



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.
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).