

# State Professional Teaching License Application Process

## Create ELIS Account (if you do not already have it set up):

1. Go to [www.isbe.net](http://www.isbe.net). Click on ELIS link towards the top of the page.
2. Click on *Educator Access*.
3. Follow the procedural steps to either create a new account or enter your existing account. You can set up your account at any time, but note that until all coursework and testing is completed and your degree is posted by the Bradley Registrar, you won't be eligible to apply for your license.

## When degree is posted:

1. **Once your degree is posted, I will email you to let you know that you have been entitled.**
2. You will then go into your own account in ELIS.
3. You will see a notification on your homepage indicating that you can apply for a license.
4. Click on the *You Have Been Entitled by Your Institution. Apply for Your Educator Credentials*.
5. Click on *Apply For Credential*.
6. Complete the series of questions on the next six screens. This process will register your license with an ROE of your choice.
7. Review the information on the final screen and click on *Apply*.
8. Once you have completed these steps, the license will be available for you to view and print or it will be routed to an ISBE evaluator for review.
9. Please contact ISBE at (217)557-6763 if you have any questions.

## Send in your TRANSCRIPTS:

10. You must fill out a request form for your official transcripts to be sent by Bradley, **once your degree has been posted**. No one can request them on your behalf.

You can request your transcript by following the directions in this link:

<http://www.bradley.edu/offices/academic/registrar/transcripts/>

11. Send them directly to ISBE at:

Illinois State Board of Education  
Teacher Licensure Department  
100 North First Street  
Springfield, IL 62777

If you have any questions or concerns, contact Jane Cushing at [jcushing@fsmail.bradley.edu](mailto:jcushing@fsmail.bradley.edu) or (309)677-3694.