



### Paraprofessional License Checklist

#### **If you have 60 credit hours**

- 1. Send official sealed transcripts showing a minimum of 60 hours to the Regional Office

Address: Regional Office of Education  
Attn: *GINNA CAMPBELL*  
119 W. Madison St. Room 102  
Ottawa, IL 61350

**\*\*Transcripts must be received and uploaded to ELIS before you can apply for the PARALICENSE.**

- 2. Create an ELIS account
  1. Go to isbe.net
  2. Click on teachers
  3. Click “log in to ELIS”
  4. Educator Access click “login to your ELIS account”
  5. Click on [CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM](#)
  6. Answer questions to create an account
  7. Welcome to IWAS screen should come up. Click “continue”
- 3. Apply for a PARAPROFESSIONAL License
  8. Once transcripts have been uploaded- click to apply for the paraprofessional license and complete the information as directed.
  9. There will be a charge of \$100 + a convenience fee to apply for the license.
- 4. Register Your License
  10. After ISBE approves license they will send you an email to register.  
**\*\*There will be a \$25 charge for 5 years (equivalent to \$5 per year) + convenience fee to register license in order to be eligible to work in the schools.**