

**Applying for the ELS (Educator License with Stipulations) CTE**  
**www.ILAgEd.org - Visit Teach > AgEd Careers to download this document.**  
**For more information regarding an Educator License with Stipulations [visit this link.](#)**

### Information to Obtain CTE Licensure

There are two different Educator Licenses with Stipulations options available and each apply to specific situations.

\*\*The majority of candidates will apply for the Educator License with Stipulations/Career and Tech Ed (ELS/CTE).

License/ Endorsement	Grades to be Taught	Requirements	Professional Development Hours	Registration/ Renewal	Forms Needed
<b>**Educator License with Stipulations/Career and Tech Ed (ELS/CTE)</b>	5-12th	<p>Minimum of 60 semester hours - The institution of higher education must hold regional accreditation. Coursework must be at the 100-level or higher. Remedial coursework will not be accepted. Coursework can also come from <a href="#">accredited trade and technical institutions</a>.</p> <p>Documented a minimum of 2,000 hours of work experience outside of education in one, or a combination of, the following areas: Agribusiness Systems, Animal Systems, Biotechnology Systems, Environmental Service Systems, Food Products &amp; Processing Systems, Natural Resource Systems, Plant Systems, Power Structural and Technical Systems. <a href="#">Learn more about the pathways by clicking here.</a></p>	120 per hours of continuing education units (CEU) required per 5 year cycle	Initial: \$102  Renewal: \$50 for each 5 year cycle  <a href="#">Unlimited Renewal</a>	<a href="#">73-23</a> AND  <a href="#">73-23A</a> OR <a href="#">73-23B</a>

License/ Endorsement	Grades to be Taught	Requirements	Professional Development Hours	Registration/ Renewal	Forms Needed
<b>Educator License with Stipulations/ Provisional CTE (ELS/CTEP)</b>	5-12th	<p>Documented a minimum of 8,000 hours of work experience outside of education in the area to be taught. In Agricultural Education, you must submit 8,000 hours in one, or a combination of, pathways including: Agribusiness Systems, Animal Systems, Biotechnology Systems, Environmental Service Systems, Food Products &amp; Processing Systems, Natural Resource Systems, Plant Systems, Power Structural and Technical Systems. <a href="#">Learn more about the pathways by clicking here.</a></p> <p>LIMITATIONS: At the time of application, must obtain a letter from the school district confirming that no teacher holding a PEL or ELS endorsed in career and technical education is available and that circumstances warrant the issuance of this license.</p>	N/A	<p>Initial: \$102</p> <p>Renewal: \$50 for each 5 year cycle</p> <p><a href="#">Unlimited Renewal</a></p>	<p><a href="#">73-23</a> AND <a href="#">73-23A</a> OR <a href="#">73-23B</a></p>

## Steps to Apply

- Visit the Illinois State Board of Education [ELIS Login Page](#)
  - Click on “Click here for first time access to the ELIS (Educator Licensure Information System) system” to create your account.
  - Follow the steps to create the online application and pay the initial licensing fee of \$102.
  
- *Candidates for ELS-CTE are not required to be hired by a school district to apply for this licensure.*
  
- Download **[Form 73-23 Application for Career and Technical Education Endorsement.](#)**

You are only able to save your work into a file that has been downloaded and saved first. If you fill out the form online, it will save a blank copy later and not the information that you added.

  - You will need to mark Career and Technical Educator Endorsement (CTE) on the form. Please refer to the chart above to determine which license/endorsement you are applying for.
  - Signature of the Superintendent or Board Secretary of the Employing District is not required but should be original signatures if it appears. Application must have an original signature from the Regional Office of Education Superintendent.
  - Submit this form to your local Regional Office of Education (ROE). This form must be submitted by the Regional Office of Education (ROE) or Chicago Public Schools (CPS) and will not be accepted from the applicant. Regional offices of education are grouped by counties throughout Illinois. Applicants should go through their local ROE if they are unsure of what district they will be teaching in. Your license will need to be transferred to the ROE office that the school is part of and are employed with. [Click here](#) to find contact information for your designated Regional Office of Education.

- Complete the Verification of Work Experience on the appropriate form listed below. Submit these forms, as needed, to your local Regional Office of Education (ROE).
  - Download and save [Form 73-23A](#) **Verification for Career and Technical Educator Work Experience** - This form should be used to verify employment by an employer. You are only able to save your work into a file that has been downloaded and saved first. If you fill out the form online, it will save a blank copy later and not the information that you added.
  - Download and save [Form 73-23B](#) **Verification for Career and Technical Educator Work Experience (Notarized)** - This form should be used to verify employment when you or your family members are the employer OR if the employer/supervisor is no longer available to complete. You are only able to save your work into a file that has been downloaded and saved first. If you fill out the form online, it will save a blank copy later and not the information that you added.
  - It is acceptable to indicate "See Attached Sheet" and attach a separate pdf to send along with these forms if further detail or space is required to assist the reviewer in fully understanding your experiences. It is recommended that experiences for each pathway be documented in the same file. Multiple employers may appear on one page. Suggested columns for documenting the work experience include dates, activity performed, name of employer and hours for each activity completed.

ALL FORMS SHOULD BE SUBMITTED AT ONE TIME in one PDF to the REGIONAL OFFICE OF EDUCATION.