Webinar Series Schedule

- 09/03/13  An Overview of the New Licensure System; School Code Administrative Rules; Licensure Officer Responsibilities
- 09/10/13  Illinois Licensure Testing System (ILTS); Alternative Licensure
- 09/17/13  Early Childhood; Elementary Middle Grades; Special K-12; Teacher Leader Endorsements
- 09/24/13  Secondary Endorsements; Special Education Endorsements and Approvals; Bilingual Endorsements and Approvals; ESL and ENL Endorsements
- 10/01/13  Administrative Endorsements; School Support Personnel Endorsements
- 10/08/13  Educator Licensure Information System and Entitlement (ELIS); Wrap-up

September 03, 2013
Caveat on Webinar Information

• You may print the slides and you may save the power point presentation.
• Please note, however, that the information provided in the *Fall 2013 Licensure Officer Training* is accurate at the time it is presented. For the most up-to-date information, please visit [www.isbe.net/licensure/default.htm](http://www.isbe.net/licensure/default.htm).
Each Webinar Will Begin At 10:00 AM

- Power point slides will be provided approximately one week prior to each webinar. At the beginning of each webinar, ISBE staff will take a few minutes to highlight any important changes to statute and/or administrative rule. Licensure Officers will then have the opportunity to pose questions verbally or in writing.

- The questions and answers from each webinar will be posted along with the archived webinar.
105 ILCS 5/21B-100 (NEW) defines the duties of Licensure Officers.

Licensure Officers are required to:

- Attend training conducted by the Illinois State Board of Education (ISBE)
- Adhere to the Illinois School Code and rules adopted to implement the Code when entitling candidates and/or adding endorsements
- Review new legislation and rules when available
Violations of 105 ILCS 5/21B-100

Violations of this Code or implementing rules regarding the entitlement of candidates by a Licensure Officer shall place the employing institution’s educator preparation program in jeopardy, specifically regarding the institution’s right to offer programs and recommend or entitle candidates for licensure.
Licensure Officers are required to attend all webinar sessions. The only exception is that Licensure Officers whose institutions do not offer programs leading to an endorsement in a school support personnel field(s) or an administrative field(s) do not have to attend the webinar on October 1, 2013.

Licensure officers who are unable to attend a live webinar must view the archived webinar prior to November 8, 2013. Licensure Officers are responsible for all material presented at each webinar and for sharing the information with appropriate institution staff.

It is the responsibility of the Licensure Officer to ensure that all staff who enter entitlement information into ELIS understand and adhere to the licensure and endorsement requirements presented in the webinars.

The Licensure Officer must confirm his/her attendance at the Fall 2013 webinar series by filling out the attendance form and submitting the form to Linda Jamali at ljamali@isbe.net by November 8, 2013.
Role of a Licensure Officer

- Serve as Entitlement officer;
- Oversee program compliance with ISBE;
- Serve as a liaison between the institution and ISBE licensure staff; and
- Inform preparation staff at ISBE of program changes or other major institutional changes that may affect preparation programs.
Dr. Jason Helfer
Assistant Superintendent
Teacher and Leader Effectiveness

Vicki Phillips
Division Administrator
Preparation and Evaluation

Kellee Sullivan
Division Administrator
Educator Licensure
Each institution is assigned an ISBE evaluator to contact when questions pertaining to licensure requirements and entitlement arise.

**Evaluation**

Sharon Battles    sbattles@isbe.net  
Cynthia Berger    cberger@isbe.net  
Emily Fox              efox@isbe.net  
Heather Frye          hfrye@isbe.net  
Jolene Reddy          jreddy@isbe.net  
Jamie Sullivan        jsulliva@isbe.net  

**General Phone Number:**

217-557-6763 – *This number may be provided to candidates.*

**Licensure Officer Phone Number:**

217-782-7091 – *This number is available exclusively to Licensure Officers and staff and should not be disseminated to candidates.*
Linda Jamali  ljamali@isbe.net
You may contact Linda for any testing related questions including ACT Plus Writing or SAT scores in lieu of the TAP.

