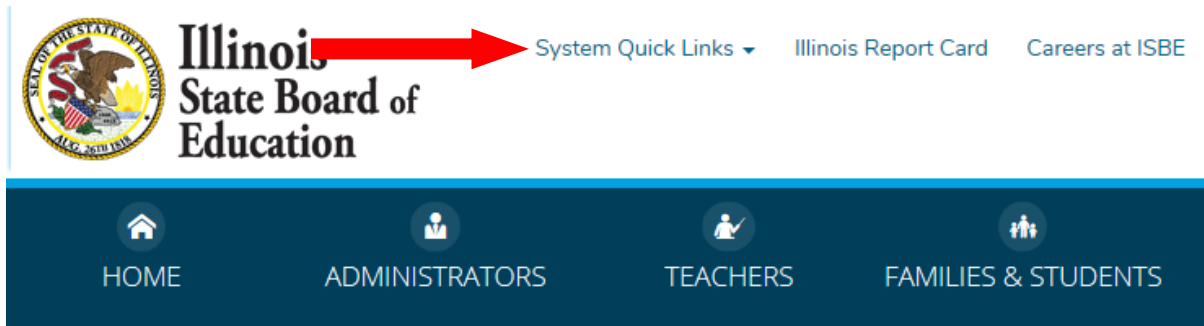


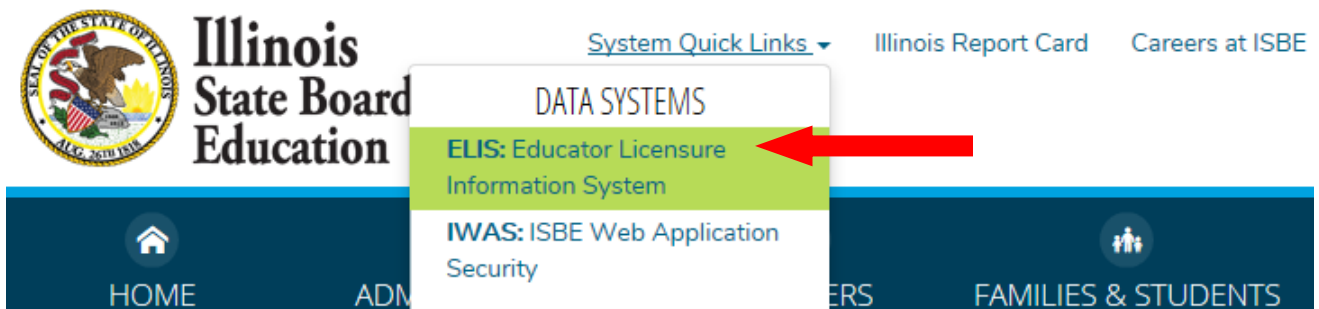
# Paraprofessional Renewal

## Log into your ELIS account

1. Go to <http://www.isbe.net>
2. Click on **System Quick Links** at the top of the page



3. Select **ELIS: Educator Licensure Information System**



4. Click on the **Educator Access** link

The ELIS web site is best viewed with the latest version of Internet Explorer (IE).		
<b>EDUCATOR ACCESS</b> <i>Login to your ELIS account.</i>	<b>PUBLIC SEARCH</b> <i>search of public license information</i> for educators in Illinois by using the City, District, School, or Educator Name.	<b>ADMINISTRATOR ACCESS</b> <i>Perform a credential search of educators in Illinois.</i> For use by institutions of higher education, school districts, or prospective employers to verify credentials of a potential educator candidate or employee. Illinois Educator Identification Number (IEIN) required.

- If you are a first time user of the ELIS or have not accessed your account since September 2013: Click on the **Sign Up Now** link or the **Former ECS Users Click Here for Access to the ELIS System** link to create a login name and password.

## Review your Account

- Update Personal Information** – Be sure e-mail, phone and address are correct. Name changes need to be done through the ROE or through ISBE.


## PARA Renewal Steps

1. Choose "Renew my PARA"

**ACTION CENTER**

New Documents on File	0
Deficiencies	0
Registrations	0
Renewals	0
Reinstatements	0
<b>Renew my PARA</b>	

\*For 2018 Renewal Details, visit <https://www.isbe.net/Pages/EdLicRenewal.aspx>



2. Complete and hit "Next"

Online Educator Application Wizard

Educator [REDACTED]

Step 1 - Introduction and Overview

This wizard will lead you through the application process. Answering the questions will help direct you to the appropriate Illinois credential for which you should apply.  
For more information about Illinois licenses, click on the following link: <https://www.isbe.net/Pages/Educator-Licensure.aspx>.

