ENTITLEMENT NOTIFICATION

FALL 2013
ILLINOIS STATE BOARD OF EDUCATION
LICENSURE OFFICER TRAINING

WEBINAR 6
Licensure Officers and any staff who enter entitlement information must be granted permission to access ELIS through IWAS.

- ELIS is accessed through the IWAS sign on system.
- You will need an IWAS ID to use ELIS
- Permission is granted by a particular individual at your institution—often the President, Provost, Dean, etc.
- From the Congratulations screen, click Continue once again
- You will now see the system listing page, from there, choose ELIS for Administrators
- Fill in the required Sign Up information, and click Submit
- Your local IWAS Administrator will then need to approve your signup. Be sure to ask for Institution Admin access.
In order to create an IWAS account, click on the IWAS link at www.isbe.net
Accessing ELIS Through IWAS for the 1st time
Accessing ELIS Through IWAS for the 1st time

- Click on the Sign Up Now link
Accessing ELIS Through IWAS for the 1st time
Accessing ELIS Through IWAS for the 1st time

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**Congratulations Webinar TestUser on signing up for your personal IWAS Internet account.**

You have completed the first step in the sign-up process for using the ISBE Internet-based systems. You now have one Login ID and Password to access most of ISBE's Internet-based systems. Please remember this information as you will need it in the future.

From this page you can click on the "Continue > >" button to access a list of the available ISBE Internet-based systems.

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Accessing ELIS Through IWAS for the 1st time
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Accessing ELIS Through IWAS

- Click on “IWAS” at the top of the ISBE homepage located at www.isbe.net.
Accessing ELIS Through IWAS

- Log into your IWAS account.
Accessing ELIS Through IWAS

- Click on “System Listing” on the left hand side of the screen.
Accessing ELIS Through IWAS

- Click on “ELIS for Administrators”
The first screen will display the Licensure Officer Homepage.
My Entitlements menu includes three options:

- Search for Entitlements
- Incomplete Entitlements
- Entitlement Log Report
• Search for both non-completed and completed entitlements for your institution using the *My Entitlements/Search for Entitlements* screen.
To add an Entitlement, click on the Click Here to Add a New Entitlement link at the bottom of the page.
Add an Entitlement Based on Completion of an Approved Program

- Enter the IEIN or SSN of the individual you wish to entitle. Click continue.
Add an Entitlement Based on Completion of an Approved Program

- Enter the degree information. You may type the first few letters in the major field in order to go directly to that major in the drop down list.
- Click the save button.

Add Entitlement

Educator: Craig Hodges.

Country: United States
State: Illinois
Institution: Southern Ill. Univ. Edwardsville
Degree Code: Bachelors
Major One: Elementary Education
Major Two:
Major Three: Please select a Major Two.
Degree Date: 06/01/2013

Once you have entered the required data, click the "Next" button.

- Save - Please save the degree
- Cancel - Please cancel the wizard
Select the *approved program*. Type in the first few letters and the approved program will display in the drop down list.

Once you have entered the required data, click on the "Next" button.

Options:
- Continue - Please continue the wizard
- Cancel - Please cancel the wizard
A new drop down box will require that you select the proper endorsement. Select the endorsement and then click continue.
Add an Entitlement Based on Completion of an Approved Program

- A grade level drop down box will appear. Select the correct grade level and click *continue*.
Add a Second Endorsement Based on Completion of the Same Approved Program

- To add another endorsement in the same Approved Program, choose the same Approved Program in the Approved Program 2 box and follow the same process.
### Add a Second Endorsement Based on Completion of a Different Approved Program

To add an additional Approved Program and Endorsement combination, select the new *Approved Program* in the Approved Program 2 box, then select the *endorsement* and proper *grade level*.

![Add Entitlement](image)

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**Educator Licensure**

October 22, 2013
In order to add a subsequent endorsement to an existing license, first search for the educator via the Search screen.

