



**DEKALB COUNTY**  
REGIONAL OFFICE OF EDUCATION

## **BECOME A PARAPROFESSIONAL IN DEKALB COUNTY**

A paraprofessional assists in instruction under the supervision of a licensed teacher. Non-instructional assistants, such as personal care assistants and translators, are not considered paraprofessionals. You may work as a paraprofessional if you are at least 18 years old. In addition you would need to hold a valid Professional Educator License (PEL), a Substitute License (SUB) or an Educator License with Stipulations – Paraprofessional (ELS (PARA)). You may also work as a paraprofessional if you hold the old approval(s) for TA or TAS or TASN.

### **Requirements for the Educator License with Stipulations - Paraprofessional**

You must meet **ONE** of the following requirements:

Completed 60 semester hours of college credit at a regionally accredited institution of higher education. Evidence is an official transcript in a sealed envelope or sent electronically by the college/university.

**OR**

Obtained an Associate's Degree or higher at a regionally accredited institution of higher education. Evidence is an official transcript in a sealed envelope or sent electronically by the college/university.

**OR**

Passed the ETS ParaPro Assessment with a score of 460 or higher. Evidence is the official score report.\*

**OR**

Passed the applicable WorkKeys assessment. Evidence is the *ACT WorkKeys Proficiency Certificate for Teacher Assistants*.\*

\* Proof of high school graduation must also be provided if the applicant does not hold a minimum of an Associate's degree. Evidence is a copy of your high school / GED diploma or transcript.

Bring or send documents to the DeKalb Regional Office of Education, 2500 North Annie Glidden Road, DeKalb, Illinois 60115. You may also have official electronic transcripts sent directly from your University to [tjacker@dekalbcounty.org](mailto:tjacker@dekalbcounty.org). Provide an explanation describing the reason you are sending the documents. The ROE will scan the documents into your ELIS account for ISBE evaluators to access during their evaluation. If your last name is different from what appears on the document, please indicate that, as well.

### **Taking the ETS ParaPro Assessment**

The ETS ParaPro Assessment is given in an Internet-based computer format. The test has 90 multiple-choice questions that measure basic skills in reading, writing and math and the application of these basic skills in the classroom. All test questions are in English.

The ETS ParaPro Assessment is offered by appointment only on Tuesdays at the DeKalb Regional Office of Education, 2500 North Annie Glidden Road, DeKalb, Illinois 60115. Register for the ParaPro Assessment at [www.dekalbroe.org](http://www.dekalbroe.org). The cost of the test is \$75.00 payable online at the time of registration by Visa, Master Card or Discover.



**Tessa Acker, DeKalb County Regional Superintendent**

2500 N. Annie Glidden Rd., DeKalb IL 60115 (815) 217-0460 [tjacker@dekalbcounty.org](mailto:tjacker@dekalbcounty.org)

Additional information about the ETS ParaPro Assessment can be found at [www.ets.org/parapro/about](http://www.ets.org/parapro/about).

#### **Set Up an ELIS (Educator Licensure Information System) Account**

1. Go to the Illinois State Board of Education website at [www.isbe.net](http://www.isbe.net).
2. Select the blue link *Log into ELIS*.
3. Select *Login to Your ELIS Account* from the *Educator Access* box.
4. If you had an account in the old Educator Certification System, select *Click Here for First Time Access to the ELIS System* from the box to the right. If you never had an educator account, select *Sign Up Now* from the menu on the left.
5. Enter the information requested. All red arrows indicate required information. Record your Login Name and Password in a safe place for future reference and login purposes.
6. You will be congratulated on creating your new account.
7. Click *Continue*. This will launch ELIS and take you to your personalized home page.

#### **Apply for a Paraprofessional Endorsement (ELS (PARA))**

1. Go to the Illinois State Board of Education website at [www.isbe.net](http://www.isbe.net). Select the *Teachers* link.
2. Select the blue box *Login to ELIS*.
3. From your home page select *Apply for a Credential*. Select *Paraprofessional License (Teacher's Aide)*.
4. Follow the Application Wizard, including payment of the \$100.00 application fee and a small processing fee. Fees can only be paid online using a credit card.

#### **Register Your License**

1. Once your license is issued you must register the license to make it valid for employment.
2. Go to the Illinois State Board of Education website at [www.isbe.net](http://www.isbe.net). Select the *Teachers* link.
3. Select the blue box *Login to ELIS*.
4. In the *Action Center* on your home page, select *Registrations*. You may also see a 1\* and a yellow triangle next to *Registrations*. Follow the screens, entering the information requested.
5. Select the region(s) in which to register your license. DeKalb County is Region 16. You may register your license in more than one region, but it must be registered in the region in which you work.
6. Pay your \$30.00 registration fee (good for the remainder of the first year of licensure plus five additional years) and a small processing fee. Fees can only be paid online using a credit card.
7. You will receive confirmation that your license has been registered successfully. Click *Finish*.

#### **Renewing Your License**

The Educator License with Stipulations (PARA) must be renewed every five years through application and fee payment (\$50.00 for five years plus a small processing fee). No professional development is required for renewal. Your renewal date will be indicated on your ELIS *Credentials* page.



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## Short Term Approval – Paraprofessional

The Short-Term Approval for Paraprofessional is issued by the ISBE (Illinois State Board of Education). This approval will allow you to work as a paraprofessional with just a high school diploma. The approval is good for 3 years only and can not be renewed. If you wish to work as a paraprofessional past the 3 year timeline, you will need to meet the qualifications for the Paraprofessional License.

### Set Up an ELIS (Educator Licensure Information System) Account

1. Go to the Illinois State Board of Education website at [www.isbe.net](http://www.isbe.net).
2. Select the blue link *Log into ELIS*.
3. Select *Login to Your ELIS Account* from the *Educator Access* box.
4. If you had an account in the old Educator Certification System, select *Click Here for First Time Access to the ELIS System* from the box to the right. If you never had an educator account, select *Sign Up Now* from the menu on the left.
5. Enter the information requested. All red arrows indicate required information. Record your Login Name and Password in a safe place for future reference and login purposes.
6. You will be congratulated on creating your new account.
7. Click *Continue*. This will launch ELIS and take you to your personalized home page.

### Apply for the Short-Term Approval

1. Login to your ELIS account by entering your username and password.
2. If you have not entered your contact information previously, you will need to enter that information now before you can apply for any credential or approval.
3. From your home page select *Apply for a Credential*. Select *Approval*.
4. Select *Short Term Approval for Paraprofessionals*, select *next*.
5. Follow the Application Wizard, including payment of the \$50.00 application fee and a small processing fee. Fees can only be paid online using a credit card.
6. You will need to submit a copy of your High School Diploma or transcript to the ROE. If you are unable to obtain a copy of your high school diploma or transcript, call or email Tessa Acker ([tacker@dekalbcounty.org](mailto:tacker@dekalbcounty.org)).



