

CREDENTIALING BASICS FOR GSU GRADUATES PRACTICING IN ILLINOIS

11-16-18

Credential	Practice Setting	Exams Required	Application	When to Apply	When can I work? <i>Your master's degree must be posted before you can begin work in any setting as a speech-language pathologist. This usually is complete by one month after graduation.</i>
<u>CCC</u> Issued by ASHA	All	<u>Praxis</u> http://www.ets.org/praxis	Take Praxis no later than midway through your last semester. http://www.asha.org/certification/SLP Certification/	May apply when (1) graduate academic course work and clinical practicum completed and (2) KASA verified by program.	You may begin work without the ASHA CCC as long as you have the appropriate ISBE or IDFPR credential.
<u>Illinois License</u> 1. Temporary * 2. Regular Issued by IDFPR	All	PRAXIS examination: Select GSU as the attending institution (Code 1263), and specify additional score recipients as GSU and Illinois Dept Prof Reg (Code 7219) when you register for the test. ASHA is automatically included.	http://www.idfpr.com/dpr/WHO/spc h.asp	(1) <u>Approximately 2-3 weeks before graduation</u> , apply for Temporary and Regular License (you must do both at the same time), minus the "ED" form. (2) <u>Once your degree posts</u> , have the Registrar complete the "ED" form and send to IDFPR.	MUST apply BEFORE beginning to work. (Employers may want a letter from IDFPR verifying receipt of your paperwork). You have 120 days from the time IDFPR received your original paperwork to complete your file with the "ED" form. <u>You may legally practice during this time.</u>

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<p><u>Professional Educator License</u> (formerly Type 73 Certificate) issued by ISBE</p> <p>Visit ISBE’s Educator Licensure website at http://www.isbe.net/licensure/default.htm</p>	Public school	<p>(1) Test of Academic Proficiency (TAP) or its equivalent. <u>Note: Before or during your first semester:</u> Take and pass a basic skills test (i.e., TAP or equivalent ACT, SAT). AND</p> <p>(2) #154 Non-Teaching SLP <u>Proof of a passing scoring should be submitted no later than the semester you plan to graduate.</u></p> <p>http://www.il.nesinc.com/</p>	GSU entitlement officer certifies your <u>Professional Educator License</u> (PEL) and sends application instructions (once degree is posted).	<p>(1) Once your degree posts, you receive GSU email notification from GSU’s Department of Education Entitlement Officer to apply for PEL.</p> <p>(2) Apply immediately after you have been notified of your entitlement. DO NOT apply before you are notified.</p> <p>(3) You will use an electronic process ELIS to apply for the <u>Professional Educator License</u> (PEL). ELIS can be found on the ISBE website. Note: Once you take the TAP or submit ACT/SAT exam results to ISBE, an ELIS account is generated for you.</p> <p>(4) See guidelines for applying for PEL at the end of this document.</p>	You <u>must</u> have an ISBE Professional Educator License to work in the schools.
<p><u>Early Intervention Specialist</u> Issued by DHS</p>	Early intervention	Not applicable.	http://www.dhs.state.il.us/page.aspx?item=31183		Optional- only necessary to bill Illinois CBO and participate in state referral network

*The Temporary License is designed to allow CFs to work and bill Medicaid and other entities requiring a licensed professional to be administering treatment. You must meet all requirements for a license EXCEPT you need not have completed Clinical Fellowship.

You will need to apply for the Temporary License first, and then the ISBE Professional Educator License (after notification that you are entitled). You are not eligible for either one until your degree is posted. The earliest date on which you could begin working ANYWHERE in Illinois performing the duties of an SLP is the day your final degree is posted by the university and your application for a temporary license has been turned in.

