



Checklist for Illinois State Board of Education (ISBE) licensure through Illinois State University for School Nurse.

- 1- Create an Educator Licensure Information System Account (ELIS) through ISBE during initial program enrollment. (some candidates may have created an account previously created for working in Illinois school districts)
 - You can find assistance about creating an ELIS account at the following link:
<https://education.illinoisstate.edu/teacher/gateways/elis.php>
 - This is your ISBE licensure account and is required to be a licensed school nurse in Illinois
 - Once an account is created you will be assigned an Illinois Educator Identification number (IEIN) that is used for licensure
 - Important: Do NOT apply for your School Nurse licensure until you have completed all requirements and are notified by the Teacher Ed Center office to apply.

- 2- File an Intent for Licensure during initial program enrollment, at our website:
 - <https://education.illinoisstate.edu/teacher/licensures/> click on graduate/advanced licensure dropdown menu #1.
 - Your intent is used to create a licensure file and an evaluation form that will be sent to your department to determine your licensure progress.
 - **Should be completed by June 1st**

- 3- Pass required ISBE school nurse content test during the fall term while enrolled in NUR 418: When registering for the exam, make sure to choose ISU as a recipient of scores.
 - Proof of all test scores must be verified by ISU and linked directly to your ELIS account.
 - Sign up for graduate content tests by going to : <http://www.il.nesinc.com/>
 - To ensure licensure can occur at completion of program, please plan to take the content test Mid-Fall semester or earlier

- 4- It is advised to order an official transcript to be sent to ISBE late in the fall term. This would include transcripts from your bachelor's degree (RN) and your ISU (school nurse) transcripts. Your ISU transcripts should be marked to send at completion of your program.
 - There are instructions on ISU's Clearinghouse transcripts website for sending electronic transcripts to ISBE. Electronic transcripts will be uploaded directly to your ELIS account by ISU staff.
 - If requested/needed you can also write "ISBE/ELIS requirement in the special instructions of your transcript order and the ISBE address is: 100 N. 1st Street Springfield, IL 62777.

- 5- Complete all program/degree requirements per program expectations by end of fall semester and according to specified deadlines.
 - This includes completing all program coursework, apply for certificate completion to the ISU Graduate School, complete certificate degree audit as prompted by your MCN Academic Advisor, and ISBE testing.

- 6- Once contacted by our office that entitlement is completed (after conclusion of the fall semester), go to your ELIS account and apply for licensure. This can only be done once entitlement is granted by ISU and you should not apply for ISBE licensure until being notified to do so by the ISU licensure officer. Early application may slow final licensure.

If you have any questions, feel free to contact our office at the contact information above or e-mail TeacherEdCenter@ilstu.edu

Timeline:

- #1- Create ISBE ELIS account- During initial program enrollment
- #2- File your Intent for Licensure- During initial program enrollment
- #3- Pass school nurse content test- During fall semester (can be done earlier)
- #4- Order Transcripts- Advised to do this late fall
- #5 – End of Fall semester
- #6- If 1-5 are complete, this will occur after fall conclusion (commonly December and January)