

MAT Alternative Provisional Educator License (APE) Student Checklist

Directions: Upload all items to the [MAT Portal](#). Once you have a WIU email address, send that information to MAT@WIU.EDU so that someone can add you to the portal.

IMPORTANT Deadlines: Submitting Provisional Licensure Material

- For a Fall/August residency start, the deadline is July 1.
 - **the content exam must be passed by June 15 for Fall starts**
- For a Spring/January residency start, the deadline is November 1.
 - **the content exam must be passed by October 15 for Spring starts**

Requirement	Evidence	Check When Completed
32 Credit Hours in field (undergraduate academic coursework)	<p>Attach email acknowledgement of program eligibility from Kristen Barclay (via transcript evaluation). Those students who have more than 6 credits of deficiency coursework for eligibility must also upload their completed deficiency matrix.</p> <p>Include a copy of your transcript showing your bachelor's degree if not awarded at the time of eligibility.</p>	
Min 2 years of post-baccalaureate work experience	<p>Verify that it has been a minimum of 2 years since you received your baccalaureate degree by entering the year you received your baccalaureate degree, the granting institution and your degree (ex. B.S. in Administration and Policy Studies, University of Pittsburgh, 2007).</p> <p>OR</p> <p>Candidates with a Bachelor Degree who do not meet the 2-year work experience requirement can petition to waive this requirement if the conditions are met.</p>	
Experience Teaching in Schools or EDS 592	<p>Provide a letter from your employer on SCHOOL LETTERHEAD indicating the length of time working in a school/district and the nature of that work. We are seeking confirmation of 30 hours of post-baccalaureate PAID teaching (subbing or aiding) experience within the last 5 years (template attached). An administrator or human resource employee signature - or stamp - is required. Experience needs to be within the last 5 years.</p> <p>OR</p> <p>If you do not have 30 hours of teaching experience, you must register for EDS 592. If you have taken EDS 592, upload your observation log to show the semester and year the course was taken.</p>	

	Contact your advisor if you need to take EDS 592.	
Reflective Paper	<p>Submit a Reflective Paper on Your Work in Schools (or your Observation from EDS 592).</p> <p>Reflective Paper Guidelines: Reflect on your school work experience, covering the following “competency” areas.</p> <p>Section 1 - Introduction Briefly set the stage by providing an overview/context of your entire observational experience. Include a general description of the school, the classroom setting, and the students.</p> <p>Section 2 – Classroom Space and Learning Environment</p> <ul style="list-style-type: none"> • Discuss the observed use of classroom space to enhance learning. • Describe the learning environment and elements which appear to impact learning. What elements might you replicate someday in your own teaching & why? <p>Section 3 - Technology</p> <ul style="list-style-type: none"> • Discuss observed forms of technology along with the context in which it is used to enhance learning opportunities for students. <p>Section 4 – Collaboration & Peer Assisted Learning</p> <ul style="list-style-type: none"> • Summarize the levels of observed collaboration in the classroom. Describe the context of the collaboration and reflect on students assisting other students. <p>Section 5 – Higher Order Thinking and Differentiation</p> <ul style="list-style-type: none"> • Cite examples of higher order thinking and include the context in which these were fostered. • Discuss your understanding of differentiation and how it can be used in the classroom. <p>Section 6 – Race, Gender, Ethnicity</p> <ul style="list-style-type: none"> • Reflect on the diversity of the school and how such matters as race and gender seem to play out during the school day <p>Section 7 – Summation</p> <ul style="list-style-type: none"> • Reflect on what you learned as a result of this observation experience, especially as it impacts your future teaching. 	
State Test(s)	<p>Test Registration: https://www.il.nesinc.com/ We require the ILTS content tests; no other content test will be acceptable.</p> <p>Students should indicate “send results to Western Illinois University” when registering for their content exams.</p> <p>When you register for your test, make sure to use THE EXACT NAME that was/will be used on your ELIS account. Conflicting names will slow down the license issuing process.</p>	

