

DuPage County Short-Term Approval

Paraprofessional License

LICENSURE:

If you want to be a Paraprofessional (Teacher Aide) in Illinois, you must be at least 19 years old and hold a valid educator license. Currently, if you hold a high school diploma or equivalent you qualify for the (STA) PARA.

You do not need to apply for the STA(PARA) if you have, or obtain a:

- Professional Educator License – teaching license, if you went through an approved program to become an educator
 - Substitute Teaching License – qualify with a bachelor's degree in any subject If you hold a bachelor's degree, we recommend you apply for the SUB license
 - Short Term Sub License – qualify with 60 hours or more (expiring 6/30/23, no renewal)
- Or**
- If you qualify for the full ELS(PARA) license by having 60 hours or more of college credit from a regionally accredited institution or have completed the WorkKeys or ETS Parapro exam with passing scores.

FEES:

The STA(PARA) application fee, or short-term approval paraprofessional license application fee, is \$50.00 (+ processing fee). There is no registration fee for the STA(PARA).

NOTE: The STA PARA is valid for 3 fiscal years, and it is non-renewable. Before the STA expires, applicants should complete all requirements (testing or coursework) and obtain the ELS(PARA) to avoid losing the paraprofessional qualification.

TO APPLY:

You will need to set up an account on ELIS (Educator Licensure Information System)

- See Instructions on back

DOCUMENTS REQUIRED FOR EVALUATION:

After you have applied, you will need to submit:

- High School Diploma (or equivalent) *
- High School Transcript showing graduation date, or proof of GED/HSE completion

*Translated High School Diploma from a foreign country needs to have a notary seal or have gone through an approved foreign evaluation company

Pathway to ELS(PARA)

The STA(PARA) does *not* lead to an ELS(PARA). You will need to apply for the ELS(PARA) when you meet the requirements for the full license. To meet the full requirements, you must provide proof of *one* of the following:

- Associate degree or higher from a regionally accredited institution
- 60 semester hours of coursework from a regionally accredited institution
- High school diploma, or equivalent + 480 or higher on the ETS Parapro test
- High school diploma, or equivalent + 4 or higher on the ACT WorkKeys Applied Math and Workplace Documents

TO SET UP/LOG IN TO ELIS (Educator Licensure Information System) ACCOUNT:

- Go to www.isbe.net
- On the top left-hand side of the screen click on *Log Into ELIS*
- Click on the *Login to your ELIS Account* in the *Educator Access* section

Returning User

- Input your *Login Name* and your *Password* then click *Log In* (If you do not know your username or password, click on Find Login/Password. Enter your Login name to recover your password and enter your email address to recover your Username. Once you have answered your security question, your password will be emailed to you. If you are still unable to log in to your account, or can't recover your password, you will need to contact ISBE Help Desk: 217-782-4321)

Initial Set Up

- Click on the *Sign Up Now* link found on the left-hand side of the menu
- Enter the required information in the signup form, choosing a Login Name, Password, and Secret(security) question/answer. *Please write down and save this information as you need it to log into your account.*
- Click *Continue*, verify the information, and click *Submit*. Your account is now set up with the Login and Password, click Continue to get to your Home Page.

TO APPLY FOR STA(PARA), PARAPROFESSIONAL LICENSE:

- On your Home Page, in the Action Center you will select *Apply for a Credential*
- Select *Approval*
- Select the *Short-Term Approval for Paraprofessionals*. Follow through the steps in the wizard.
- The application fee is \$50.00 + the processing fee and is payable via credit card.

SUBMITTING DOCUMENTS TO ROE:

Supporting documents should be submitted to the ROE to be uploaded into your ELIS account:

- High School Diploma: Can be faxed to 630-407-5804, emailed to cert@dupageroe.org, or brought into our office.

Any documents brought into our office can be scanned while you wait and returned to you.

**DuPage Regional Office of Education,
Licensure Division
421 N. County Farm Road Wheaton, IL 60187
630-407-5800 cert@dupageroe.org**