



Illinois State Board of Education

ELIS FOR ADMINISTRATORS ENTITLEMENT GUIDE

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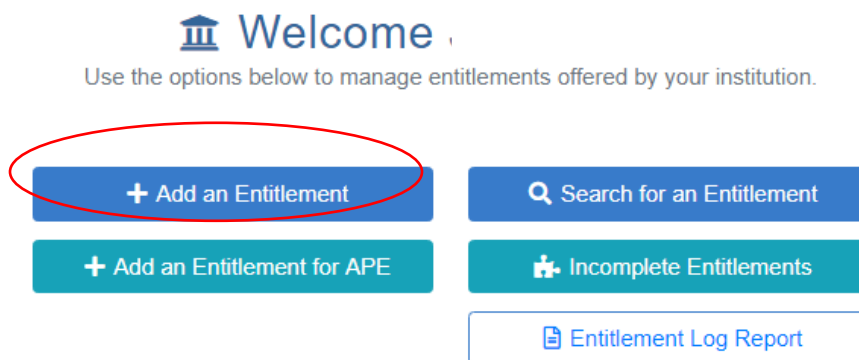
Purpose

The purpose of the re-designed entitlement wizard is to streamline the process in which individuals are entitled by an Illinois institution from pre-completion to completed program. This process is intended for initial PEL entitlements.

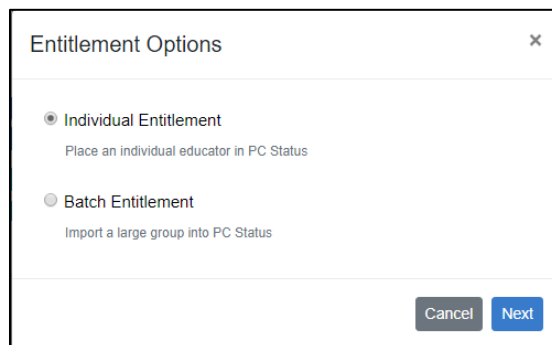
Add an Entitlement

How to enter a PEL entitlement into Pre-Completion (PC) status

1. Start by selecting the Add an Entitlement button



2. Choose either Individual Entitlement or Batch Entitlement

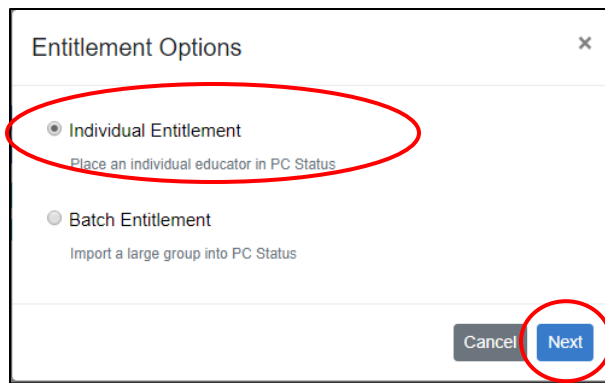


Individual Entitlement: choose this option when entering an entitlement for one candidate at a time.

Batch Entitlement: choose this option to entitle 2 or more candidates at one time.

Individual Entitlement

1. Select the Individual Entitlement option, select Next



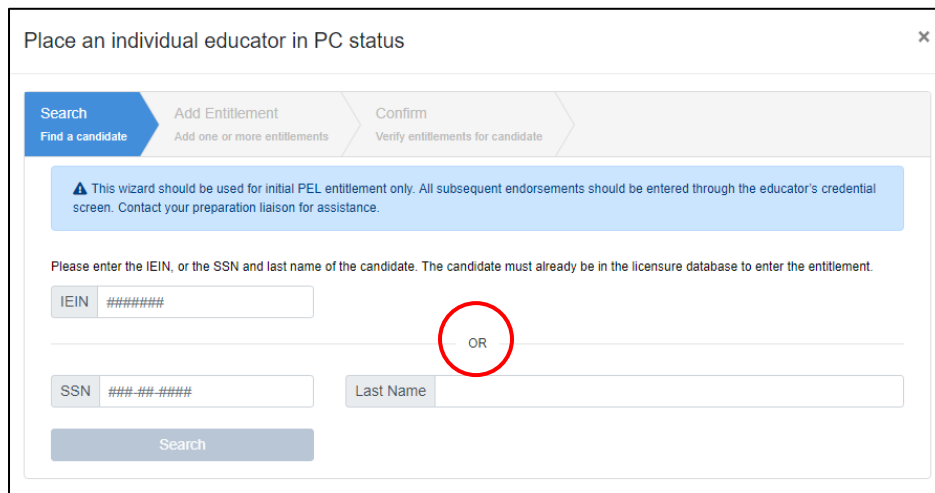
Entitlement Options

☒ Individual Entitlement
Place an individual educator in PC Status

☐ Batch Entitlement
Import a large group into PC Status

Cancel Next

2. Enter either the IEIN of the individual or the SSN and Last Name, select Search.



Place an individual educator in PC status

Search Find a candidate Add Entitlement Add one or more entitlements Confirm Verify entitlements for candidate

