

NEW REQUIREMENTS FOR ILLINOIS ADMINISTRATORS

Effective July 16, 2015

Prepared by the Center of Educator Effectiveness, Illinois State Board of Education

OUT-OF-STATE PRINCIPAL AND SUPERINTENDENT- Educators who completed an out-of-state principal or superintendent preparation program can now apply for the principal endorsement through ISBE transcript evaluation.

Applicants who do not meet all of the requirements for a Professional Educator License (PEL) with a Principal or Superintendent endorsement may qualify for an Educator License with Stipulations (ELS) with a provisional endorsement. (PEDU) This credential allows the holder to serve as a superintendent or principal for one full fiscal year and may be extended for an additional fiscal year if licensure tests have been passed.

The educator license with stipulations endorsed as a provisional educator ELS (PEDU) will be automatically exchanged for a professional educator license if the requirements for the PEL have been met within the one calendar year validity of the deficiency letter. If the requirements for the PEL have not been met within one calendar year, the licensee must submit a new application and fee and meet any new licensure requirements that are in effect at the time of your new application.

REQUIREMENTS FOR PROFESSIONAL EDUCATOR LICENSE (PEL) ADMINISTRATIVE ENDORSEMENTS FOR APPLICANTS TRAINED OUT OF STATE OR COUNTRY

All administrative endorsements require the following:

- **Master's degree** or higher from a regionally accredited institution of higher education;
- **Completion of a preparation program** in the field of specialization (e.g. superintendent) and submission to ISBE of Form 80-02: *State-Approved Program and Completion of Standards Verification*;
- **Internship** or equivalent experience
- **Completion of coursework** addressing methods of teaching exceptional children, reading methods, content area reading, and methods of teaching English language learners (requires submission to ISBE of Form 80-02: *State-Approved Program and Completion of Standards Verification*);
- **Licensure Tests:** Content tests can be no more than 10 years old at the time of application; basic skills scores are valid indefinitely; View the chart below to see the required tests for each area;
- **Additional requirements:** View required experience and specific requirements for each area in the chart below.

ENDORSEMENT/ ILLINOIS ADMINISTRATIVE RULE	VALIDITY/ GRADE RANGE	ILTS TESTS	EXPERIENCE	SPECIFIC REQUIREMENTS
General Administrative (25.335)	K-12	Principal (186) A test of basic skills	Two years' full-time teaching or school support personnel service in public schools, schools under the supervision of the Department of Corrections, schools under the administration of the Department of Human Services, or nonpublic schools recognized by the ISBE, or meeting comparable out-of-state recognition standards	The general administrative endorsement will only be available for application until June 30, 2016. The program must have been completed by August 31, 2014, which is the original deadline for awarding the endorsement. All testing requirements must be completed June 30, 2016 or earlier. No educator license with stipulations endorsed for a provisional educator for general administrative can be issued. No educator license with stipulations is available for general administrative.
Principal (25.337)	Pre K- Grade 12	A test of basic skills Principal (195) and Principal (196)	4 years of teaching, or until June 30, 2019, school support personnel experience, on a valid license in a public school or nonpublic school recognized by ISBE or in an out-of-state nonpublic school meeting recognition standards comparable to those approved by ISBE.	Not Applicable
Superintendent (25.360)	Pre K- Grade 12	A test of basic skills Superintendent (187)	2 years of experience working full time as a principal, director of special education, or chief school business official, or other administrative position while holding a credential in the employing state to serve in such a capacity that is comparable in validity and educational and experience requirements to the applicable Illinois endorsement.	Must provide proof of holding (or having held) an issued <u>teaching</u> license (license not does not have to be valid currently).

GENERAL ADMINISTRATIVE – Beginning September 1, 2014 the General Administrative endorsement will no longer be issued *EXCEPT* to individuals who

- a) completed the coursework for issuance of the GA endorsement before September 1, 2014, and
- b) have completed all testing requirements by June 30, 2016, and
- c) have made application for the endorsement by June 30, 2016.

HOW CHANGES IMPACT CURRENT AND DEFICIENT LICENSE AND ENDORSEMENT APPLICATIONS

Any new application reviewed by ISBE after July 16, 2015 will be subject to the new requirements. Thus, if an educator submitted a licensure application in March and it is still in “pending review” status in ELIS, the application will be reviewed under the new requirements.

If an educator has an application on file with ISBE that is in “deficient” status and wishes to be evaluated under new requirements, the educator must request, using ISBE Form 80-05 *Request to Expire Current Evaluation for Licensure per Passage of Illinois Statute* to have their application removed so they may submit a new application for the same area. The educator must then submit a new application and fee. Refunds will not be given for the deleted applications.

OUT-OF-STATE TEST OF BASIC SKILLS – Applicants who have successfully completed a test of basic skills (as defined by Illinois administrative rules) at the time of initial licensure in another state or another country are not required to complete an Illinois test of basic skills. Applicants should use ISBE Form 80-02 *State-Approved Program and Completion of Standards Verification* or ISBE Form 80-03 *Out-of-State Test of Basic Skills Verification: Department/Board of Education Use Only* to verify completion of the test. For example, if an educator completed a preparation program at an Iowa institution and obtained licensure in Iowa, Form 80-02 should be used. However, if an educator completed a preparation program in Iowa, did not obtain Iowa licensure, but obtained licensure in Missouri, Form 80-03 should be completed by Missouri’s department of education.

If an out-of-state applicant submitted Forms 73-05 and 73-06 and the PEL was not issued due to a deficiency which identifies those forms, they will be honored. New applications must use ISBE Form 80-02.

EDUCATOR TESTING – No score on a test required for licensure in Illinois, other than a test of basic skills, can be more than **10** years old at the time that an individual makes application for an educator license or endorsement. The test of basic skills is valid indefinitely. Content Tests, APT, edTPA are all valid for 10 years.