

## Paraprofessional Process

- Go to [www.isbe.net](http://www.isbe.net) (<http://www.isbe.net>)
- Click on “Teachers”
- Click on “Log in to ELIS”
- Click on “Login to your ELIS account” under “Educator Access”
- Select “Click here for First Time Access to the ELIS System”
- Create a user name and password using your social security number, birthday and other personal information
- Once logged in, click on “Apply for a Paraprofessional License”
- Follow the steps in the application wizard. You will pay \$100 plus a small convenience fee.
- Send ***one*** of the following:
  - Official sealed transcripts from a regionally accredited university showing at least 60 credit hours **OR**
  - Official ACT Work Keys scores:
    - Reading for Information (4), Writing or Business Writing (3), and Applied Mathematics (4)
    - (Note: The Regional Office of Education offers ACT Workkeys Testing at our Granite City testing center. Please call 618-296-4530 to register)
  - Parapro Assessment score report
- Also send a copy of your high school diploma or transcripts
- All documents may be sent (or hand delivered) to:

Madison County ROE #41  
157 North Main Street, Suite 438  
Edwardsville, IL 62025
- The license will take around 8 weeks to be evaluated and possibly issued, once all documents have been submitted
- Once your credentials in your online ELIS account go to saying “pending review” to “issued” – you may register your license
- You simply click on registration to follow the steps and pay \$25.00 plus the convenience fee.