

# **How to Obtain a Professional Educator's License in Illinois**

## **Pre-Requisites**

- Background Check (\$30)
  - Held in Buzzard Hall
- Pass one education course
  - EDF 5500-Curriculum Development (2<sup>nd</sup> year Spring Semester)

## **PEL Exam (1<sup>st</sup> year Spring Semester)**

- About the test
  - Test Fee: \$122.00
  - 100 multiple choice questions
  - 3 hours and 30 minutes total appointment time
    - 15 minutes for CBT tutorial and nondisclosure agreement
    - 3 hours and 15 minutes testing time
  - 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
  - Prep Materials:
    - [https://www.il.nesinc.com/TestView.aspx?f=HTML\\_FRAG/IL235\\_PrepMaterials.html](https://www.il.nesinc.com/TestView.aspx?f=HTML_FRAG/IL235_PrepMaterials.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 #235.
  - 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 2<sup>nd</sup> 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>
3. You will receive an email from the CHE Office manager 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.
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.

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7. You can request that the Counseling & Higher Education 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).
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 principal or superintendent)
9. Dr. Hooser will then 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 2023, rather than May 2023)...
  - a. Reach out to Dr. Hooser ([cmhooser@eiu.edu](mailto:cmhooser@eiu.edu)). She 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. Hooser ([cmhooser@eiu.edu](mailto:cmhooser@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 2021”

*Updated February-2023*