Paraprofessional

Requirements:

Is at least 20 years of age

One of the following options must be demonstrated:

- Completed 60 semester hours of college credit at a regionally accredited institution of higher education (evidence is an official sealed transcript -address listed above) or e-transcripts to: Cayce Wright at CWright@lake.k12.il.us; OR
- Associate degree (or higher) from a regionally accredited institution of higher education (evidence is an official transcript -address listed above) or e-transcripts to: Cayce Wright at CWright@lake.k12.il.us; OR
- Passed the ETS ParaPro assessment with a score of 460 or higher (evidence is an official score report) and high school evidence (copy of HS diploma, HS transcripts or GED certificate); OR
- Passed the applicable ACT WorkKeys assessments (Applied Mathematics- 4, Reading for Information- 4, Writing/Business Writing- 3) (evidence is an official score report) and high school evidence (copy of HS diploma, HS transcripts or GED certificate)

Testing Information:

ACT Work Keys Test: The College of Lake County is an authorized ACT center and will offer the ACT Work Keys test in Lake County located at Lakeshore Campus 111 N. Genesee Street, Waukegan, IL 60085. Pre-registration is required. Contact the Learning Resource at 847-543-2120 or 847-543-2121.

ETS ParaPro Assessment Test: administer at SEDOL located at 18160 Gages Lake Road, Gages Lake, IL, 60030. Please contact Diana Steiskal at 847-986-2345 or dsteiskal@sedol.us for registration.

ETS ParaPro Assessment Test: administer at Beach Park C.C School District #3 located at 11315 W. Wadsworth Road, Beach Park IL 60099. Please contact Katie at 847-599-5076.

For ETS Para Pro Assessment Test: ETS administers its own testing. Check the website for exact registration, information, locations and test dates www.ets.org/parapro or you can call 609-771-7395
Application Process:
1. Go to https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx
2. Click on “ELIS/Educator Credentials”
3. Click on “Educator Access”
4. First time only – on the left side click “Sign Up Now” and create an account
5. Once you login to ELIS click on “Apply for a Paraprofessional License” and follow the prompts ($100 plus a service fee)

The application process can take 2-6 weeks. You’ll receive an email notification from the Illinois State Board of Education (ISBE) once your application is reviewed.

Register Your License:
Your license is not valid until you register it.
1. Login to your existing ELIS account: https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx
2. Click on “Registration” which is located in the “Action Center Box” located on the right side and follow the prompts ($60 plus a service fee)
www.isbe.net

Click on: System Quick Links
Click on: ELIS Educator Licensure Information System

Click on: Educator Access Login to your ELIS account
Sign up now

Enter the requested information then click continue