**Additional Testing Resources:**

- **Evaluation Systems**  800-239-8107
- **ACT Helpline**   319-337-1320
- **SAT Assistance**  866-630-9305
Other responsibilities of the Educator Licensure Division include renewal, registration, SSN changes and National Board for Professional Teaching Standards (NBPTS).

Debra Heckenkamp  
*dheckenk@isbe.net*  
*Teacher and School Support Personnel Renewal*

Angela McDermott  
*amcdermo@isbe.net*  
*National Board for Professional Teaching Standards (NBPTS)*

Lori Norville  
*lnorvill@isbe.net*  
*SSN changes and license registration*

Joy Taylor-Ankenbrandt  
*jtaylora@isbe.net*  
*Administrator Academy and SEPLB Agenda and Minutes*

Dennis Williams  
*dwilliam@isbe.net*  
*Administrator Renewal and Provider Approval; Lapsed Licenses*
Division staff support institutions in developing documents for program approval, special projects, Elementary/Middle Grade re-design, IPTS re-design, SEPLB, Annual Program Reports, and technical assistance with school code and rules.

Jennifer Gross
jgross@isbe.net
Annual Program Reports, EdTPA, HQT, and Principal Preparation

Diane Lacopo
dlacopo@isbe.net
Alternative Licensure, Title II State Report Card, and State Approved Induction and Mentoring

Stephanie Robinson
strobinso@isbe.net
Institutional recognition and Teacher Leader

General Phone Number: 217-782-2948
The main authority for licensure rules can be found in the Article 21B of the Illinois School Code.

Laws grant rulemaking authority to agencies. Each set of rules identifies the portions of the law from which authority is derived.
Rules Relevant to Licensure Include:

Part 25  Licensure

- Requirements for licensure
- Requirements for endorsements
- Illinois Licensure Testing System (ILTS)
- Accreditation and approval of preparation programs
- Clinical experiences
- Alternative licensure
Other Relevant Rules

- Part 22 (Code of Ethics for Illinois Educators)
- Part 23 (Standards for School Service Personnel Certificate)
- Part 24 (Standards for all Illinois Teachers)
- Part 26 (Standards for Certification in Early Childhood Education and Elementary Education)
- Part 27 (Standards for Certification in Specific Teaching Fields)
- Part 28 (Standards for Certification in Special Education)
- Part 29 (Standards for Administrative Certification)
- Part 30 (Programs for the Preparation of Principals in Illinois)
Agency Rules Coordinator

Ex parte communications should be sent to the Agency Rules Coordinator

• Shelley Helton  rules@isbe.net
Timeline for Rules to Become Effective

► Review by the Illinois State Educator Preparation and Licensure Board (SEPLB)
► Initial Review by the Illinois State Board of Education
► Publication of proposal in Illinois Register begins public comment period of at least 45 days
  ❖ Comments made by outside entities are considered “ex parte”.
► Public comment period ends
► Analysis of comments; ISBE adoption
► Review by Joint Committee on Administrative Rules (JCAR)
  ❖ Significant changes are rarely made at this point in the process.
► Filed with Illinois Secretary of State
  ❖ This is the point at which new rules become effective.

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We recommend viewing the following ISBE rules websites on a monthly basis:

http://www.isbe.net/rules/archive/default.htm for Rules Currently in Effect—includes all rules applicable at a given point in time

http://www.isbe.net/rules/proposed/default.htm for Proposed Rules —everything in the process of being added, changed, or deleted at a given point in time
Changes to the rules website are made twice during the process of any rule making:

- After the State Board’s initial review of the proposed changes when the proposed amendments and a summary of the changes are posted on the website; and
- When the State Board adopts the rulemaking and a note is added to the proposed chart that indicates whether the proposed amendments were changed as a result of public comment and provides a link to the Board materials where the changes can be found.
What is the easiest way to track the progress of rulemaking?

- Visit the Board’s agenda each month. The agenda is posted at: www.isbe.net/board/default.htm
  - The agenda is generally posted one week prior to the Board meeting. To access the Board’s calendar, please visit: www.isbe.net/calendar/default.htm
  - Proposed rulemakings are listed on the agenda as either “initial” or “adoption”.

