

## PARAPROFESSIONAL ENDORSEMENT

A Paraprofessional Endorsement may be issued to an applicant who:

Holds an associate's degree or higher from a regionally accredited institution of higher learning

OR

A minimum of 60 semester hours of credit from a regionally accredited institution of higher learning

OR

Holds a high school diploma or its recognized equivalent **AND** has passed a test of basic skills (the ETS Paraprofessional or ACT WorkKeys)

**Closest testing sites to I-KAN ROE 32:**

1. KCC, 815-802-8530  
<https://tinyurl.com/kcc-para-test>
2. JJC, 815-280-1526 or  
<https://tinyurl.com/jjc-para-tests>
3. ROE 17 in Bloomington, 309-888-5120 ext. 1200 or  
<https://tinyurl.com/roe17-para-test>

- ❑ **Complete the application process for a Paraprofessional Endorsement** online at [www.isbe.net](http://www.isbe.net) in ELIS. If this is your first time in ELIS you must first create an account. When applying in ELIS, follow the steps as indicated. All payments to the state must be done online with a credit/debit card. There is a **\$100 (plus processing) fee** for the license application. The regional office may not accept payment for you. **Use Internet Explorer (IE)**. Google Chrome will not process your credit/debit card payment correctly, so avoid using it.

*See example below:*



- ❑ **Send transcripts or test scores to the ROE.** Once you have applied online and paid your application fee you should bring an official set of college transcripts (in a sealed envelope), or HS diploma and test scores to the ROE to upload into your ELIS account. (If you have it sent to the ISBE in Springfield, it can take 4-8 weeks to be added to your account)
- ❑ **Register your license.** Check back in your ELIS account periodically for the status of your license. Once the license has been issued; you must register the new Paraprofessional Endorsement. There is another fee of \$25.00 (plus processing) for that step. The Paraprofessional Endorsement is valid for 5 years and must be renewed online. Any questions regarding amounts charged for registration fees can be sent to [licensurefees@isbe.net](mailto:licensurefees@isbe.net).

**It is the responsibility of the Paraprofessional license holder to renew their license when due. Please keep contact information current in the ELIS system and log in to your account periodically to check the validity of your license.**