

## Paraprofessionals

### **Requirements:**

- 1) Must be at least 19 years of age to apply.
- 2) **One** of the following options must be demonstrated:
  - Completed 60 semester hours of college credit at a regionally accredited institution of higher education (evidence is an official, sealed transcript) **OR**
  - Associate degree (or higher) from a regionally accredited institution of higher education (evidence is an official, sealed transcript) **OR**

**Please request the college send official transcript directly to the state as follows:**  
**[transcripts@isbe.net](mailto:transcripts@isbe.net)**

- Pass the ETS Para Pro Assessment with a score of 460 or higher. Submit official score report **and** high school evidence (HS diploma, HS transcripts or GED certificate) **OR**
- Pass the applicable ACT Work Key Assessment with the following scores:
  - ✓ Applied Mathematics – 4
  - ✓ Reading for Information/Workplace Documents – 4Submit official score report **and** high school evidence (HS diploma, HS transcript, or GED certificate)

**Please send official score report and high school evidence to Stephanie Gonzalez:**  
**[sgonzalez@lake.k12.il.us](mailto:sgonzalez@lake.k12.il.us)**

### **Application Process:**

1. Create your ELIS account if you do not already have one  
<https://www.isbe.net/Documents/How-To-Create-ELIS-Acct.pdf#search=how%20to%20create%20an%20ELIS%20account>
2. Once you are logged in to ELIS, click on “Apply for a Paraprofessional License” and follow the prompts
3. **\$100 application fee plus service fee** (payment made with debit/credit only)

**The application process may take 2-4 weeks.** You will receive an email notification from the Illinois State Board of Education (ISBE) once your application is reviewed.

Once issued you must register this license so that is valid for working in the schools

### **Register Your License:**

1. Login to your existing ELIS account: <https://sec3.isbe.net/IWASNET/login.aspx>
2. Click on “Registration” which is located in the “Action Center Box” on the middle right side of your home page, and follow the prompts
3. Register in Lake County - Select 34 Lake ROE from drop down menu
4. **\$30 registration fee plus service fee** (payment made with debit/credit only)
5. Valid five years. Renewable with registration fees.