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“Ex parte communication” is any written or oral communication by any person during the rule making period that imparts or requests material, information or makes a material argument regarding an agency’s rulemaking and is communicated to the head of the agency or any employee.

The Executive Director of the Executive Ethics Commission has indicated that members of advisory boards are considered “employees” under the Ethics Act and therefore are held to ex parte reporting requirements.
Ex Parte Communication Does **NOT** Include the Following:

- Statements by a person publicly made in a public forum;
- Statements regarding matters of procedure and practice (e.g. format of public comments, the number of copies required, the manner of filing such comments, and the status of rule making proceeding); and
- Statements made by a state employee of that agency to the agency head or another employee of that agency.
Is it appropriate to ask for clarification about rules that are open for public comment?

- Yes. Please note, however, that such questions will be considered ex parte. Questions can be directed to the appropriate ISBE liaison (who will forward the question to Shelley Helton) or send to Shelley Helton directly at rules@isbe.net.
The reporting period is from the date of the first notice (i.e. when rules are published for public comment in the Illinois Register) until the rules are filed with the Secretary of State and become effective.

Ex parte must be reported to the Executive Ethics Commission within seven days of the communication.

Both written and oral communication must be reported:
- Date and mode (in person, telephone, fax, mail);
- Summary of the inquiry; and
- Summary of the response.
It is the responsibility of each Licensure Officer to:

- Keep abreast of potential changes to statutes and/or rules that affect licensure;
- Read all licensure-related statutes and rules;
- Understand how to implement the applicable statutes and rules;
- Inform institution staff about statutes and rules that will affect his/her programs;
- Inform candidates about new requirements; and
- Assist candidates in complying with statutes and rules.
Does a statutory change always require a revision to administrative rule?

- No. Rules are written only when it is necessary to expand on or amplify statutory requirements.
  - For example, if the statute is very specific and clear, administrative rules are not written. In such instances, institutions must implement the changes required under the law within the timelines specified in the particular statute.
Licensure Officers and Administrative Rule

- Should institutions go ahead and implement new statutory requirements prior to rules being written?
  - While it is not advisable for programs to implement proposed changes in rules before they become effective, it is prudent for Licensure Officers to review the changes in advance and during the rulemaking process to determine how the proposed changes will affect their institutions and programs.
  - Being prepared beforehand will make it easier to implement any required changes and inform candidates of the new requirements in a timely manner.
What is the most efficient way for Licensure Officers to stay abreast of proposed legislation that may impact their work?

- We recommend the following:
  - Regular communication with your institution’s lobbyist concerning proposed legislation that would impact your preparation programs; and
  - Review the “Legislative Report” in ISBE Board notes to note legislation that has been introduced by a variety of entities.
To find a law, go to the Illinois General Assembly’s website at www.ilga.gov and select “Illinois Compiled Statutes”.

To find a rule of another State agency, go to the same website, www.ilga.gov, and select “Administrative Rules”.

To find a rule promulgated by ISBE, go to www.isbe.net/rules/default.htm and choose “Rules Currently in Effect”. Proposed changes to any of the State Board’s rules can be viewed by choosing the “Proposed Rules and Amendments” link on that page.
Please contact your ISBE liaisons when you need clarity on a particular topic related to licensure, testing, or preparation.

Visit the www.ilga.gov website frequently to stay attuned to new legislation.

Visit the www.isbe.net/rules webpage frequently to review new rules and note any proposed rules related to licensure or preparation that may affect your institution.

