



Illinois State Board of Education

Darren Reisberg, Chair of the Board
Dr. Carmen I. Ayala, State Superintendent of Education

Educator Licensure Information System

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How To Register Your License

**Handheld devices, tablets and Macs are not compatible with our system.
Please make sure you are using a desktop or laptop computer for the most optimal experience.**



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Educator is not currently eligible for public school employment.

Attention: You hold a license that is not yet valid. Click "Registrations" in your action center to register your license.

Test Account 1299022

Action Center

New Documents on File	0
Notifications	0
Deficiencies	0
Registrations	1
Renewals	0
Reinstatements	0



[Apply for a Credential](#)

Click on "Registrations" in your "Action Center" on your "Home" tab.

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PARA Registration

Legal Questions Choose Region Submit Payment

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 will be collected at the end of the registration process. Any applicable past registration fees that have not been paid will also be collected at this time. Please complete the following steps to register your license.

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

- Yes No Has your license or certificate (teaching, administrative, school support, etc.) ever been formally denied, suspended, or revoked in Illinois or any other state?
- Yes No 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? (You are not obligated to disclose sealed and expunged records of a conviction or an arrest. 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.)
- Yes No 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? (You are not obligated to disclose sealed and expunged records of a conviction or an arrest. 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.)
- Yes No 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?
- Yes No 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.)
- Yes No 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.
- Yes No 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.

Previous Cancel Next

Answer each of the background questions as they apply to you. The last question must be answered "Yes" as this verifies you have answered the background questions truthfully. When finished, click "Next." (Please note the example used in this demonstration is for a Paraprofessional License. However, these same steps can be used to register other licenses as well – such as the Professional Educator License, Substitute License, etc.)



PARA Registration



Region

Please select the primary region in which you would like to register your license and click the "Next" button. You will have an opportunity to add additional regions at no charge in the "Credentials" section.

- 01 - Adams/Brown/Cass/Morgan/Pike/Scott
- 03 - Bond/Christian/Effingham/Fayette/Montgomery
- 04 - BOONE/WINNEBAGO ROE
- 05 - Region 05 North Cook ISC 1
- 06 - Region 06 West Cook ISC 2
- 07 - Region 07 South Cook ISC 4
- 08 - CARROLL/JO DAVIESS/STEPHENSON ROE
- 09 - CHAMPAIGN/FORD ROE
- 11 - CLK/CLS/CMBN/DGLAS/EDGR/MLTR/SHLB
- 12 - CLAY/CWFORD/JSPER/LWRNCE/RHLAND
- 13 - Clinton/Jefferson/Marion/Washington
- 15 - CITY OF CHICAGO
- 16 - DE KALB ROE

Previous	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

Previous

You will now select the primary region you would like to register your license. Scroll down the list in the left box and click on a region. You can only select one at this time. You will have an opportunity to add additional regions at no charge in the credential section of your account. When finished, click "Next".



PARA Registration



Please review the information below. Once you have reviewed the information, click "Submit Payment." By clicking "Submit Payment," you are electronically signing this application and authorizing the Illinois State Board of Education (ISBE) to charge your credit card for the listed application amount. **Once an application has been evaluated, a refund is no longer available.**

Name	Test Account
Birth Date	1/1/1980
Amount	\$30.00
Registration For	PARA
Region	07 - Region 07 South Cook ISC 4

Once you click "Submit Payment" you will be redirected to a payment processing page. Once your payment information has been entered, you will be redirected back to this page to complete the application process. Do NOT close this window until you receive your confirmation.

*A non-refundable convenience fee will be added by NCR Corporation, a third party processing company, and will appear as a separate charge on your credit card statement.



[Submit Payment](#)

[Previous](#)

[Cancel](#)

[Next](#)

Click "Submit Payment" after you review the information on this screen. You will enter your debit, credit, or prepaid card information on the next screen. Registration fees vary depending on the license. The amount owed for this demonstration is for the Paraprofessional License. So, if another type of license is registered, then this amount will be different.



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 *View Credentials*, then select the link under the *Register in an Additional Region* tab beside your license on the following page. You can register your license in additional regions for no charge.

[View Credentials](#)

[Home](#)

Congratulations!
Your license is registered and valid for employment.

Have questions about licensure? Contact your nearest [Regional Office of Education or Intermediate Service Center](#).

Visit our [ISBE License Renewal](#) page for additional information regarding renewal requirements.