

Applying for the ELS (Educator License with Stipulations) CTE

REQUIREMENTS:

- Minimum of 60 semester hours - The institution of higher education must hold regional accreditation. For endorsements requiring a specific number of semester hours, coursework must be at the 100-level or higher. Remedial coursework will not be accepted.
- Documented a minimum of 2,000 hours of work experience outside of education in the area to be taught. In Agricultural Education, you must submit 2,000 hours per pathway that you wish to teach in. These pathways include: Agricultural Science, Agricultural Business & Management, Agricultural Mechanics & Technology, Horticulture and Natural Resources Conservation Management. Learn more about the pathways and courses included in each [by clicking here](#).

TO APPLY:

- Visit the Illinois State Board of Education [ELIS Login Page](#)
 - Click on "Click here for first time access to the ELIS (Educator Licensure Information System) system" to create your account.
 - Follow the steps to create the online application and pay the licensing fee of \$102.
- Download **[Form 73-23 Application for Career and Technical, Provisional Career and Technical Educator, Part-Time Provisional Career and Technical Educator License](#)** to your computer or flash drive, then go to the saved copy to begin filling it out. If you fill it out online, the form will save though the information that you add will not.
 - You will need to mark Career and Technical Educator Endorsement (CTE) on the form. Part-time (PCTE) requires 8,000 hours of work experience and is for grades 11-12 only and can only be renewed one time. Provisional Career and Technical Educator (CTEP) requires 8,000 hours of work experience, is for grades 11-12 only and can be renewed as long as requirements are met.
 - Signature of Superintendent or Board Secretary of Employing District is not required but should be the original signature of Superintendent or Board Secretary of Employing District if it

appears. Candidates are not required to be hired by a school district to apply for this licensure.

- Application must have an original signature of Regional Office of Education Superintendent
 - This form must be submitted by the Regional Office of Education (ROE) or Chicago Public Schools (CPS) and will not be accepted from the applicant. Regional offices of education are grouped by counties throughout Illinois. Applicants should go through their local ROE if they are unsure of what district they will be teaching in. Your license will need to be transferred to the ROE office that the school is part of and are employed with. [Click here](#) to see a list of regional offices of education.
- Complete the work experience log on the appropriate form listed below:
 - Download and save [Form 73-23A Verification for Career and Technical Educator Work Experience](#) prior to completing - This form should be used to verify employment when you or your family members are not the employer.
 - Download and save [Form 73-23B Verification for Career and Technical Educator Work Experience \(Notarized\)](#) prior to completing. This form should be used to verify employment when you or your family members are the employer.
 - It is acceptable to indicate "See Attached Sheet" and attach a separate pdf to send along with these forms if further detail or space is required to assist the reviewer in fully understanding your experiences.

ALL FORMS SHOULD BE SENT IN AT ONE TIME.

HOW LONG IS THE LICENSE VALID / RENEWAL?

Once approved, your license will be valid for five years. During this five years, you will be licensed to teach in the specific area in which you were endorsed for grades 7-12. At the end of five years, the license can be renewed, and can be renewed every five years.

If the license was issued before 1/1/2015, professional development requirements must be met by documenting 120 hours OR 60 hours if licensee holds National Board of Professional Teaching Standards (NBPTS) designation.

If the license was issued after 1/1/2015, the following are required:

1 - **Professional development requirements** must be met by documenting 120 hours OR 60 hours if licensee holds National Board of Professional Teaching Standards (NBPTS) designation.

2 - **Test of Basic Skills** (any one of the following is acceptable):

- [Test of Academic Proficiency](#) (TAP 400)
- [ACT](#): Before 9/1/15 - Composite score of 22 with combined English/Writing score of 19 -OR- after 9/1/15 - Composite score of 22 with Writing score of 16
- [SAT](#): Before 3/5/16 - Composite score of 1030 (mathematics and critical writing) with a minimum writing score of 450 -OR- after 3/5/16 - Composite score of 1110 (evidence-based reading and writing + mathematics = 1110 or higher) and a minimum score of 26 on writing and language
- [ACT WorkKeys test](#) (the Applied Mathematics — 4 and the Reading for Information — 4 portions must be completed)
- Out-of-state test of basic skills that led to licensure in another state

For more information on a License with Stipulations [visit this link](#).