REGIONAL OFFICE OF EDUCATION
Champion our community.
Fulton • Hancock • McDonough • Schuyler

John Meixner
Regional Superintendent of Schools

Tel: (309) 575-3226 Fax: (309) 837-2887
jmeixner@roe26.net

Steps for Paraprofessional License Application

Requirements:

1. Be at least 19 years of age **and**;
2. Show proof of **one (1)** of the following requirements:
   a. Associates degree or higher ***and*** a High School Diploma or GED; **or**
   b. 60 semester hours of coursework ***and*** a High School Diploma or GED

Notes:

- Paraprofessional licenses are valid for 5 years and may be renewed with the payment of registration fees.

You will use ELIS (Educator Licensure Information System) to apply for and register your license.

Here are the steps to create an ELIS account:

- Go to www.isbe.net ISBE recommends using Internet Explorer or Firefox. Do not use your phone or iPad.
- Click on "Teachers"
- Click on "Login to ELIS"
- Click on "Login to your ELIS Account"
- Click "Click here for first time access to the ELIS system" on the right hand side of the page and follow the instructions for setting up the account.
- Once logged in to ELIS, you will apply for the Paraprofessional License and follow the application wizard
- After your license is issued you will log back into your ELIS account and register the license by clicking on "Registrations" and following the prompts. (your license will not be issued until ISBE has your qualifying documents)
- A debit or credit card is required for all application and registration payments.

Additional Information:

- Provide the Regional Office with an official copy (in a sealed envelope from the college/university) of your transcript. If you would like us to receive an electronic copy from the college please give either Lindsay Douglas (309-575-3229) in Macomb or Lori Warden (309-518-4017) in Canton a call before requesting the electronic transcript.
- Provide the Regional Office with a copy of your high school diploma or GED. A transcript from the high school with a gradation date is also acceptable.
- If you have additional questions please contact either Lindsay Douglas (309-575-3229) in Macomb or Lori Warden (309-518-4017) in Canton.