

SPEECH-LANGUAGE (SLPN) ENTITLEMENT REQUEST FORM



Educator
Preparation

Please print legibly

Name: _____ IEIN*: _____
Last First MI

Street Address: _____ E-number: _____

City, State, Zip: _____

Semester and Year of Graduation of Program Completion: _____

EIU email: _____ Personal email: _____

*Illinois Educator Identification Number – Please see the reverse of this form for directions on establishing your ELIS account. Once you have done so, please record your IEIN in the space provided and submit this form to the EIU College of Education.

I understand that I must complete all EIU academic program requirements as well as ISBE testing requirements to be eligible for licensure. I understand that I will be entitled by EIU for licensure (i.e., that I will not apply directly to ISBE for my license).

Signature Date

For COE Office Use Only

Application received: _____

Pre-completion posted: _____

Content test _____:

Graduation date: _____

Marked complete: _____

Candidate notified: _____

Revised June 2021

CREATING YOUR ISBE ELIS ACCOUNT



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1. Go to www.ISBE.net
2. Click "Teachers"
3. Click "Log in to ELIS" (blue rectangle)
4. Click "Login to your ELIS account"
5. Select "Click Here for First Time Access to the ELIS System"
6. Complete the sign up form:
 - a. Be sure to use your formal names (first and last);
 - b. Make sure your birthdate is accurate;
 - c. Make sure your Social Security Number is accurate
 - d. Don't fill in the "IEIN" (you don't have one yet)
 - e. Create a Login name
 - f. Create a Password
 - g. Confirm your Password
 - h. Register an email address (can be EIU or personal)
 - i. Create and answer the secret question
 - j. Skip the "broadcast" and "email type" items
 - k. Select "Continue"
 - l. Select "Submit"
 - m. Select "Create My Account"
 - n. Select "Continue"
7. Record your ELIS IEIN, login, and password for future reference.
8. Record your IEIN in the appropriate space on the "Speech-Language (SLPN) Entitlement Request Form" (reverse side) and turn in the form as directed by your instructor.
9. Note: If you already have an ISBE ELIS account and you know your IEIN, do not create a new ELIS account; please record your IEIN on the form (reverse) and turn in.