Access his/her Credential page, and click on the Click here at Add an Endorsement link.
Add a Subsequent Endorsement to an Existing Educator License

Click here to add an Endorsement
Add a Subsequent Endorsement to an Existing Educator License

- If an educator holds both a PEL and an ELS, be certain to hit *Select* on the specific license you want to endorse.
Add a Subsequent Endorsement to an Existing Educator License

<table>
<thead>
<tr>
<th>Select</th>
<th>License ID</th>
<th>License</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2268847</td>
<td>Professional Educator License</td>
</tr>
<tr>
<td></td>
<td>2268861</td>
<td>ELS(TBE)</td>
</tr>
</tbody>
</table>
Enter the information on the first screen. You now have the ability to type in the endorsement code and the system will take you directly to the endorsement on the list. Typically, the UNIC source would be selected.
Add a Subsequent Endorsement to an Existing Educator License

- The endorsement will be added to the existing license in a completed program status.
Adding an Early Childhood Special Education Approval

- Search for the educator using the Search Tab.
Adding an Early Childhood Special Education Approval

- Click on the *Click Here to Add an Approval* link below the Approvals section of the Credentials screen. Click on *Finish*.
## Adding an Early Childhood Special Education Approval

- The Approval will be added in a *University Entitlement Status*

<table>
<thead>
<tr>
<th>Approval Code</th>
<th>Approval</th>
<th>District Code</th>
<th>Application Received</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECT</td>
<td>Early Childhood Special Education</td>
<td></td>
<td>10/07/2013</td>
<td>University Entitlement</td>
</tr>
</tbody>
</table>
Marking a candidate as Not Complete will place the candidate on the Incomplete Entitlements page.
Click the *Selected* check box next to the candidate’s name and then click on the *Mark Selected Entitlements Complete* link. Multiple candidates can be moved to a Completed Program status at one time.
Once you have marked the entitlements as complete, the candidate may apply for the license.
When a candidate log in, he/she will see a notification on their homepage indicating that he/she can apply for a license.
• The candidate will click on the notification to launch the Entitlement Application Wizard.
The candidate should enter the required information.
The candidate must enter all the required information.
The candidate should be certain that the information entered into the wizard is correct. We may be unable to contact the individual if the information is incorrect.
Select the appropriate Regional Office of Education.
Complete the required **Criminal History Disclosure Statement**.
Enter the payment information and click “Next.”
Review the information on this screen. If correct, click “Apply.” By clicking “Apply”, you are electronically signing the application and authorizing ISBE to charge your credit card for the amount listed. All payments are non-refundable.
Once the applicant has completed the Entitlement Application Wizard, the license will either be issued or it will be routed to an ISBE evaluator for review. Please instruct candidates to contact ISBE at 217-557-6763 should they have questions.
Ability to Search on ELIS

[Image of the Illinois State Board of Education website interface with a search button highlighted]

Educator Licensure October 22, 2013
The search screen allows Licensure Officers to search for educators throughout the State of Illinois. Licensure Officers may search using many different data points including Last/First Name, IEIN or SSN. Search results can be exported.
• If only one result is returned for the search criteria, that educator’s account displays.
• If multiple results are returned, select which educator and click “View” next to that educator’s account.
Licensure Officers can access information on the selected educator by using the “Educator” menu.
The Educator Testing screen displays which tests the educator has passed.

<table>
<thead>
<tr>
<th>Test Description</th>
<th>Test Date</th>
<th>Passed Test?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before July 1, 2004 Elementary/Middle Grades</td>
<td>07/01/2004</td>
<td>Yes</td>
</tr>
<tr>
<td>Before September 11, 2010 Basic Skills</td>
<td>09/10/2001</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Note: You cannot delete imported tests.
• This screen displays the images that are on file for a particular educator.
<table>
<thead>
<tr>
<th>View</th>
<th>ID</th>
<th>Document</th>
<th>Viewed?</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>4020290</td>
<td>TRANS</td>
<td>Yes</td>
<td>Transcript - University Of Il. Springfield</td>
</tr>
<tr>
<td>View</td>
<td>4020289</td>
<td>TRANS</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>2933928</td>
<td>TRANS</td>
<td>Yes</td>
<td>Teaching Experience</td>
</tr>
<tr>
<td>Not Available</td>
<td>2933927</td>
<td>EXPER</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Not Available</td>
<td>2933926</td>
<td>73-03C</td>
<td>Yes</td>
<td>Application for Certificate</td>
</tr>
<tr>
<td>View</td>
<td>1434316</td>
<td>TRANS</td>
<td>Yes</td>
<td>Transcript</td>
</tr>
<tr>
<td>Not Available</td>
<td>1434315</td>
<td>73-03C</td>
<td>Yes</td>
<td>Application for Certificate</td>
</tr>
</tbody>
</table>
For Assistance with ELIS
Thank you for attending the final webinar in the Fall 2013 Licensure Officer Training series.

You will receive an updated training verification form today. Please complete the form and return it to Linda Jamali by November 8, 2013. You may scan the form and email it to ljamali@isbe.net or fax a copy of the form to 217-524-1289.