



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. Click to apply for paraprofessional license and complete the information as directed
9. There will be a charge of \$100 + a convenience fee to apply for the license
10. If you are required to take the paraprofessional test
 - a. to take the test and to bring test results:
 - i. LaSalle Marshall and Putnam County Regional Office of Education, 119 W Madison St Room 102, Ottawa (815-434-0780)
 - b. We will also need verification of High School Graduation
11. After ISBE approves License they will send you an email to register. There will be a \$50-60 charge (depending on if you are partway through the year or not) + convenience fee to register license in order to be eligible to work in the schools.