

# SCHOOL PSYCHOLOGY 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 or Program Completion: \_\_\_\_\_

EIU email: \_\_\_\_\_ Personal email: \_\_\_\_\_

Program(s) completing: \_\_\_\_\_

Other endorsements completed\*: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

\*To be eligible for an additional endorsement you must complete the required number of hours (including specific courses in some cases) and pass content area test(s) in that area, if required. If you have not passed the content test(s) for any additional endorsements prior to the completion of your approved program, you will need to gain the endorsement through transcript evaluation and your Regional Office of Education. If you wish for us to delay the processing of your license application to allow time for exam results to be posted, please contact our office at (217) 581-2524. Information on qualifying for additional endorsements is available at [www.isbe.net/Pages/Subsequent-Teaching-Endorsements.aspx](http://www.isbe.net/Pages/Subsequent-Teaching-Endorsements.aspx).

## For Office Use Only

### Processing:

Application received: \_\_\_\_\_

Pre-completion posted: \_\_\_\_\_

Marked complete: \_\_\_\_\_

Candidate notified: \_\_\_\_\_

### Verification:

Basic Skills date: \_\_\_\_\_

Content test: \_\_\_\_\_ Date: \_\_\_\_\_

Graduation date: \_\_\_\_\_

# CREATING YOUR ISBE ELIS ACCOUNT



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1. Go to [www.ISBE.net](http://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 "School Counselor 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.