⚠ This wizard should be used for initial PEL entitlement only. All subsequent endorsements should be entered through the educator's credential screen. Contact your preparation liaison for assistance.

Please enter the IEIN, or the SSN and last name of the candidate. The candidate must already be in the licensure database to enter the entitlement.

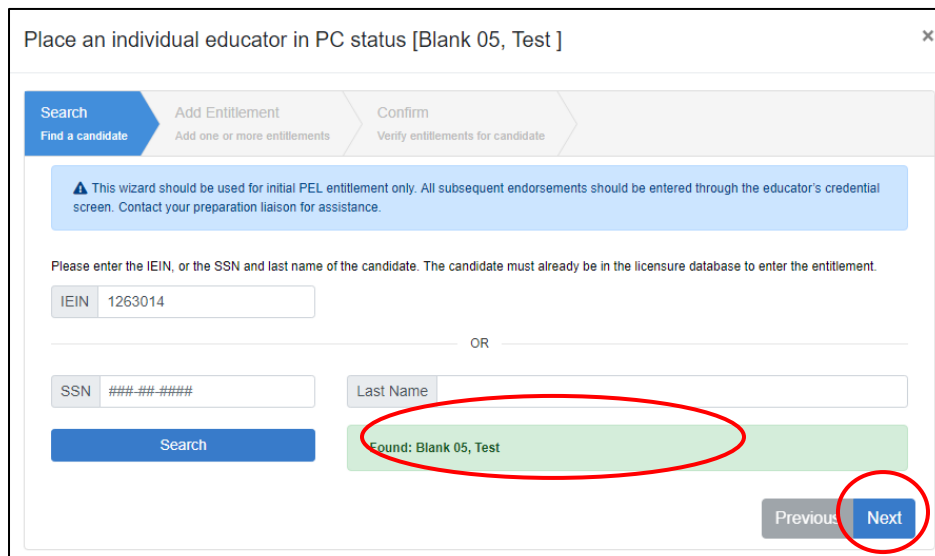
IEIN #####

OR

SSN ###-##-#### Last Name

Search

3. The search will populate the individual name. If this is the correct individual, select Next.



Place an individual educator in PC status [Blank 05, Test]

Search Find a candidate Add Entitlement Add one or more entitlements Confirm Verify entitlements for candidate

⚠ This wizard should be used for initial PEL entitlement only. All subsequent endorsements should be entered through the educator's credential screen. Contact your preparation liaison for assistance.

Please enter the IEIN, or the SSN and last name of the candidate. The candidate must already be in the licensure database to enter the entitlement.

IEIN 1263014

OR

SSN ###-##-#### Last Name

Search

Found: Blank 05, Test

Previous Next

If the individual is not found, an error box will appear, re-enter the correct information and select Next.

Place an individual educator in PC status

Search Find a candidate Add Entitlement Add one or more entitlements Confirm Verify entitlements for candidate

⚠ This wizard should be used for initial PEL entitlement only. All subsequent endorsements should be entered through the educator's credential screen. Contact your preparation liaison for assistance.

Please enter the IEIN, or the SSN and last name of the candidate. The candidate must already be in the licensure database to enter the entitlement.

IEIN 123696814

OR

SSN ### ## ##### Last Name

Search

The candidate was not found.

4. Add License, Endorsement, Grade Range, and enrollment date from the drop-down menus, select Add Entitlement

Place an individual educator in PC status [Harrison, Margaret M]

Search Add Entitlement Add one or more entitlements Confirm Verify entitlements for candidate

License PEL - Professional Educator License - Issued

Endorsement Elementary Education (Self Contained General Education) - SC

Grade Range

Approval

Enrollment Date 07/31/2020

Add Entitlement

Previous Next

Helpful Hint: All grade range options within ELIS will be available, choose the applicable grade range for the selected endorsement. The enrollment date should be edited to reflect the date in which the educator enrolled into the program.

