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GREETINGS

This newsletter is designed to provide specialized information to Regional Offices of Education (ROEs) and Intermediate Service Centers (ISCs) throughout the State of Illinois. We hope to develop a better-informed working relationship, foster a greater sense of community, and build morale between the Illinois State Board of Education and ROEs and ISCs.

Fall 2019 ROE/ISC Touch Point Meeting ... In the books!

The fall 2019 ROE/ISC Touch Point meeting was held on September 18, 2019, at the State House Inn in Springfield. We would like to thank all of you who attended! We had a great turnout, with nearly 75 folks in attendance!

A few of the topics reviewed at the meeting included assignability, previous qualifications, and adding degrees in the Educator Licensure Information System (ELIS).

We hope to continue to provide biannual in-person trainings to the ROEs/ISCs. Our next training is scheduled for April 2020. [Click here](#) to help us choose a date!





Adding a Degree in ELIS

It is important to be mindful when adding a degree to an educator's ELIS account. Degrees from entities that are not regionally accredited should NOT be added to the degree section of ELIS. The "other" or "unknown" options should only be used for regionally accredited institutions of higher education that are not in the drop-down menu. If you find a regionally accredited institution that is not listed in the drop-down menu, please contact your ISBE liaison. Additionally, be sure that a degree is truly conferred (and not in progress). Accuracy is very important since substitute teacher applications and Educator License with Stipulations endorsed for Paraprofessional (ELS-PARA) applications may auto-issue based off degrees entered by ROEs and ISCs.

We have created a [quick guide](#) to assist you with adding degrees. If you have questions when adding a degree, please contact your ISBE liaison.

An institution's accreditation is normally listed on the back of the transcript. Below are links to each of the accrediting bodies. Utilize the appropriate accrediting body to search for an institution if you are unsure of its accreditation.

- **Middle States Association of Colleges & Schools – Commission on Higher Education** – accredits institutions in Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico and the Virgin Islands. <http://www.msche.org/> (*Click on Institutions and then choose the first letter of the college's name to obtain information.*)
- **New England Association of Schools & Colleges – Commission on Institutions of Higher Education** – accredits institutions in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont. <https://cihe.neasc.org/about-our-institutions/roster>

- **North Central Association of Colleges & Schools – Higher Learning Commission** – accredits institutions in Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, New Mexico, Nebraska, North Dakota, Oklahoma, South Dakota, West Virginia, Wisconsin and Wyoming.
<https://www.hlcommission.org/> (*Click on Our Institutions and then select the state. Scroll down to view schools.*)
- **Northwest Commission on Colleges & Universities** – accredits institutions in Alaska, Idaho, Montana, Nevada, Oregon, Utah and Washington. <http://www.nwccu.org/> (*Click on Directory of Institutions and select the section of the alphabet or the graphic of the state that applies.*)
- **Southern Association of Colleges & Schools – Commission on Colleges** – accredits institutions in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, & Virginia. <http://www.sacscoc.org/> (*Scroll down slightly and click on the state of your choice from the map on the right.*)
- **Western Association of Schools & Colleges** – accredits institutions in California, Hawaii and the Pacific. <https://www.wascseior.org/>
- **Accrediting Commission for Community and Junior College:** <https://accjc.org/find-an-institution/>

ELIS User Email Addresses

An educator may have up to three different email addresses listed on their ELIS account. The email address an educator used to initially create their IWAS account is used for blast emails, such as renewal reminders. This email address may be found at the bottom of an educator's credentials page in his/her ELIS account in the "Users directly accessing this account" section. The other two email address an educator may have on their ELIS account are the listed in the "Contact Information" box at the top of the ELIS screen. For explanation purposes, these two email addresses are referred to as ELIS email address. The first email address listed in the "Contact Information" box is utilized by ISBE staff to contact the educator directly, such as in response to a question or in response to a fee-related issue. This email address is also used to send account updates and alerts (e.g., when a new deficiency letter is on file or when a credential has been issued). An educator may also list a secondary email address in the "Contact Information" box.

Ensuring email addresses are current and free of typos is essential so that educators can receive communication from ISBE. Below are instructions on how to update these email addresses.

To update an IWAS email address:

1. Log in to your ELIS account.
2. Select "Edit Profile" on the left-hand side, after logging in.
3. On the "My Profile" page, update your IWAS email address and click "Submit" when finished.

What Is IWAS?

The acronym IWAS stands for the ISBE Web Application Security system. It is the security portal used by ISBE to authenticate users who utilize one or more of the agency's web systems. All users of systems within IWAS must first create an IWAS account and then "sign up" for a specific system(s). Sign-up requests are typically approved through an entity's administrative account, although there are a few systems that follow a special approval workflow (such as ELIS). The IWAS user base includes a wide variety of users ranging from ISBE employees to ROE/district staff, educators, and nutrition providers.