Click "Next" below when you are ready to start the application wizard.

Continue - Please continue the wizard  
 Cancel - Please cancel the wizard

**Next** 

3. Complete and hit "Next"

Paraprofessional Application Wizard

Educator: [REDACTED]

Please answer the following required questions of the Criminal History Disclosure Statement.

Yes	No	Question
<input type="radio"/>	<input type="radio"/>	Have you ever had a license or certificate (teaching, administrative, school support, etc.) formally denied, suspended, or revoked in Illinois or any other state?
<input type="radio"/>	<input type="radio"/>	Have you ever been convicted of a felony in Illinois or any other state, or are you subject to pending criminal charges for a felony in Illinois or any other state? (If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)
<input type="radio"/>	<input type="radio"/>	Have you ever been convicted of any sex, narcotic, or drug offense in Illinois or any other state, or are you subject to pending criminal charges for any sex, narcotics, or drug offense (whether felony or misdemeanor) in Illinois or any other state? (If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)
<input type="radio"/>	<input type="radio"/>	Have you failed to (a) file an Illinois tax return, (b) pay the interest, penalty, or tax shown on an Illinois filed return, or (c) pay any final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue which was not subsequently resolved to the Department's satisfaction?
<input type="radio"/>	<input type="radio"/>	Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? (Note: You must answer "Yes" to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer "No" to this question if the finding was reversed on appeal.)
<input type="radio"/>	<input type="radio"/>	Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?
<input type="radio"/>	<input type="radio"/>	Are you currently more than 30 days delinquent in complying with a child support order?

No, I am not more than 30 days delinquent in complying with a child support order. I certify under penalty of perjury that this information is true and correct. I understand that failure to respond to this question may result in disciplinary action and that making a false statement with regard to this question may subject me to disciplinary action and contempt of court.

Yes, I am currently more than 30 days delinquent in complying with a child support order.

<input type="radio"/>	<input type="radio"/>	I certify, under penalty of loss of my right to teach or work in the schools of Illinois, the answers to these questions are true and correct in every respect.
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Next Cancel

4. Complete and hit "Next"

Please answer the following required question for this application.

Yes	No	Question
1. <input type="radio"/>	<input type="radio"/>	Do you have a high school diploma or recognized equivalent?

Next Cancel

5. Complete and hit "Next"

Please answer the following required questions for this application.

Yes	No	Question
<input type="radio"/>	<input type="radio"/>	1. Do you have an associate degree or a minimum of 60 semester hours of college credit from a regionally accredited institution?
<input type="radio"/>	<input type="radio"/>	2. Have you taken and passed a test of basic skills: ACT WorkKeys or the ETC ParaPro Assessment (offered by Educational Testing Services (ETS))?

6. Complete and hit "Next"

Please select the country, state, name and degree (if applicable) for each institution from which you will be sending official transcripts.

Country:

State:

Institution:

or Institution Name:

Degree:

7. Enter your payment information

8. Confirm the info is correct (Fee amount should show \$0) and hit "Make Payment"

Please review the information below. Once you have reviewed the information click the "Make Payment" button. By clicking the "Make Payment" button you are electronically signing this license application. All payments are non-refundable.

**Primary Information**  
Name: [REDACTED]  
Gender: [REDACTED] Maiden: unknown  
Birth Date: [REDACTED]

**Contact Information**  
Address: [REDACTED]  
City State, Zip: [REDACTED]  
Country: [REDACTED]  
Work Phone: [REDACTED]  
Primary Email Address: [REDACTED]

**Payment**  
Amount: \$0.00  
Note: A convenience fee will be charged when making payment. The Illinois State Board of Education has contracted with FORTE, a third-party company, to provide credit card processing services. The non-refundable fee will be assessed by FORTE and will appear as a separate charge on your credit card statement.

Once you have reviewed the information, click on the "Make Payment" button to complete the application.

9. Print this screen for your records then hit "Finish"

Paraprofessional Application Wizard

**PRINT THIS PAGE FOR YOUR RECORDS.**

You have applied for the following: paraprofessional endorsement.

You have successfully renewed your Paraprofessional license. For your license to be valid for employment, you must register in the region you will be teaching. Complete the registration wizard using the link on your homepage.

Items to submit:  
Your high school transcripts, your official transcripts in a sealed envelope from [REDACTED]

All materials should be sent to the following address:  
Illinois State Board of Education  
Educator Licensure Division  
100 North First Street, E-240  
Springfield, Illinois 62777-0001

To check the status of this application, please sign into your ELIS account and click "View Your Credentials".  
Once the review is complete, you will receive an e-mail indicating your status. All evaluations are valid for two fiscal years.  
Please click the "Finish" button to return to your ELIS credentials.

