

Counselor Education Licensure Instructions

As the candidate nears completion of program, have him/her fill out the front of the yellow **Professional Educator License (PEL) Graduate Program** card and return it to you. You will then fill out the back of the card, checking Endorsement Sought and Degree Sought, the name of the candidate's current advisor, your signature and date. File this card for now.

Upon candidate's completion of program, and before recommending candidate for Illinois licensure, please check the following.

Confirm the candidate has satisfied **all** academic requirements for the degree, including practicum/internship experiences. WIU transcript must show all grades as passing.

After verifying all requirements have been met fill in the pink Completion of Program Recommendation form as follows.

- Student Name
- Student SS#, if not known, leave blank
- Student WIUID#

Sign and date where indicated on the form.

Paperclip the candidate's PEL Graduate Program card to the front of the pink form and send both to us at Teacher Licensure, Horrabin Hall 91.

NOTE

Upon receipt of those documents, our office will confirm the candidate has passed either the Illinois test of basic skills, now known as the TAP 400, or the ACT 600 plus writing with a score of 22 or greater. The candidate must have also passed the Speech-Language Pathology test #154. If either of these tests cannot be verified by ISBE's online ELIS system, we cannot proceed to recommend that candidate for entitlement. If that happens, we will return the documents to you, and you will need to contact the candidate to advise him/her of the deficiency.

If you have questions please contact us at 298.1434.

5/2016

SENDING YOUR TRANSCRIPT TO ISBE ELECTRONICALLY

1. On STARS access the Transcript Request from the drop down menu selection.
2. Select the 'Expedited Transcript' option.
3. Start your order by filling out your student and contact information.
4. Under Basic Order Information, select 'Send transcript – Deliver to recipient'.
The fee will be \$7. Identify when you want your transcript released and your years of attendance at Western. **You only want your transcript sent when you KNOW your degree has been conferred.*
5. Under Selection of Recipient Type, choose 'Other', and then enter the following address and phone.
ISBE Teacher Licensure
Illinois State Board of Education
100 N. 1st St.
Springfield, IL 62777
Phone: 217-782-4321
6. Under Delivery Method, select 'PDF Transcript Downloaded by Third-Party Recipient'.
Enter this email address:
transcripts@isbe.net
7. Under Your Transcript Recipients, proofread the information and select 'Next' unless revisions are needed.
8. Review your order and select 'Continue'.
9. Enter payment information and submit your order. You should receive an email confirming the transaction.

Questions may be directed to the WIU Registrar's Office at 309.298.1891 or the electronic transcript customer service line at 847.716.3005. Unfortunately our office is unable to resolve transcript request issues.