Exercise your right to make public comment during the comment period.
Three Types of Illinois Educator Licenses

Professional Educator License
Substitute Teacher License
Educator License with Stipulations
Three Types of Educator Licenses

- Professional Educator License (PEL)
- Substitute Teacher License
- Educator License with Stipulations (ELS)
  - Provisional Educator
  - Alternative Provisional Educator
  - Alternative Provisional Superintendent
  - Resident Teacher
  - Career and Technical Educator
  - Provisional Career and Technical Educator
  - Part-Time Provisional Educator
  - Transitional Bilingual Educator
  - Visiting International Educator
  - Paraprofessional Educator
Entitlement Requirements for the PEL

- Successfully completed an approved educator preparation program and are recommended for licensure by the Illinois institution offering the educator preparation program, including:
  - Coursework in the following areas: cross-categorical methods, reading methods and reading in the content area; and
  - Student teaching (teachers) or internship (administrative and school support personnel)
- Successfully completed all testing requirements.
- All professional education and content-area coursework required for issuance of an Illinois license, endorsement, or approval must have been passed with a grade of “C” or its equivalent. (C minus is not considered a “C”).
- Met all other criteria established by rule of the State Board of Education.
• Endorsements on the PEL for teachers

  ➥ Any candidate interested in adding an endorsement outside the grade range of his/her license should consult with an institution of higher education to determine which type of program must be completed (full or focused).

  ○ The new endorsement may be issued via entitlement when the institution enters the notification and the educator submits the application and fee on ELIS.
Endorsements on the PEL for teachers

- The PEL for teachers will be endorsed with specific content-area endorsements and grade levels in which the holder is eligible to teach.
  - A candidate may add a content-area endorsement at the same grade level by meeting the applicable requirements contained in 25.100 and passing the applicable content-area test (if any) as required under 25.720. There are two ways to apply for the endorsement:
    - Apply through ELIS for an evaluation to be completed by ISBE staff; or
    - The institution may recommend issuance of the endorsement. If this route is used, the endorsement will be automatically issued upon submission of the application and required fee through ELIS.
The PEL for Administrators will be endorsed for one or more of the following:

- General Administrative (until 8/31/14)
- Principal
- Superintendent
- Chief School Business Official
- Director of Special Education
The PEL for School Support Personnel will be endorsed for one or more of the following:

- School Psychologist
- School Social Worker
- School Counselor
- School Nurse
- Speech Language Pathologist (non-teaching)
Illinois no longer issues leveled licenses such as initial, standard, or master.

Educators achieving National Board for Professional Teaching Standards (NBPTS) will receive a designation noting such on their Professional Educator License (PEL).

- A NCLB designation does not qualify the holder to teach that content-area; the individual must hold the applicable endorsement to teach the content-area.

All PEL’s are valid for five years and require that the educator complete professional development requirements for renewal.
A Substitute Teaching License may be issued to qualified applicants for substitute teaching in all grades of the public schools, Pre K-Grade 12.

Substitute Teaching Licenses are not eligible for endorsements.

Substitute Teaching Licenses are valid for substitute teaching in every Illinois county.
Substitute Teaching License

• Requirements:
  ○ Hold a bachelor’s degree or higher from a regionally accredited institution of higher education.
  ○ If an individual has had his or her Professional Educator License or Educator License with Stipulations suspended or revoked, or has not met renewal requirements for licensure, the individual is not eligible to obtain a Substitute Teaching License.
Substitute Teaching License

- Validity of the Substitute Teaching License
  - Valid for five years; and
  - May be renewed if the individual has passed the TAP.
    - The TAP score may be no older than ten years at the time it is submitted to ISBE.
    - Individuals who also hold a valid PEL are not required to take the TAP, nor are individuals who hold a valid ELS and were required to take the TAP for that license.
    - An individual who has passed the TAP for the first Substitute Teaching License is not required to retake the test for future renewals.
    - A composite score of 22 on the ACT Plus Writing or a composite score of 1030 (critical reading + mathematics) on the SAT may be used in lieu of the TAP.
There is no limit on the number of days that a teacher may teach in a single school district, provided that:

- No substitute teacher may teach longer than 90 school days for any one licensed teacher under contract in the same school year; and
- A substitute teacher who holds a Professional Educator License or an Educator License with Stipulations requiring a bachelor’s degree, may not teach for more than 120 school days for any one licensed teacher under contract for one school year.
An Educator License with Stipulations may be issued that is:

- Non-renewable; or
- Limits the license holder to one particular position; and/or
- Does not require completion of an approved educator program; or
- Any combination of these three items.
A provisional educator endorsement in a specific content area may be added to this license by an applicant who holds the following:

