

How to Obtain a Professional Educator's License in Illinois

Pre-Requisites

- Background Check (\$34)
 - Held in Buzzard Hall <https://www.eiu.edu/edprep/resources/BackgroundCheck.php>
- Pass one education course
 - EDF 5500-Curriculum Development (2nd year Spring Semester)

PEL Exam (1st year Spring Semester)

- About the test
 - Test Fee: \$122.00
 - 125 multiple choice questions with a 4 hour limit (estimated time 2 hours).
 - Computer-based only.
 - Tests available year round by apt. (Mon-Saturday) at site of choice
 - Test is based mostly on counseling scenarios or ethical situations
 - Study Guides/Sample Tests
 - <http://www.ictsstudyquestions.com/school-counselor.html>
- Registration Process
 - <http://www.icts.nesinc.com>
 - Click on “Register” at the top and follow directions (You may need to create an account).
 - Test Selection = Content Area Test for School Counselors #181.
 - Request that your scores be submitted to Eastern Illinois University when prompted
- Scores
 - Pass/Fail results on the day of the test
 - Official scores within 4 weeks after the day of the test

Obtaining Licensure (Start process 2nd Year Spring and obtain post-graduation)

1. Request an EIU official transcript to send to ISBE (<http://www.eiu.edu/~registra/transcript.php>)
 - a. \$10.00-\$15.00 fee (depending on selected processing time)
 - b. Select the box “Send after degree is Conferred”
 - c. Send to ISBE *electronically*
 - i. transcripts@isbe.net
2. Fill out and turn in the “Entitlement Request Form” to the front desk at the CHE Department.
 - a. <https://www.eiu.edu/counseling/Entitlement%20Request%20-%20School%20Counselor%202019.08.31.pdf>

POST-GRADUATION:

3. You will receive an email from the CHE Office manager a few weeks AFTER graduation containing information about the PEL application ([217-581-2200](tel:217-581-2200))
 - a. This application must be a “Clean” copy with no corrections.
4. The Department will approve the request for the PEL and forward it to the Dean’s office.
5. The Dean’s office verifies it and entitles the student on ISBE. They will send you an email confirming they have completed the School Counselor Entitlement.
 - a. The email will provide further steps to complete (which cover steps 6-9 on this handout).
6. The student will go to the ISBE website and apply for the PEL through his/her ELIS Account.
 - a. There is a \$100.00 charge and you will pay for it online.
7. You can request that the Counseling & Student Development Office send a letter to you or your site stating that your PEL is being “processed” in order to help obtain a position with a school district. (If you obtain a job before obtaining your license).

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8. Register your license with the Regional Office of Education (ROE) in which the school you work at falls (If you're having trouble finding your ROE, ask the principle or superintendent)
9. At graduation, Dr. Lucas will go to your ELIS Account and change the status of your license from "completed" to "issued."
10. 120 hours of professional development is required per 5 year renewal

Extra Helpful Information

1. If you're graduating in the summer term (Aug 2022, rather than May 2022)...
 - a. Reach out to Dr. Lucas (selucas@eiu.edu). He can work with you to obtain a sub license until you can be officially licensed.
2. If you're going out of state after graduating...
 - a. The College of Education has a webpage to help. Click on the state you plan to move to and explore that state's website. Questions should go to Dr. Lucas (selucas@eiu.edu)
 - b. <https://www.eiu.edu/edprep/finishingup/Outofstate.php>
3. On your resume...
 - a. Put that your PEL is "Anticipated" with your expected graduation date of "May 2022"

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