Responses to Questions from Webinar 7
Regarding Slide 7, how can one have two years of full-time experience as a school counselor on a valid school counselor endorsement if he/she is not yet a school counselor?

- The first bullet is in reference to an individual who is coming from out-of-state and applying for the credential through ISBE. If the individual has two years of full-time service as a school counselor on a valid certificate or license, he/she is not required to complete a practicum.
Why is the intern approval process different for school counselors than it is for school social work, school psychologist, and school nurse?

- The latter are more district specific. The school counselor intern approval has always been issued through entitlement from an Illinois institution.
Slide 9 says that candidates “may” obtain an interim approval as a school counselor. Is this an option or is it a requirement prior to completing an internship?

- This is an option if the district wants to be reimbursed for the intern.
It is my understanding that this form is only required when a district is seeking financial reimbursement for hosting an intern. Is this correct?

That is correct. Educators are not required to complete this form if the district is not requesting reimbursement.
Entitlement Process and Uploading Documents

- To enter a candidate in pre-completion status, do I click on the entitlement link?
  - Yes. Please review the screenshots provided on 10/16.

- When I enter a candidate as PC, does this show up on the candidate’s home screen?
  - Yes. PC status shows up on a candidate’s home screen. Candidates should be informed as to the entitlement process and what PC means.
Entitlement Process and Uploading Documents

- When I entitle a candidate who was previously marked as PC, does the PC automatically disappear or must I delete it?
  - The status will change to “CP” (completed program) and the educator can apply for the credential.

- Does the applicant for an initial or subsequent entitlement see what he/she is applying for before completing the application process?
  - Yes, the applicant can see what endorsements you have entered.
Entitlement Process and Uploading Documents

- **Must I upload ISBE form 73-06?**
  - This is a grade verification form. This form is not required when you are entitling a candidate for an endorsement.

- **If I entitle a candidate and upload his/her transcripts, will the license be issued immediately?**
  - The educator must apply on ELIS and submit the applicable fee. If the application background questions are answered appropriately and all necessary tests have been passed, the license will issue immediately.
Am I limited to uploading only official transcripts? Must I initial transcripts?
- Yes, only official transcripts should be uploaded. You should initial official transcripts that you upload in ELIS.

Must we maintain documentation of experience for individuals seeking a reading specialist, principal, etc.? Or, if this documentation is recorded in ELIS, may we shred the documentation?
- If the documentation is scanned in ELIS, you need not retain it.
Must an individual who holds a general administrative endorsement complete an Administrator Academy each year if he/she is not employed in a Pre K-Grade 12 setting?

No. Individuals who are not employed in a Pre K-Grade 12 setting are not required to meet professional development requirements. Such individuals may mark themselves as exempt in ELIS.