- a valid, comparable educator license from another State, U.S. territory or country,
- a **minimum of 15 semester hours** in content coursework from another State, U.S. territory, or foreign country and who, at the time of applying for a Professional Educator License (PEL), does not meet the requirements, but does, at a minimum, meet both of the following:
  - Holds the equivalent of a minimum of a Bachelor’s Degree, unless a Master’s Degree is required for the endorsement, from a *regionally accredited* college or university, or for individuals educated outside the U.S., the equivalent of a minimum of a bachelor’s degree issued in the U.S., unless a Master’s Degree is required for the endorsement.
  - **Has passed the TAP and the applicable content-area test(s), as required. (NEW)**
• A provisional educator endorsement for principal may not be issued, nor may any person with a provisional educator endorsement serve as a principal in a public school in Illinois.

• Out-of-state applicants will not receive a provisional educator endorsement if the person completed an alternative licensure program in another state unless the program has been determined to be equivalent to the Illinois program requirements.
A provisional educator endorsement is valid until June 30 immediately following 2 years of the license being issued, during which time any remaining testing and coursework deficiencies for the PEL must be met.

Failure to satisfy all stated deficiencies will mean that the individual is ineligible to receive a Professional Educator License at that time.

A provisional educator endorsement on an Educator License with Stipulations shall not be renewed.
An alternative provisional educator endorsement may be issued to an applicant, who at the time of applying for the endorsement, has completed all of the following:

- Graduated from a regionally accredited college or university with a minimum of a Bachelor’s Degree.
- Successfully completed the first phase of the alternative Educator License Program for Teachers.
- Passed the TAP and the applicable content-area test.
Educator with Stipulations Endorsed as Alternative Provisional Educator -- Validity

- **Validity Period**
  - Valid for two years of teaching and may be renewed for a third year if the holder meets the requirements. *(See 5/21 B-50 b) 4).*
This endorsement may only be issued to those who at the time of application have done all of the following:

- Graduated from a regionally accredited institution with a minimum of a Master’s Degree in a management field other than education.
- Been employed for a period of at least five years in a management position in a field other than education.
- Successfully completed the first phase of an alternative route to superintendent endorsement program.
- Passed the TAP and applicable content-area test(s).
An alternative provisional superintendent endorsement on an Educator License with Stipulations entitles the holder to serve only as a superintendent or assistant superintendent in a school district’s central office.

The endorsement may be registered for two fiscal years (July 1-June 30 of the following year) in order to complete one full year of serving as a superintendent or assistant superintendent.
A resident teacher endorsement on an Educator License with Stipulations may be issued to an applicant who, at the time of application, has done all of the following:

- Graduated from a regionally accredited institution with a minimum of a Bachelor’s Degree.
- Enrolled in an approved Illinois Educator Preparation program.
- Passed the TAP and the applicable content-area test(s).
• The resident teacher endorsement is valid for four years of teaching and cannot be renewed.
• A resident teacher may teach only under the direction of a licensed teacher, who will act as the resident mentor teacher, and may not teach in place of a licensed teacher.
• As of July 1, 2012, programs can no longer accept candidates into resident teacher programs and this endorsement will not be issued after June 30, 2017.
A career and technical educator endorsement may be issued on a Educator License with Stipulations to an applicant who has documented the following:

- A minimum of 60 semester hours of coursework from a regionally accredited institution of higher education;
- Passed the TAP; and
- Accumulated a minimum of 2,000 hours of work experience in the last 10 years outside of education in each area to be taught.

The career and technical educator endorsement is valid until June 30 immediately following five years of the endorsement being issued.
A provisional career and technical educator endorsement may be issued to an applicant who has documented the following:

- A minimum of 8,000 hours of work experience in the skill for which the applicant is seeking the endorsement; and
- Written verification from the employing school board that no qualified teacher holding a Professional Educator License or an Educator License with Stipulations endorsed in career and technical education is available and that actual circumstances require issuance.
The endorsement is valid until June 30 immediately following five years of the endorsement being issued.

The endorsement may be renewed one time for five years if the individual passes a test of basic skills* and completes a minimum of 20 semester hours from a regionally accredited institution.

