

CHECKLIST to APPLY and REGISTER an ISBE LICENSE

_____ Create an ELIS account (if you do not already have one) [Click on link for instructions https://www.roe12.org/licensure/](https://www.roe12.org/licensure/)

Request official transcript be sent directly from a regionally accredited institution to ROE 12

Can be emailed to: **afrohning@roe12.org**

_____ **PARA license only** - Provide high school diploma or equivalent and WorkKeys test results to ROE 12

Can be emailed to: **afrohning@roe12.org**

_____ **STA-PARA only** - Provide high school diploma or equivalent to ROE 12

Can be emailed to: **afrohning@roe12.org**

_____ Apply for license through ELIS account - Apply for **one** license only

requirements:	60 semester hrs	associate's degree	bachelor's degree or higher
license can apply for:	STS, PARA	STS, PARA	SUB, STS, PARA

To apply for the **SUB** license

[Click on link to login to ELIS https://apps.isbe.net/iwasnet/login.aspx](https://apps.isbe.net/iwasnet/login.aspx)

Click on Apply for a Credential

Choose **Substitute** (SUB)

Follow the wizard

Pay the \$50 application fee online

To apply for the **STS** license

[Click on link to login to ELIS https://apps.isbe.net/iwasnet/login.aspx](https://apps.isbe.net/iwasnet/login.aspx)

Click on Apply for a Credential

Choose **Short-Term Substitute** (STS)

Follow the wizard

Pay the \$25 application fee online

To apply for the **PARA** license

[Click on link to login to ELIS https://apps.isbe.net/iwasnet/login.aspx](https://apps.isbe.net/iwasnet/login.aspx)

Click on Apply for a Credential

Choose **Paraprofessional/Teacher's Aide** (PARA)

Follow the wizard

Pay the \$100 application fee online

To apply for the **STA-PARA**

[Click on link to login to ELIS https://apps.isbe.net/iwasnet/login.aspx](https://apps.isbe.net/iwasnet/login.aspx)

Click on Apply for a Credential

Choose **Approvals**

Choose **Short-Term Approval Paraprofessional**

Follow the wizard

Pay the \$50 application fee online

After ISBE issues the license it will need to be registered

All licenses are required to be registered in the ROE in which you are employed

_____ Register license through ELIS account

To register **SUB** license

[Click on link to login to ELIS https://apps.isbe.net/iwasnet/login.aspx](https://apps.isbe.net/iwasnet/login.aspx)

Click on Registration in the Action Center

Follow the wizard

Choose **ROE 12** Clay, Crawford, Jasper, Lawrence, Richland

Pay the \$60 registration fee online

To register **STS** license

[Click on link to login to ELIS https://apps.isbe.net/iwasnet/login.aspx](https://apps.isbe.net/iwasnet/login.aspx)

Click on Registration in the Action Center

Follow the wizard

Choose **ROE 12** Clay, Crawford, Jasper, Lawrence, Richland

There is no fee to register the STS license

To register **PARA** license

[Click on link to login to ELIS https://apps.isbe.net/iwasnet/login.aspx](https://apps.isbe.net/iwasnet/login.aspx)

Click on Registration in the Action Center

Follow the wizard

Choose **ROE 12** Clay, Crawford, Jasper, Lawrence, Richland

Pay the \$30 registration fee online

STA-PARA does not require registration

If you have licensure questions, please contact Amy at 618-783-2523 or afrohning@roe12.org



Regional Office of Education #12

Serving the students and educational professionals of Clay, Crawford, Jasper, Lawrence, and Richland Counties, Illinois