

# Ways to Obtain your Paraprofessional License

## Short-Term Approval (STA) for Paraprofessionals

- High school diploma (or equivalent), or higher
- The STA is valid for 3 years and available until June 30, 2025.
- While working on the STA, the educator must be fulfilling requirements for the full Paraprofessional License. (see below)

## Paraprofessional License

- At least 19 years of age to serve students in prekindergarten through grade 12.
- **Beginning January 1, 2023**, you may qualify for the ELS-Paraprofessional license by meeting the requirements outlined below at age 18 but only may serve in prekindergarten through grade 8.
- **One** of the following is required:
  - Associate's degree or higher
  - 60 semester hours of coursework
  - High School Diploma or GED **and** a score of 460 or higher on the **ETS Paraprofessional Exam**
  - High School Diploma or GED **and** the following scores on the ACT **Workkeys Exam**:
    - Applied Mathematics/Applied Math (with a score of 4)
    - Reading for information/Workplace Documents (with a score of 4)
- License is valid for 5 years
- License may be renewed with payment of registration fees
- Individual must work under the direct supervision of a licensed teacher

## **Reminders:**

- If you hold a Paraprofessional License and have a Bachelor's Degree on file, you are qualified to be a substitute teacher.
- Coursework must be at the 100-level or higher from a regionally accredited college or university.

## **~Work Keys Exam and Paraprofessional Exam Information~**

The **Work Keys Exam** is offered at the following locations:

### **Shawnee College**

- Cost: \$60.00
- Results: 2 weeks
- Contact person: Mindy Ashby 618-634-3316 ext. 3.
- To schedule a test, email [testing@shawneecc.edu](mailto:testing@shawneecc.edu) or [mindya@shawneecc.edu](mailto:mindya@shawneecc.edu)

### **John A Logan College (JALC)**

- Cost: \$48.00
- Results: Immediately
- Contact Person: Christy McBride (618) 985-3741 ext. 8496 [christymcbride@jalc.edu](mailto:christymcbride@jalc.edu)

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- To schedule a test, contact the testing center at (618) 985-3741 ext. 8520, <https://www.jalc.edu/testing-services/act-workkeys/>

## **Southeastern Illinois College (SIC)**

- Cost is \$50.00
- Results: Immediately
- Contact person: Julia Graceffa 618-252-5400 ext. 2442

## **The Paraprofessional test offered at ROE #13**

- Cost is \$60.00
- ROE #13 office is located at 1710 Broadway, Mt. Vernon, IL.
- Register by calling 618-244-8040.
- ROE #13 does accept credit or debit cards. Cash or check only.
- Must arrive at 8:30 a.m. and bring a government issued photo ID to check in.

Available dates:        December 13, 2022  
                                  January 17, 2023  
                                  February 14, 2023  
                                  March 14, 2023  
                                  April 11, 2023  
                                  May 2, 2023  
                                  June 13, 2023

## **Steps to Obtain a Paraprofessional License**

1. Create an ELIS account by visiting [isbe.net](http://isbe.net).
  2. Select *System Quick Links* and select *ELIS: Educator Licensure Information System*.
  3. Under the *Educator Access* column, click the link, *Log in to your ELIS account*. [Click this link to see an example](#).
  4. Create an ELIS account and follow the prompts.
  5. Email, mail, or drop off the following to the ROE #21 office:
    - Official (unopened) college transcript stating 60 hours or more college credit
  - OR
  - High school diploma or GED transcript **AND** proof of passing the ACT Work Keys Assessment or ETS Paraprofessional Exam
  - Official (unopened) transcript showing proof of a minimum of 60 hours of college coursework **AND** your high school diploma or GED transcript.
6. Our office will contact you once we have uploaded your paperwork. You may then log into your ELIS account and apply.
  7. To apply, click on *Apply for a Paraprofessional Endorsement*.
  8. A credit card will be required to pay the \$100.00 application fee, in addition to a convenience fee.
  9. ISBE will review your application on ELIS.