How are ELIS and IWAS Related?

The Educator Licensure Information System is a system within IWAS. Educators follow the ELIS signup workflow to create an IWAS account and associate themselves with their own ELIS credentials. Although accessed through IWAS, ELIS maintains its own database and does not share user contact information with IWAS. Because of that, an ELIS user will want to make updates to contact information in both their IWAS account and within ELIS in order to keep them in sync.

Home Edit Profile Change Password Contact ROE Help Logout IWAS Training Video	<p>Welcome to your personal IWAS for Educators account.</p> <p>From this page you can click on the "Continue" button to access all of your credentials online.</p> <p style="text-align: right;">Continue >></p> 
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* You have now successfully updated your email address in IWAS. All future blast emails, including renewal reminders, will be sent to this updated email address.

To update an ELIS email address:

1. Log in to your ELIS account.
2. Select "Continue."
3. Under the green contact information box at the top of your ELIS account, select "Click Here to Edit Your Contact Information."
4. Click "Continue" on the bottom right side of the screen through the Update Wizard until you see this screen to update your email address.

Primary Phone: ([REDACTED]) ext. [REDACTED] *

Secondary Phone: ([REDACTED]) [REDACTED] - [REDACTED]

Primary Email Address: [REDACTED] *

Secondary Email Address: [REDACTED]

Once you have entered the required data, click the "Next" button.

Save - Please save the profile information
 Cancel - Please cancel the wizard

5. Input your correct email address(es).
6. Click "Finish" on the bottom right side of the screen.

*You have now successfully updated your email address in ELIS!

Monthly Myth Buster

Did you know that any educator who holds an ELS and a bachelor's degree is eligible to serve as a substitute teacher?

If an educator holds an ELS, such as an ELS (PARA), plus a bachelor's degree, he/she is eligible to substitute teach up to 120 days within the same school year for a licensed teacher under contract. If an educator holds an ELS-CTE, he/she is eligible to substitute teach for up to 120 days for a licensed teacher under contract in a CTE classroom; however, a bachelor's degree is NOT required.

Dual Credit Endorsements

ISBE has been working with the Illinois Community College Board (ICCB) and the Illinois Board of Higher Education (IBHE) to develop nine dual credit endorsements. The endorsements will showcase an educator's ability to teach dual credit in a specific area, but an individual may still meet qualifications for teaching dual credit without holding the endorsement. Community colleges and universities will first review an educator's qualifications to determine if the educator is qualified to teach dual credit in the content area sought. The higher education institution will complete a verification form and send it to its ROE/ISC for verification of receipt and upload to the educator's ELIS account. Upon upload, the endorsement will auto-issue.

The nine forms have been created. ISBE, ICCB, and IBHE have a few final steps to complete before the endorsements are available for application in ELIS. We will provide a short training to the ROEs/ISCs on these endorsements and what the process entails once they are available in ELIS. We anticipate these endorsements to be implemented this fall.

ROE/ISC Feature

We invite you to share your story with us for inclusion in an upcoming issue! It could be upcoming PD activities, school events, an initiative, etc. Send your information to Lauren Anders at landers@isbe.net. We look forward to hearing from you!

Recent Updates

Check out our new “did you know” videos!

A few of our team members have recorded short informational clips on common topic areas. View the videos here and feel free to share links with educators:

- a. [Test of Basic Skills](#)
- b. [Application Status](#)
- c. [Rush Requests](#)
- d. [Short-Term Approval](#)

Teacher and Principal Performance Evaluation Grants

Teacher and Principal Performance Evaluation grants are now out of maintenance and have been approved in IWAS. Please remember to submit your quarterly reports to Vince Camille (vcamille@isbe.net) if you have not done so already. If you have not utilized any of the funds, your report should show “\$0” expended. We still need the reports for our records.

Note that the teacher and principal evaluator trainings are now offered as administrator academies (AAs) through ROEs/ISCs and other enumerated recorders throughout the state. As of Jan. 1, 2019, trainings can no longer be taken through Growth Through Learning. The maximum amount of reimbursement available to an educator for the AA training is \$450.

ISBE Staff Spotlight



The Educator Effectiveness Department is lucky to have a wonderful call center team! One year ago this month, our department began implementing our own call center. Angie Snow, Janice Maier, Angela McDermott, and Brenda Stamer work hard each day to assist our callers!

