of **one (1)** of the following requirements:
 - a. Associate's degree or higher; **or**
 - b. 60 semester hours of coursework; **or**
 - c. High School Diploma or GED **and** a score of 460 or higher on the [ETS ParaPro test](#); **or**
 - d. High School Diploma or GED **and** the following scores on the [ACT Work Keys test](#):
 - Applied Mathematics/Applied Math — 4
 - Reading for Information/Workplace Documents — 4

***Note:** Paraprofessional licenses are valid for 5 years, and may be renewed with the payment of registration fees.

*If you currently hold a valid Professional Educator License, Substitute License or Educator License with Stipulations – Provisional Educator or Career and Technical Educator.
You do not need to apply for the Paraprofessional License.*

In order to significantly expedite the issuance of your Paraprofessional License, please follow these steps.

1. **Request your college** (must be a regionally accredited institution) send an official transcript of your associates degree or 60 semester hours of college credit (non-remedial) by e-mail to afrohning@roe12.org or in a sealed envelope to:

**ROE #12
204 W. Washington St.
Newton, IL 62448**

OR provide an official copy of your ACT WorkKeys or ETC ParaPro Assessment test scores along with proof of high school graduation (diploma or transcript) or a GED credential. These can be sent to the above e-mail or address.

If your transcript is under a different name than your ELIS account, please contact the ROE with this information. The ROE will scan the documentation into your ELIS account for ISBE evaluators to access during the evaluation.

2. **Create an ELIS account if you do not have one.** Skip this step if you already have an ELIS account.
 - a. Log into the State Board's website www.isbe.net
 - b. Click on TEACHERS
 - c. Click on Log Into ELIS button
 - d. Next screen under Educator Access click on Login to your ELIS account
 - e. Next screen click on "Sign Up Now" box on left hand side of page
 - f. Next screen enter information to create new login and password for ELIS
 - g. Next screen click on "Continue" box
3. **After the ROE has uploaded the transcript or other required documentation,** you can apply for the Paraprofessional License
 - a. Log into your ELIS account
 - b. On the home page there will be a choice to apply for a Paraprofessional License (Teacher's Aide). The application fee will be \$100.00 plus a convenience charge
4. **Check your ELIS account to see when your license is issued.** Once it is issued you must register the license to make it valid. There will be an icon on your home page that indicates you have a license to register. Click on that icon and complete the registration process. The fee will be \$30 plus a convenience fee to register for the current year plus a five year cycle. (\$5 per year)