



Paraprofessional License Checklist

Paraprofessional ETS Test

- ☐ 1. Schedule to take the ETS test with the Regional Office of Education
 - Bring your high school diploma, transcript, or GED with you, as well as a photo ID and \$100 cash or check to take the test.
- ☐ 2. Create an ELIS account
 - Go to isbe.net
 - Click on teachers
 - Click “log in to ELIS”
 - Educator Access click “login to your ELIS account”
 - Click on [CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM](#)
 - Answer questions to create an account
 - Welcome to IWAS screen should come up. Click “continue”
- ☐ 3. Apply for a PARAPROFESSIONAL License
 - Once transcripts/ hs diploma AND/OR test scores have been uploaded- click to apply for the paraprofessional license and complete the information as directed.
 - There will be a charge of \$100 + a convenience fee to apply for the license.
- ☐ 4. Register your license.
 - 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.