*Defined as the TAP, ACT Plus Writing or SAT
The affected school district must state that they cannot find an appropriately licensed PEL or ELS is available to teach these courses.

The applicant is required to document 8,000 of work experience in the content-area within the past 10 years.

A part-time provisional career and technical educator may only teach two courses per semester.
Educator License with Stipulations Endorsed as Transitional Bilingual Educator -- Requirements

- Have had a teaching credential or equivalent issued by a foreign country, state, or territory within five years prior to the date of application for this credential; or
- Hold a Bachelor’s Degree or higher from a regionally accredited institution of higher education in the U.S. or a degree from a university in a foreign country that ISBE has determined to be equivalent to a Bachelor’s Degree from a regionally accredited institution of higher learning in the United States.
A transitional bilingual educator endorsement on an Educator License with Stipulations may be issued to an applicant who provides evidence of meeting the following requirements per 25.90 and 25.95:

- Possesses adequate speaking, reading, and writing ability in the language other than English in which transitional bilingual education is offered. This may be fulfilled by:
  - Graduating from an institution where the medium of instruction was the target language; or
  - Successfully passing the required target language proficiency (TLP) test. (If a TLP test is not available, but a foreign language test is available, the foreign language test may be used for this purpose.)

- Has the ability to successfully communicate in English. This may be fulfilled by:
  - Graduating from an institution where the medium of instruction was English; or
  - Successfully passing the English Language Proficiency Test.
• This endorsement is valid Pre K-Grade 12 and is valid until June 30 immediately following five years of the endorsement being issued.
• This endorsement shall not be renewed.
• Individuals holding a transitional bilingual endorsement may also apply for a language endorsement on an Educator License with Stipulations if he/she meets the following requirements:
  o Passed the appropriate foreign language test; AND
  o Passed the TAP.

• The educator will be qualified to teach the foreign language in Pre K- Grade 12.

• The language endorsement is valid for the same validity period as the transitional bilingual endorsement on an Educator License with Stipulations and shall not be renewed.
A visiting international educator endorsement on an Educator License with Stipulations may be issued to an individual who is being recruited by a particular school district that conducts formal recruitment programs outside the U.S. to secure the services of qualified teachers who meets all of the following requirements per 25.92:

- Holds the equivalent of a minimum of a Bachelor’s Degree issued in the U.S.
- Has been prepared as a teacher at the grade level for which he/she will be assigned.
- Has adequate content knowledge in the subject area to be taught.
- Has an adequate command of the English language*. 
*A representative of the school district who has been trained by ISBE shall:

- Administer the Nelson-Denny Reading Test to evaluate the candidate’s English language vocabulary and reading comprehension with a grade of 10.7 or higher; and
- Administer the Oral Proficiency Interview using the ACTFL rating system. The English language proficiency rating must be 2+ or higher.
An individual holding an Educator License with Stipulations endorsed as a Visiting International Educator shall receive endorsements in all of the following:

- Content-area major/grade levels;
- Bilingual education (medium of instruction of the university from which the educator graduated); and
- Foreign language (medium of instruction of the university from which the educator graduated).
The visiting international educator endorsement is valid for three years and shall not be renewed.
A paraprofessional educator endorsement on a Educator License with Stipulations may be issued to an applicant who holds a high school diploma or its equivalent and who holds one of the following:

- An associate’s degree; **or**
- A minimum of 60 semester hours of credit from a regionally accredited institution of higher education; **or**
- Has passed a test of basic skills (defined as the ACT Workkeys or the ETS Parapro in Illinois Administrative Rules 25.510).
The paraprofessional endorsement is valid until June 30 immediately following 5 years of the endorsement being issued.

The paraprofessional endorsement may be renewed through ELIS and payment of the applicable fee.

An individual who holds only a paraprofessional endorsement is not subject to professional development requirements in order to renew the endorsement.
• Please join us on September 3, 2013 to discuss this material.
• We will post the webinar and a corresponding “Q and A” document approximately one week after the original presentation. Please look for it at:

http://www.isbe.net/certification/html/webinar_archive.htm