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— Profile —

Name: [REDACTED]  
Gender: [REDACTED]  
Maiden: [REDACTED]  
Birth Date: [REDACTED]

— Address —

Address 1: [REDACTED]  
City, State, Zip: [REDACTED]  
Country: [REDACTED]

— Contact —

Work Phone: [REDACTED]  
Email Address: [REDACTED]


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Continue - Please continue the wizard  
 Cancel - Please cancel the wizard

Finish

10. Choose "Registrations"

**ACTION CENTER**

New Documents on File	0
Deficiencies	0
 <b>Registrations</b>	<b>1</b>
Renewals	0
Reinstatements	0

\*For 2018 Renewal Details, visit <https://www.isbe.net/Pages/EdLicRenewal.aspx>

11. Choose "Register This License Only"

Educator Licenses Requiring Registration									
Licenses Requiring Registration									
License Code	License	Status Code	Status Desc	Application Date	Issued	Expires	ROE	Register	
PARA	Paraprofessional Educator Endorsement	I	Issued			06/30/2024	30	Register This License Only	

12. Complete and hit "Next"

**Register Unregistered Licenses** ?

To be valid for employment in an Illinois public or state-operated school, an issued license must be registered in at least one region in the state. After completing the following steps, your license will be registered for its full validity period (for example: A professional educator license will be registered for five years.) Registration fees are \$10 per year and will be collected at the end of the registration process. Any past registration fees that have not been paid will also be collected at this time. Please complete the following steps to register your license.

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Please answer the following required questions of the Criminal History Disclosure Statement.

**Yes No Question**

.....

Have you ever had a license or certificate (teaching, administrative, school support, etc.) formally denied, suspended, or revoked in Illinois or any other state?

Have you ever been convicted of a felony in Illinois or any other state, or are you subject to pending criminal charges for a felony in Illinois or any other state? (If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)

Have you ever been convicted of any sex, narcotic, or drug offense in Illinois or any other state, or are you subject to pending criminal charges for any sex, narcotic, or drug offense (whether felony or misdemeanor) in Illinois or any other state? (If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)

Have you failed to (a) file an Illinois tax return, (b) pay the interest, penalty, or tax shown on an Illinois filed return, or (c) pay any final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue which was not subsequently resolved to the Department's satisfaction?

Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? (Note: You must answer "Yes" to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer "No" to this question if the finding was reversed on appeal.)

Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?

Are you currently more than 30 days delinquent in complying with a child support order?

No, I am not more than 30 days delinquent in complying with a child support order. I certify under penalty of perjury that this information is true and correct. I understand that failure to respond to this question may result in disciplinary action and that making a false statement with regard to this question may subject me to disciplinary action and contempt of court.

Yes, I am currently more than 30 days delinquent in complying with a child support order.

.....

I certify, under penalty of loss of my right to teach or work in the schools of Illinois, the answers to these questions are true and correct in every respect.

13. Choose a region

Please select the primary region in which you would like to register your license and click the "Next" button. You should register your license in the region where you plan to work or live. You will have an opportunity to select additional regions at no cost in the Credentials section of your ELIS account.

Region:

Previous Region	New Region
02	If you work in Union, Alexander, or Pulaski County, choose Region 30 If you work in Johnson or Massac County, choose Region 21
10	Choose Region 03
22	Choose Region 26
25	If you work in Jefferson County, choose Region 13 If you work in Hamilton County, choose Region 20
27	Choose Region 33
38	If you work in Logan County, choose Region 17 If you work in Menard County, choose Region 51 If you work in Mason County, choose Region 53
43	If you work in Woodford County, choose Region 53 If you work in Putnam or Marshall County, choose Region 35
46	Choose Region 01
55	Choose Region 47

14. Enter your payment information and hit "Next"

15. Confirm the information is correct (fee amount should be \$30) and hit "Submit"

16. Complete and hit "Finish"

**Register Unregistered Licenses** ?

Please review the following information.

Your license has been registered as you requested, and it is now valid for employment in an Illinois public or state-operated school. If you would like to register your license in additional regions, click 'Finish', then select the link under the 'Register' tab beside your license on the following page. You can register your license in additional regions for no charge.

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Continue - Please continue the wizard  
 Cancel - Please cancel the wizard

17. Verify your license expiration date and registered through date are 2024.

Select	License ID	License	Status Code	Status Desc	Entitlement	Application Date	Orig Issued	Issued	Expires	ROE	Registered Thru	Register	Reg. Fees Due	Apply
Select									06/30/2024		2024	Register in an Additional Region	\$0.00	Not Available