Paraprofessionals

Requirements:

1) Must be at least 19 years of age to apply.

2) **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 – mailed to our office at the address listed above) or e-transcript to Stephanie Gonzalez sgonzalez@lake.k12.il.us OR
   - Associate degree (or higher) from a regionally accredited institution of higher education (evidence is an official, sealed transcript – sent to the address listed above) or e-transcripts to: Stephanie Gonzalez sgonzalez@lake.k12.il.us OR
   - Pass the ETS Para Pro Assessment with a score of 460 or higher. Submit official score report) and high school evidence (HS diploma, HS transcripts or GED certificate) OR
   - Pass the applicable ACT Work Key Assessment with the following scores:
     ✓ Applied Mathematics – 4
     ✓ Reading for Information/Workplace Documents – 4
     Submit official score report and high school evidence (HS diploma, HS transcript, 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 at the Lakeshore Campus located at 33 N. Genesee Street, 2nd Floor N203 Waukegan, IL 60085. Pre-registration is required including a $30 non-refundable fee. Please contact the Lakeshore Campus Testing Center at 847-543-2120 for additional information.

You may review sample ACT Work Keys test questions at the following link:

**ETS ParaPro Assessment Test** – Administered at SEDOL located at 18160 Gages Lake Road, Gages Lake, IL, 60030. Please contact Jill Lueders at 847-986-2410 or email: jlueders@sedol.us for registration information.
Application Process:
1. Go to: https://www.isbe.net/
2. Click on System Quick Links
3. Click on “Login to your ELIS account” (located in the Educator Access Box)
4. **First time only** – on the left side click “Sign Up Now” and create an account
5. Once you are logged in to ELIS click on “Apply for a Paraprofessional License” and follow the prompts
6. **$100 application fee plus service fee** (payment made with debit/credit only)

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

Register Your License:
Once issued, your next step will be to register. The license is not valid until you register it.
1. Login to your existing ELIS account: https://sec3.isbe.net/IWASNET/login.aspx
2. Click on “Registration” which is located in the “Action Center Box” on the middle right side of your home page, and follow the prompts
3. Register in Lake County - Select 34 Lake ROE from drop down menu
4. **$30 registration fee plus service fee** (payment made with debit/credit only)
5. Valid five years. Renewable with registration fees.

(See next page for screen shot directions)
Create your account at: [www.isbe.net](http://www.isbe.net)

Click on: System Quick Links

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

Enter the requested information then click continue