



Licensure Information

Transitional Bilingual, Paraprofessional, Substitute

If you are interested in a **bilingual teaching position** and you have a **bachelor's degree or higher from a college or university IN the United States**, you may qualify for a temporary Transitional Bilingual (TBE) license.

1. Create an account through ISBE in the [Educator Licensure Information System \(ELIS\)](#). **DO NOT SUBMIT ANY DOCUMENTS BEFORE YOU'VE CREATED AN ELIS ACCOUNT .**
 2. Submit your official electronic transcripts directly to South Cook ISC at licensure@s-cook.org (may not be forwarded by the student). University must be regionally accredited and the transcript must show a bachelor's degree or higher has been conferred.
 3. Pass the **Target Language Proficiency (TLP)** test for **the non-English language you are fluent in** to qualify for the Transitional Bilingual ELS(TBE) license (*former Type 29 certificate*). You may register for the appropriate TLP test through the [Illinois Licensure Testing System \(ILTS\)](#).
 4. Apply for the Transitional Bilingual ELS(TBE) license online in ELIS. \$100 application fee required; \$60 registration fee required at time of issuance. You must register your license in **Region 07 - South Cook** to be eligible to work in a South Cook public school district. The ELS(TBE) license is valid for 5 years and is non-renewable. **Completion of a state-approved educator preparation program to obtain a Professional Educator License (PEL) is required during the 5-year validity period of the ELS(TBE).**
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If you are interested in a **bilingual teaching position** and you have a **bachelor's degree or higher from a college or university OUTSIDE of the United States**,

1. Create an account through ISBE in the [Educator Licensure Information System \(ELIS\)](#). **DO NOT SUBMIT ANY DOCUMENTS BEFORE YOU'VE CREATED AN ELIS ACCOUNT .**
2. You must have your foreign transcripts evaluated by any one of these [ISBE approved transcript evaluation companies](#). Please request a **"course by course"** evaluation. The course-by-course evaluation must show that you hold the U.S. equivalent of a bachelor's degree or higher.
3. Submit your evaluated transcripts to South Cook ISC; the evaluation must be mailed or emailed to our office directly from the evaluation company. Evaluations submitted by the applicant cannot be emailed; they must be submitted in hard copy **unopened** in the original envelope from the evaluation company.
4. Pass the [English Language Proficiency \(055\)](#) test to qualify for the Bilingual License (ELS-TBE). The Regional Office of Education can assist you with signing up for testing.
5. Apply for the Transitional Bilingual ELS(TBE) license online in ELIS. \$100 application fee required; \$60 registration fee required at time of issuance. You must register your license in **Region 07 - South Cook** to be eligible to work in a South Cook public school district. The ELS(TBE) license is valid for 5 years and is non-renewable. **Completion of a state-approved educator preparation program to obtain a Professional Educator License (PEL) is required during the 5-year validity period of the ELS (TBE).**

If you have any questions, or if you completed a teaching degree in another country and think you may qualify for a Professional Educator License (PEL), please contact a Licensure Specialist at licensure@s-cook.org



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You may qualify for a **Paraprofessional (Teaching Assistant) position** if you meet one of the following criteria **and** obtain an Educator License with Stipulations (ELS) for Paraprofessional Educator (PARA):

1. Hold an **associate's degree** or have completed **60 semester hours of college credit** through a regionally accredited college or university at the 100-level or above
 - Create an ELIS account
 - Order official college transcripts to be delivered electronically directly to South Cook ISC at licensure@s-cook.org (may not be forwarded by the student)
 2. Pass the **ACT WorkKeys** and hold a **high school diploma or high school equivalency certificate**
 - Create an ELIS account
 - Submit PDF copy of Official Skill Report for the ACT WorkKeys (Math and Reading/Workplace Documents; minimum passing score of a 4 on each component) and a PDF copy of your high school diploma, high school transcript showing graduation date, or high school equivalency certificate/GED to licensure@s-cook.org
 3. Pass the **ETS Parapro Assessment** and hold a **high school diploma or high school equivalency certificate**
 - Create an ELIS account
 - Submit PDF of official score report for the ETS Parapro Assessment (minimum passing score of 460 required) and a PDF copy of your high school diploma, high school transcript showing graduation date, or high school equivalency certificate/GED to licensure@s-cook.org
- Apply for the ELS(PARA) license online in ELIS (\$100 application fee + \$30 registration fee required)
 - **NOTE:** An individual who holds a valid ELS(PARA) license **and** has a bachelor's degree or higher on file in ELIS may work as a substitute teacher **without obtaining a separate Substitute (SUB) license**.
 - An individual who holds an ELS(PARA) license based on any of the above options (1-3) may not serve as a substitute teacher with the ELS(PARA) license.
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If you are interested in a **Substitute Teaching position**, and you have **60 hours of college credit**, you may qualify for a Short-Term Substitute (STS) license (**valid for the 2022-2023 school year only**)

- Create an ELIS account
 - Order official college transcripts to be delivered electronically directly to South Cook ISC at licensure@s-cook.org (may not be forwarded by the student)
 - Apply for the Short-Term Substitute (STS) license online in ELIS (no application fee; no registration fee)
 - **Must attend a training course** that has been approved by the school district and their collective bargaining unit prior to working as a substitute teacher (training course is offered by South Cook)
 - May not work more than 5 consecutive days for any one teacher under contract (no more than 15 consecutive days during an Illinois disaster proclamation)
 - **All STS licenses expire on 6/30/2023 and are non-renewable**
 - **NOTE:** An individual who holds a valid Short-Term Substitute (STS) license may also work as a paraprofessional without obtaining a separate Paraprofessional license.
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If you are interested in a **Substitute Teaching position**, and you have a **bachelor's degree or higher**, you may qualify for a full Substitute (SUB) license may also work as a paraprofessional without obtaining a separate Paraprofessional license.

- Create an ELIS account
- Order official college transcripts to be delivered electronically directly to South Cook ISC at licensure@s-cook.org (may not be forwarded by the student)
- Apply for the Substitute (SUB) license online in ELIS (\$50 application fee + \$60 registration fee required)
- **NOTE:** An individual who holds a valid Substitute (SUB) license may also work as a paraprofessional without obtaining a separate Paraprofessional license.

Please contact a licensure specialist at South Cook ISC for assistance with the Educator Licensure Information System and the licensure process.

South Cook Intermediate Service Center

April Bovender Givens, Educator Licensure Specialist (Ext. 1301)

Dollie Coleman, Educator Licensure Specialist (Ext. 1332)

licensure@s-cook.org

P: 708-754-6600

www.s-cook.org