Brenda Stamer has been with ISBE for nearly 22 years. She has spent much of her career in the Educator Effectiveness Department, previously known as the Certification Department. She has extensive knowledge on past and present licensure topics. Her calm demeanor and persistence to resolve any situation are great characteristics that our callers appreciate!

Angela McDermott has been with ISBE for 21 years. She has a background in license renewal and substitute teaching license and ELS (PARA) evaluations, and has worked closely with National Board for Professional Teaching Standards in the past, which has created a great foundation for assisting callers. She provides callers with exactly the information they are looking for and works to resolve issues quickly!

Janice Maier has also been with ISBE for 21 years. Seems to be the trend! Janice is newer to the world of licensure, but she has caught on quickly! She is very tech savvy and is quick to resolve technical issues with callers. She is patient and provides in-depth assistance to callers.

Angie Snow has been with ISBE for nearly two years. She began her career with the agency as a program specialist, where her main job duties included the many tasks that came with ELIS fee processing. She joined our call center team in the spring of 2019. Angie works closely with our callers to make sure any question or issue they may have is completely resolved before the call ends!

Our recent call center changes and the amazing individuals who make up our call center team have had such a positive impact on our department!

ISBE Office Closings

- Columbus Day: October 14, 2019
- Veterans Day: November 11, 2019
- Thanksgiving: November 28 & 29, 2019
- Christmas Day: December 25, 2019

Part 25 Proposed Rules

Part 25 proposed rules were approved at the September 2019 Board meeting. The rules have progressed to the next stage of review with the Joint Committee on Administrative Rules. The highlight of the rules allows most subsequent teaching endorsements to be added outside of a teacher's current licensure grade range by completing 18 semester hours of coursework and the content test. This proposed change would move us closer to the true intent of the Professional Educator License (PEL), which is for the license to serve as a foundation to which any endorsement and grade range can be added once a teacher is initially licensed.

Paraprofessional Test for Licensure

ISBE is working with the Governor's Office and bill sponsors to draft legislation to reinstate the test option for paraprofessional licensure. Fall veto session is October 28-30 and November 12-14. We are hopeful that both houses will act on this measure during one of those two periods and the Governor will sign the bill soon afterward. We are hoping legislation will be signed around the end of the November. Emily Fox and the Educator Effectiveness Department will keep the ROEs/ISCs informed of any updates.

New Legislation

New legislation ([Public Act 101-0531](#)) was recently signed. It went into effect August 23, 2019. Rulemaking will follow. Highlights of the legislation include:

- a. Updates to policies and procedures for sexual abuse investigations at schools, reporting abuse/neglect, and checking statewide misconduct databases.
- b. Timelines for districts/ROEs to notify ISBE of records of conviction (15 business days).
- c. Licensees who do not comply with or pass ISBE educator audits shall have their licenses placed in a lapsed status.
- d. Beginning July 1, 2019, all entities offering professional development for licensure renewal must register with ISBE prior to offering any activities in the current fiscal year. *(Note: Our ELIS team is creating a registration page to comply with this mandate and we will be in touch when the page is ready. PD may still be offered by approved providers as this registration page is being created.)*
- e. Resignation of contracted teachers without 30 days' notice to the school board: Any teacher terminating a contract in order to take a new teaching position, without proper notice to the school board, may be referred by the board to the State Superintendent. ISBE will convene a hearing and the educator's license may be suspended for up to one calendar year. *New option:* In lieu of a hearing and finding, the teacher may agree to a lesser sanction at the discretion of the State Superintendent.

State-mandated Trainings for PD Hours

ISBE, the Illinois Association of Regional School Superintendents, and a few other stakeholders convened last week to discuss whether or not state-mandated trainings should be allowable hours toward educator licensure renewal. After a robust discussion and weighing of pros and cons, the group decided that certain training topics do align with state law requirements for professional development. A sub-group will convene in early November at ISBE to create a guidance document outlining applicable trainings that may count for professional development hours. Ultimately, providers may offer any trainings for professional development hours but must ensure that the trainings are robust enough to fulfill all requirements for professional development set forth in state law and Administrative Code. ISBE recommends that providers continue business as usual when offering mandated trainings until this guidance document is released next month.

New EIS Position Codes for ROEs and ISCs

Two new position codes have been created in the Employment Information System (EIS) for ROEs/ISCs to use when reporting licensed staff. Both positions can be found under the "Regular Educational Ancillary Staff" category and can be used to report applicable employees. These new positions are intended to allow you to more accurately report your licensed employees who fulfill these duties in your office:

- Position Code 317 – Professional Development Consultant (ROE Only)
- Position Code 318 – Grant Coordinator (ROE Only)

Note: These codes will not flag administrator academies for license renewal and should be used for positions that do not require an administrative endorsement to be held on the PEL.