5. Confirm the endorsement is correct. If it is incorrect, click on the "x" to remove and enter it again.

Place an individual educator in PC status [Blank 05, Test]

Search
Find a candidate

Add Entitlement
Add one or more entitlements

Confirm
Verify entitlements for candidate

License PEL - Professional Educator License
Endorsement Elementary Education (Self Contained General Education) - SC
Grade Range Grade 1 through Grade 6
Approval

Add Entitlement

Previous
Next

PEL - Professional Educator Lice...
Elementary Education (Self Con...
Grade 1 through Grade 6

6. To enter additional endorsement(s) for the same individual

- Change the endorsement and grade range to reflect the additional endorsement
- Select Add Entitlement
- This endorsement will stack on the first endorsement entered.

Example: The educator is being entitled for both an Elementary Education 1-6 PEL and an ESL PK-12 endorsement.

7. Once the PEL and all endorsements are listed, select Next

Place an individual educator in PC status [Blank 05, Test]

Search
Find a candidate

Add Entitlement
Add one or more entitlements

Confirm
Verify entitlements for candidate

License PEL - Professional Educator License
Endorsement English As A Second Language - ESL
Grade Range PreKindergarten through Grade 12
Approval

Add Entitlement

Previous
Next

PEL - Professional Educator Lice...
English As A Second Language...
PreKindergarten through Grade ...

PEL - Professional Educator Lice...
Elementary Education (Self Con...
Grade 1 through Grade 6

8. Confirm the entitlements for the individual, select Finish

Place an individual educator in PC status [Blank 03, Test]

Search Find a candidate Add Entitlement Add one or more entitlements Confirm Verify entitlements for candidate

Blank 03, Test

PEL - Professional Educator License English As A Second Language - ESL PreKindergarten through Grade 12

Elementary Education (Self Contained General Education) - SCGE Grade 1 through Grade 6

Previous Finish

9. The status of the added entitlement populates into a chart.

Entitlement Results for - Blank 05, Test

Status	Entitlement	Message
Successful	PEL - ESL - T	
Successful	PEL - SCGE - V	

a b c

Finish Export CSV Add Another Entitlement

- Finish:** Choose this option to go back to the home screen
- Export CSV:** Choose this option to export the individual entitlements into a spreadsheet
- Add Another Entitlement:** Choose this option to start a new entitlement.

Batch Entitlement

1. Select Batch Entitlement option, Select Next

Entitlement Options

☐ Individual Entitlement Place an individual educator in PC Status

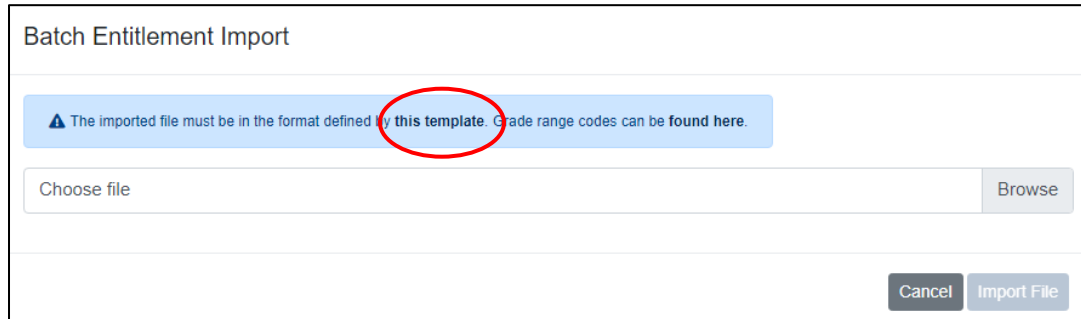
☒ Batch Entitlement Import a large group into PC Status

Cancel Next

Helpful Hint:

- Use this option to entitle multiple students at one time
- More than one program and grade range can be included within the template
- Refer to the Appendix for License, Grade Range, and Endorsement code options