Temporary License

IDFPR also provides temporary licenses to new graduates. As with all licenses issued by IDFPR, the applicant must successfully pass the PRAXIS and pay the application fee. Applicants must have successfully passed the PRAXIS to obtain this licensure, so new graduates are encourage to take that test prior completion of the program. New graduates who complete a program in the state of Illinois are encouraged to apply for a temporary license as soon as they graduate. New graduates are encourage to apply for this license even if proof of program completion in not yet available. Typically, new graduates hold this license during their Clinical Fellowship Year. **This license allows a clinical fellow to bill Medicare.** New graduates who are ready to begin their Clinical Fellowship Year, however, do not have a diploma or ED letter from their university can begin work as long as an application for a temporary license has been filed. There is a 120-day grace period in which individuals can work while awaiting the processing of the necessary paperwork. For more information, please see **Public Act 094-1082**, which outlines the temporary license. <https://www.ishail.org/illinois-licensures>

Temporary License Process for CDIS GSU Students:

1. When you take your PRAXIS, have your exam scores sent directly to IDFPR. You should also send them to ASHA, and we appreciate it if you send them to GSU as well.
2. Application forms are downloaded from www.idfpr.com. Go to the website, select the Professional Regulation section, select *speech-language pathology temporary* from the professions list, and then select *speech-language pathology license application* from the next list.
3. You should apply after your final degree is posted, not in the last trimester of school.
4. **PRINT OUT THE ENTIRE FORM.** Toward the end, you will see special instructions for the TEMPORARY license. You will be applying through *entitlement*.

One requirement is a signed, sealed ED form, which is completed by the registrar's office; however, the registrar will not complete it until your degree is posted, usually within two weeks of the end of the trimester in which you graduated. Under Illinois law, you may begin a non-school job without the temporary license and work for 120 days prior to getting the application completed.

Those of you going to work in a non-school setting: By law, you CAN work in a non-school setting for up to 120 days without the temporary license, as long as you are in the process of applying and have completed all the other requirements except for the degree verification. You MUST apply before beginning to work. Some employers may ask the department to verify in writing that you have completed your coursework and will be graduated so that they know your temporary license will not be held up. Direct those requests to the department chairperson.**

Those of you going to work in schools (8-15-18): To work in a school you cannot be hired until you have a Professional Educator License (PEL), technically. You cannot work with children until you have a PEL. If your school session begins prior to the time you receive your PEL, you must handle any employment through your employer (e.g., you may be able to obtain a Substitute Teacher license). The department can send a letter verifying that you will graduate on a specific date to individual schools where you have a job or job offer if that is called for. Direct those requests to the department chairperson.**

****Please be aware that the department chairperson will not issue such letters until your practicum project has been accepted and your clinical hours have been verified. Generally, verification of clinical hours takes place during a window of a few weeks at the end of the trimester.**

ISBE Professional Educator Licensure (PEL) Process for CDIS GSU students: (Updated 8-15-18)

1. The PEL process begins when a student is nearing successful completion of their program. The Department of Communication Disorders sends names of graduating CDIS students who are being recommended for ISBE licensure to the licensing or entitlement officer in the Department of Education.
2. Students are pre-entitled pending the posting of their degree and verification that there are no outstanding issues to resolve (e.g., no holds, state tests completed, and final grades, clinical experience, etc., has been posted to the transcript).
3. Grades are posted within eight days of the semester's end. But, the entitlement process may not be complete until 3-8 weeks after the semester concludes.
4. Once verified, the entitlement officer enters the students name into the Educator Licensure Information System (ELIS) database (the ISBE statewide electronic database which contains licensing information).
5. **The entitlement officer then notifies the student by GSU email that their entitlement has been verified (i.e., all criteria and assessments pertaining to their degree from an accredited program have been met) and entered into the ELIS database.**
6. The entitlement officer will provide instructions to apply for the PEL (and register your license) in the email that you receive. Apply for your PEL immediately after receiving your entitlement notification. To apply for the PEL you will need to access your ELIS account. Go to the ISBE website <http://www.isbe.state.il.us/> and select ELIS. Also, please note the following:
 - a. When you take the TAP exam or submit your results for other tests of basic skills (i.e., ACT or SAT) to ISBE, an ELIS account is generated. You can locate your ELIS account using your SSN or by name. At the time you apply for the PEL, you only need to update your current account. DO NOT create a second account);

- b. When you take the TAP your scores are automatically sent to ISBE;
 - c. When you take the ACT or SAT your scores have to be sent directly to ISBE. This can take up to six weeks. If you require superscoring you must request this via email.
7. DO NOT apply for your PEL before you are entitled (that is, do not apply before you receive the notification email from the entitlement officer).
 8. Your entitlement officer is Dr. Joi Patterson. If you have questions, she can be reached via email at jpatterson3@govst.edu or you may call 708 534-6979. It is important that you check your GSU email for notification of your entitlement.