



Regional Office of Education

LASALLE, MARSHALL & PUTNAM

A. How to create an ELIS account and apply for a PARAPROFESSIONAL license

1. Isbe.net
2. Click on teachers
3. Click “log in to ELIS”
4. Educator Access click “login to your ELIS account”
5. Click on [CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM](#)
6. Answer questions to create an account
7. Welcome to IWAS screen should come up. Click “continue”
8. You must complete 1 of the 2 options below:
 - a. Passing score on the PARA test
 - i. Schedule a testing time with LaSalle Marshall and Putnam County Regional Office of Education, 119 W Madison St Room 102, Ottawa (Call Brittany @ 815-434-0780)
 - ii. We will also need verification of High School Graduation
 - b. Send official sealed transcripts showing a minimum of 60 credit hours
 - i. Transcripts must be received and uploaded to ELIS before you can apply for the PARA license
9. Click to apply for paraprofessional license and complete the information as directed (once step 8 is completed and updated on your ELIS account)
10. There will be a charge of \$100 + a convenience fee to apply for the license
11. After ISBE approves License they will send you an email to register. There will be a \$25 charge for 5 years (equivalent to \$5 per year) + convenience fee to register license in order to be eligible to work in the schools.