	<p>Submit a copy of your unofficial state test scores to verify completion of the test. Exams must be passed by June 15 for Fall starts.</p> <p>World Languages students must also provide a certificate of passing scores on the Oral Proficiency Interview (OPI). For Spanish, register here. For French, register here. If you want to have an in-person proctor, select Western Illinois University as the "proctor" and make an arrangement to come to the Macomb campus to meet with Dr. Brown. For this option, YOU MUST contact Dr. Brown (dh-brown@wiu.edu) and schedule a proctoring appointment at least 2 weeks in advance of testing. DO NOT register for a test before making an appointment with Dr. Brown.</p>	
<p>School Safety Training (must have a WIU email first; must access WesternOnline)</p>	<p>From the Western Online home screen....</p> <ul style="list-style-type: none"> • Click on the Tools dropdown in the purple navigation bar. • Choose Self Registration. • Click on the Teacher Education Program Safety Training link. • Click the Register button and follow the prompts: submit, finish, done. <p>Then, you will be sent back to the Western Online homepage. Select the Teacher Education Program Safety Training workshop and follow the prompts to complete the training.</p> <p>Attach a screenshot showing WIU, your name and your score.</p>	
<p>Mandated Reporter Training</p>	<p>Provide documentation of completed training <u>taken within 12 months</u> from the Department of Children and Family Services. No other training is acceptable.</p> <p>or</p> <p>Complete the training (within 12 months) on WIU's Mandated Reporter Training website.</p> <p>Make sure to upload your certificate.</p>	
<p>Signed DCFS Mandated Reporter Acknowledgement Form</p>	<p>Sign and upload the DCFS Acknowledgment of Mandated Reporter Status form.</p> <p>This form MUST be signed.</p>	
<p>Teaching Modules:</p>	<p>Step #1. Visit this page and create a login: https://mylearningportal.org. Choose Harmony Academy, Harmony Professional Learning</p>	

	<p>Step #2. Once you have an account, you can easily get to the Dashboard from here.</p> <p>Step #3. Search for the title of each module. Note that some titles may have changed/been abbreviated in a recent update:</p> <p>Elements of a Lesson Opening (or just Lesson Opening) Elements of a Lesson Closure Giving Clear Directions For a Task Authentic Assessment Formative Assessment How to Grade Effectively Delivering Effective Feedback Affirming Difference & Valuing Background Knowledge Linking Identity & Achievement Through Cultural Competence Building Relationships The Physical Environment of Your Classroom</p> <p>Step #4. Upload all 11 Lesson Planning Module certificates to the assignment folder in the MAT Portal. You can upload them individually or as one document.</p>	
Set up an Educator Licensure Information System (ELIS) account	<p>Follow the steps in the ISBE guidance document on how to set up an ELIS account or watch this video.</p> <p>Then confirm the creation of your (ELIS) account. Provide a screenshot of your ELIS account CREDENTIAL SCREEN that includes your IEIN number.</p>	
<p>Secure a teaching position, submit a signed School District MOU and apply for residency</p> <p>You can find and apply for Illinois teaching jobs at the Illinois Education Job Bank</p>	<p>Submit a signed Memorandum of Understanding via MAT Portal. Attach it as a PDF file labeled "Student Last Name, First Name, MOU, School Name, Year"</p> <p>IMPORTANT: The APE license will only be issued for full-time positions as the "teacher of record". These are positions that require a Professional Educator License (PEL) or an Alternative Provisional License (APE) and the content exam for the licensure area sought. Full-time substitute teaching or any limited contractual teaching (certified hourly instructors, transitional bilingual educators, visiting international teachers) completed without an APE license cannot be counted toward the residency time. Likewise, support teaching and teaching done as a paraprofessional will not meet the requirements of a residency position. The two-year residency clock starts only after students have their APE entitled. Please upload it with all information except the MAT coordinator signature, once its uploaded we will verify the information through ISBE, we will sign it and upload it to the portal for you to share it with your administration.</p> <p>Students must be registered for the following term in order for the APE to be issued.</p>	