

**CREDENTIALING BASICS FOR GSU GRADUATES PRACTICING IN ILLINOIS**

11/21/2022

<b>Credential</b>	<b>Practice Setting</b>	<b>Exams Required</b>	<b>Application</b>	<b>When to Apply</b>	<b>When can I work?</b>
<p><u>CCC</u> Issued by <b>ASHA</b></p>	All	<p><u>Praxis</u> <a href="http://www.ets.org/praxis">http://www.ets.org/praxis</a></p>	<p>Take Praxis no later than midway through your last semester. <a href="https://www.asha.org/certification/praxis/praxis_scores/">https://www.asha.org/certification/praxis/praxis_scores/</a></p>	<p>May apply when (1) graduate academic course work and clinical practicum completed and (2) KASA verified by program.</p>	<p>You may begin work without the ASHA CCC as long as you have the appropriate ISBE or IDFPR credential.</p>
<p><u>Illinois License</u> 1. Temporary * 2. Regular  Issued by <b>IDFPR</b></p>	All	<p>PRAXIS examination: Select GSU as the attending institution (Code 1263), and specify additional score recipients as GSU and Illinois Dept Prof Reg (Code R7219) when you register for the test. <u>ASHA is automatically included.</u></p>	<p><a href="https://idfpr.illinois.gov/Apps/NewApplications.asp">https://idfpr.illinois.gov/Apps/NewApplications.asp</a>  <a href="#">State of Illinois   Department of Financial &amp; Professional Regulation</a></p>	<p>(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. <i>If you intend to take advantage of practicing for 120 days before you have your temporary license in hand, you will send in all of your licensure application materials except the ED form</i> (2) <u>Once your degree posts</u>, have the <b>Registrar complete the “ED” form and send to IDFPR.</b></p>	<p>MUST apply BEFORE beginning to work. 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> The Temporary License is valid for 18 months during the time you complete your Clinical Fellowship Year (CFY).</p>

Credential	Practice Setting	Exams Required	Application	When to Apply	When can I work?
<u>Professional Educator License</u> (formerly Type 73 Certificate) issued by ISBE  Visit ISBE's Educator Licensure website at <a href="https://www.isbe.net/Pages/Educator-Licensure.aspx">https://www.isbe.net/Pages/Educator-Licensure.aspx</a>	Public school	(1) #232 Non-Teaching SLP through the <i>Illinois Licensure Testing System</i> . (formerly the #154) <u>Proof of a passing score should be submitted to the department no later than the semester you plan to graduate.</u>  <a href="http://www.il.nesinc.com/">http://www.il.nesinc.com/</a>	GSU entitlement officer certifies your <u>Professional Educator License</u> (PEL) and sends application instructions (once degree is posted).	(1) Once your degree posts, you receive GSU email notification from GSU's Department of Education Entitlement Officer to apply for PEL. (2) <b>Apply immediately after you have been notified of your entitlement.</b> DO NOT apply before you are notified. (3) You will use an electronic process <b>ELIS</b> to apply for the <u>Professional Educator License</u> (PEL). ELIS can be found on the ISBE website. (4) <b>See guidelines for applying for PEL at the end of this document.</b>	You <u>must</u> have an ISBE Professional Educator License to work in the schools.
<u>Early Intervention Specialist</u>	Home-based Early intervention	Not applicable.	<a href="http://www.wiu.edu/ProviderConnections/">http://www.wiu.edu/ProviderConnections/</a>		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 the Clinical Fellowship Year (CFY).

**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. However, you have 120 days from the**

**time IDFPR received your original paperwork to complete your file with the “ED” form. You may legally practice during this time in a non-school setting. You must have your PEL to work in the any Illinois school system.**

### **Temporary License Process for CDIS GSU Students:**

1. When you take your PRAXIS, have your exam scores sent directly to IDFPR. We would appreciate it if you sent them to GSU as well.
2. Application forms for the Temporary License are downloaded from <https://idfpr.illinois.gov/profs/SpeechLangAudio.asp>. In the drop-down menu under *Licensee Application Forms*, select *Acceptance of Examination*.
3. PRINT OUT THE ENTIRE FORM. Special instructions for the TEMPORARY license begin on Page 3. Remember you are sending in the application for both the Temporary and Regular licenses.
4. One requirement for the Temporary license 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. 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. Complete the top of the Certification of Education (ED) form and give to the person at your university, who will have it completed and signed. This office will affix the school seal showing that your degree has been conferred. You then send it to IDFPR. Please note that it often takes several weeks to receive your temporary license.

***Note:** If you intend to take advantage of practicing for 120 days before you have your temporary license in hand, you will send in all of your licensure application materials except the ED form and send it later under separate cover. You will receive a deficiency letter from IDFPR; this just means that they will not issue your temporary license until they have the ED form, or all of your materials. This is not a problem.*

5. Send the application packet along with the combined fees of \$165.00 to IDFPR (Acceptance of Examination fee \$90.00 and Temporary License fee \$75.00). When your completed application packet and fees have been received along with your Praxis scores, your temporary license will be processed. The mailing address for sending in your application is on page two of your packet. Please note that it often takes several weeks to receive your temporary license.
6. Keep the Verification of Employment (VE) form. This is sent in to IDFPR following nine months of supervised professional experience. Remember, your supervisor must be licensed during the period of supervision to sign the VE form. The VE form is sent in with another a copy of the four-page application (send with note that they should have the original application on file). IDFPR then reviews your application for issuance of your SLP licensure.
7. Always keep copies of everything.
8. If you have questions, contact IDFPR via their website at [www.idfpr.com](http://www.idfpr.com) or call 1-800-560-6420.

**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, if 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:** To work in a school you cannot be hired until you have a Professional Educator License (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 semester.**

### **ISBE Professional Educator Licensure (PEL) Process for CDIS GSU students: (Updated 2/3/2020)**

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. However, the entitlement process may not be complete until 3-8 weeks after the semester concludes waiting for your degree to post.
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: 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).
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](mailto:jpatterson3@govst.edu) or you may call 708 534-6979. It is important that you check your GSU email for notification of your entitlement.