

## CREREDENTIALING BASICS IN ILLINOIS

v. 9-12-07

### NEW for FALL 2007:

Until further notice, new graduates applying for the Temporary License should be aware that they are not considered to be licensed until they have the license in hand. The lag time between application and receipt of license can vary greatly, from a few weeks to several weeks. Individuals who apply for the temporary license, having completed all requirements but without submitting their official transcripts reflecting degree completion, are permitted to practice for up to 120 days. Individuals who submit the official transcripts with their application for the temporary license ARE NOT PERMITTED TO PRACTICE UNDER THE 120 DAY GRACE PERIOD and must wait until their application is processed and the license is in hand.

ISHA is working toward resolution of this problem. Informal reports indicate that students who contact IDFPF directly can often influence the speed with which their applications are processed.

**You will need to apply for the Temporary License first, and then the Type 73. 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 Process for GSU Students:**

1. When you take your PRAXIS, have your exam scores sent directly to IDFPF. 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](http://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. One problem I don't have an answer for: If you send in the application without the ED form, or send it in with that form incomplete, it may be kicked back to you. **My advice would be to send in the application along with a letter that explains that you will forward the completed ED form once your degree is posted, noting that the current application does not reflect current law yet, and include this excerpt from the SLP/A Practice Act.**

(225 ILCS 110/8.1)

Sec. 8.1. Temporary license. On and after July 1, 2005, a person who has met the requirements of items (a) through (e) of Section 8 and intends to undertake supervised professional experience as a speech-language pathologist, as required by subsection (f) of Section 8 and the rules adopted by the Department, must first obtain a temporary license from the Department. A temporary license may be issued by the Department only to an applicant pursuing licensure as a speech-language

pathologist in this State. A temporary license shall be issued to an applicant upon receipt of the required fee as set forth by rule and documentation on forms prescribed by the Department certifying that his or her professional experience will be supervised by a licensed speech-language pathologist. A temporary license shall be issued for a period of 12 months and may be renewed only once for good cause shown.

A person who has completed the course and clinical curriculum required to receive a master's degree in speech-language pathology, as minimally required under subsection (d) of Section 8 of this Act for a license to practice speech-language pathology, but who has not yet been conferred the master's degree, may make application to the Department for a temporary license under this Section and may begin his or her supervised professional experience as a speech-language pathologist without a temporary license for 120 days from the date of application or until disposition of the license application by the Department, whichever is sooner.

**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 won't be held up. Direct those requests to the department chairperson.\*\*

**Those of you going to work in schools:** Technically, you cannot be hired until you have a certificate. You cannot work with children until you have a certificate. If your school session begins prior to the time when your degree is posted and you can apply for the certificate, this is something you must handle through your employer. 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.**

#### **Type 73 Process for GSU Students:**

Remember you must already hold a Master's or doctoral degree from an ASHA approved program and have passed the Basic Skills and non-teaching content area tests. You must also hold a regular or temporary license *or be in the application process*.

1. When you take your Basic Skills and Nonteaching Content Area exams, have the results sent directly to ISBE.
2. At the end of the trimester, a list of graduating students (along with personal e-mail accounts if available) is sent from the department to the College of Education.
3. A designated staff person in the Dean's office checks these names against the registrar's final list of posted degrees.
4. Once each student's degree is posted and audited (meaning there are no outstanding issues to be resolved), the staff person enters that student's name into the ECS database. '(This is a statewide, electronic online database that contains all of the certification and renewal information for both administrators and certified personnel.)

5. The staff person then notifies the student by email (the GSU mail account is used, unless otherwise specified) that their entitlement (meaning degree from an accredited program) has been entered.
6. This process is usually completed within about 2 weeks of the end of the trimester in which you graduate.
7. **You do NOT need to complete the paper application for the Type 73...that is the old-fashioned way, and although ISBE is still taking paper applications for now, they will stop doing it soon, in favor of an electronic process currently available. IF you decide to go the paper route, it will take much longer. The application will not be signed until your final degree is posted.**
8. To apply for the Type 73, go to the ISBE website <http://www.isbe.state.il.us/> and select ECS (top left corner). You must create an account in ECS to apply for a certificate online.
9. Create and login, or login to your ECS account if you already have one.
10. Select the paragraph that states, *I recently graduated from an accredited program, how do I apply for my certificate?* This whole paragraph is a link to the online application.
11. You will then get to a page that says the following:

If you do not have any certificates listed above and have recently completed an approved Illinois teaching program then you will need to contact your institution. ISBE is notified of all program completers and if your certificate is not present above then we have not been notified that you have completed the program. You will not be able to apply for your certificate until your institution notifies us that you have completed all requirements of the program.

If any of the certificates listed above say that the certificate is "Not Marked Complete" then you need to contact the Entitling Institution and ask them to mark the certificate complete in TCIS.

Many institutions will notify us of their graduates before the graduates actually complete all requirements of the approved teacher education program. Once the graduates have completed all requirements of the approved teacher education program then the institution will mark them complete. You will not be able to apply for your certificate until your university has marked it complete.

The online application process requires payment by credit card. We accept American Express, Discover, Mastercard and Visa.

To start the application process click on the "Apply Online" link to the right of the certificate for which you wish to apply.