

## **Paraprofessionals Requirements**

Must be at least 19 years of age to apply.

**ONE** of the following four options must be demonstrated:

- Associate degree (or higher) from a **regionally accredited** institution of higher education
- 60 semester hours of college credit from a regionally accredited institution of higher education

**US credentials:** Request **college** send your official transcript directly to: [licensure@lake.k12.il.us](mailto:licensure@lake.k12.il.us)

**Foreign credentials:** Must be evaluated by one of the ISBE approved evaluation services listed here [foreign-cred-eval-svcs.pdf \(isbe.net\)](#) Request service send official report directly to the state: [transcripts@isbe.net](mailto:transcripts@isbe.net)

### **If you do not have college coursework, you may take one of the following tests to qualify**

- Pass the ETS Para Pro Assessment with a score of 460 or higher **and** high school evidence. (diploma, transcript, or GED)
- Pass the applicable ACT Work Key Assessment with the following scores **and** high school evidence. (diploma, transcript, or GED)
  - ✓ Applied Mathematics – 4
  - ✓ Reading for Information/Workplace Documents – 4s

**Educator may send the official score report **and** high school evidence to: [licensure@lake.k12.il.us](mailto:licensure@lake.k12.il.us)**

## Testing Information:

### ACT Work Keys Test-

- The College of Lake County offers 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.
- McHenry County College offers the ACT Work Keys. For additional information, please contact the college at 815-455-8984 or email: [testingcenter@mchenry.edu](mailto:testingcenter@mchenry.edu)

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

[www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html](http://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html)

**ETS ParaPro Assessment Test** – Administered at SEDOL located at 18160 Gages Lake Road, Gages Lake, IL, 60030. Please contact SEDOL at 847-986-2410 for registration information.

### Application Process:

1. Create your ELIS account if you do not already have one  
Go to [isbe.net](http://isbe.net)- click teachers- click log in to ELIS-under educator access, click login to your ELIS account- in left margin click sign up now and create your account.
2. Once you are logged in to ELIS, click on “Apply for Credential” and select “Paraprofessional” and follow the prompts
3. **\$100 application fee plus service fee** (payment made with debit/credit only)

**The application process may take 2-4 weeks.** You will receive an email notification from the Illinois State Board of Education (ISBE) once your application is reviewed.

Once issued you must register this license so that is valid for working in the schools

### Register Your License:

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.