

**Applying for the ELS (Educator License with Stipulations) CTE**  
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**INFORMATION FOR CURRENT TEACHERS**

Short-term approval for teachers at all grade levels is now available. This license is valid for three (3) fiscal years and cannot be renewed.

**REQUIREMENTS:**

- Hold a valid Professional Educator License (PEL) endorsed in a teaching field.
- **ONE** of the following:
  - Official transcripts showing completion of 9 hours of coursework in the subject area to be taught
  - A passing score on the corresponding Illinois Content Area Test

**LIMITATIONS:**

The educator must be working towards the requirements for the corresponding endorsement during the validity period. Can be granted outside of the current grade range. Will not be issued after June 30, 2023.

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**INFORMATION FOR NON-CURRENT TEACHERS**

**REQUIREMENTS:**

- Minimum of 60 semester hours - The institution of higher education must hold regional accreditation. For endorsements requiring a specific number of semester hours, coursework must be at the 100-level or higher. Remedial coursework will not be accepted.
- Documented a minimum of 2,000 hours of work experience outside of education in the area to be taught. In Agricultural Education, you must submit 2,000 hours per pathway that you wish to teach in. These pathways include: Agricultural Science, Agricultural Business & Management, Agricultural Mechanics & Technology, Horticulture and Natural Resources Conservation Management. Learn more about the pathways and courses included in each [by clicking here](#).

**TO APPLY:**

- Visit the Illinois State Board of Education [ELIS Login Page](#)
  - Click on "Click here for first time access to the ELIS (Educator Licensure Information System) system" to create your account.
  - Follow the steps to create the online application and pay the licensing fee of \$102.
- Download [Form 73-23 Application for Career and Technical, Provisional Career and Technical Educator, Part-Time Provisional Career and Technical Educator License](#) to your computer or flash drive, then go to the saved copy to begin filling it out. If you fill it out online, the form will save though the information that you add will not.
  - You will need to mark Career and Technical Educator Endorsement (CTE) on the form. Part-time (PCTE) requires 8,000 hours of work experience and is for grades 11-12 only and can only be renewed one time. Provisional Career and Technical Educator (CTEP) requires 8,000 hours of work experience, is for grades 11-12 only and can be renewed as long as requirements are met.

- Signature of Superintendent or Board Secretary of Employing District is not required but should be the original signature of Superintendent or Board Secretary of Employing District if it appears. Candidates are not required to be hired by a school district to apply for this licensure.
  - Application must have an original signature of Regional Office of Education Superintendent
  - This form must be submitted by the Regional Office of Education (ROE) or Chicago Public Schools (CPS) and will not be accepted from the applicant. Regional offices of education are grouped by counties throughout Illinois. Applicants should go through their local ROE if they are unsure of what district they will be teaching in. Your license will need to be transferred to the ROE office that the school is part of and are employed with. [Click here](#) to see a list of regional offices of education.
- Complete the work experience log on the appropriate form listed below:
    - Download and save [Form 73-23A Verification for Career and Technical Educator Work Experience](#) prior to completing - This form should be used to verify employment when you or your family members are not the employer.
    - Download and save [Form 73-23B Verification for Career and Technical Educator Work Experience \(Notarized\)](#) prior to completing. This form should be used to verify employment when you or your family members are the employer.
    - It is acceptable to indicate "See Attached Sheet" and attach a separate pdf to send along with these forms if further detail or space is required to assist the reviewer in fully understanding your experiences.

ALL FORMS SHOULD BE SENT IN AT ONE TIME.

### **HOW LONG IS THE LICENSE VALID / RENEWAL?**

Once approved, your license will be valid for five years. During this five years, you will be licensed to teach in the specific area in which you were endorsed for grades 7-12. At the end of five years, the license can be renewed, and can be renewed every five years if the requirements for renewal are met. [Visit this link to review the requirements \(pdf\).](#)

**For more information on a License with Stipulations [visit this link.](#)**