2. Download the template, enter data, and save it on your computer.

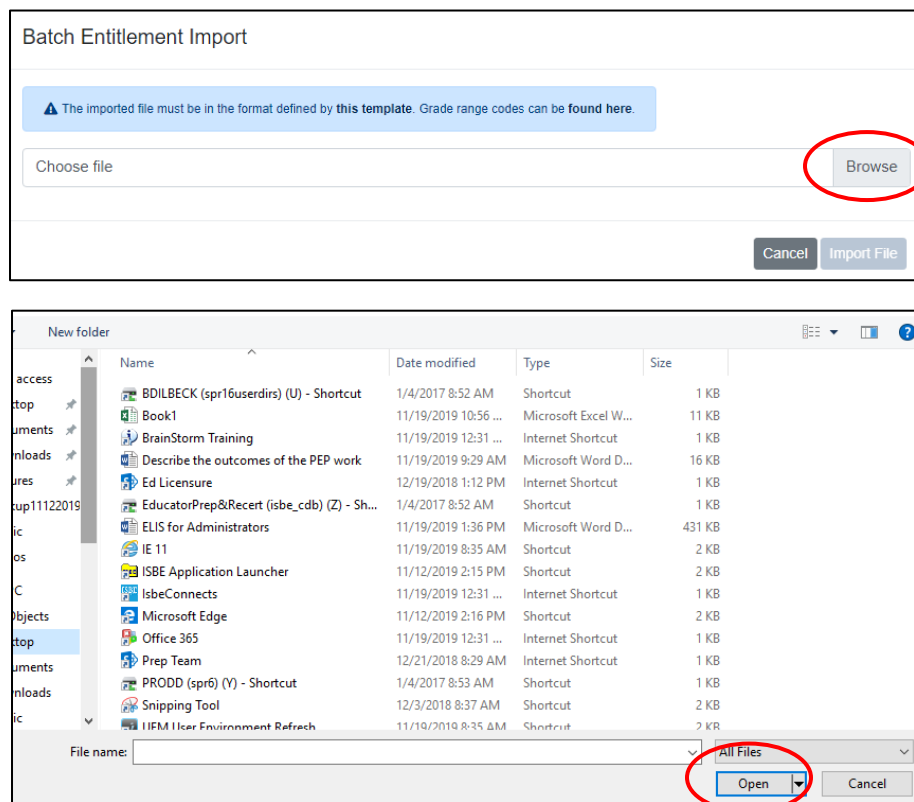


The image shows a web form titled "Batch Entitlement Import". At the top, there is a blue warning box with a triangle icon and the text: "The imported file must be in the format defined by this template. Grade range codes can be found here." The words "this template" are circled in red. Below the warning box is a text input field labeled "Choose file" and a "Browse" button. At the bottom right of the form are two buttons: "Cancel" and "Import File".

Helpful Hint:

- Template will download with pre-populated examples, don't forget to delete the examples
- Save file on your network or desktop for easy access.
- Only codes listed in the appendix will be accepted

3. Upload saved template by selecting Browse, choose file and click Open.



The image shows two screenshots. The top screenshot is the "Batch Entitlement Import" form, identical to the one above, but with the "Browse" button circled in red. The bottom screenshot is a Windows File Explorer window showing a list of files and folders. The "File name" field is empty, and the "Files of type" dropdown is set to "All Files". The "Open" button is circled in red.

4. Select Import File

Batch Entitlement Import

⚠ The imported file must be in the format defined by [this template](#). Grade range codes can be found [here](#).

BatchEntitlementImportTemplate (1).csv Browse

Cancel Import File

5. Import Results will appear with a **summary** of Total entered, Number Imported, Number of Duplicates, Number of Failed Records, and Number of Educators Not Found.

Example: 4 entitlements were listed on the template, 3 of the 4 were imported successfully, and 1 failed to import

Batch Entitlement Import - Results

Summary Details BatchEntitlementImportTemplate (1).csv

Total: 4
Imported: 3
Duplicates: 0
Failed Records: 1
Educators Not Found: 0

Finish Export Results Import Another Batch

To view the **details** of the imported file, select Details.

Batch Entitlement Import - Results

Summary Details BatchEntitlementImportTemplate (1).csv

Status	IEIN	Entitlement	Message	Action
Successful		PEL - AGED - M		No action needed
Successful		APE - ART - L		No action needed
Successful		PIDU - SCGE - 3		No action needed
Error		PEL - BRI - 76	Could not find Grade Range '76'	Entitle

Finish Export Results Import Another Batch

- a. **Finish:** Choose this option to go back to the home screen
- b. **Export Results:** Choose this option to export the batch entitlements into a spreadsheet
- c. **Import Another Batch:** Choose this option to import an additional template.

Example: The grade range provided is invalid. To correct the entitlement, select Entitle to entitle the individual correctly. This will take you to the individual upload screen.

Batch Entitlement Import - Results				
Summary		BatchEntitlementImportTemplate (1).csv		
Details				
Status	IEIN	Entitlement	Message	Action
Successful		PEL - AGED - M		No action needed
Successful		APE - ART - L		No action needed
Successful		PIDU - SCGE - 3		No action needed
Error		PEL - BRI - 76	Could not find Grade Range '76'	Entitle

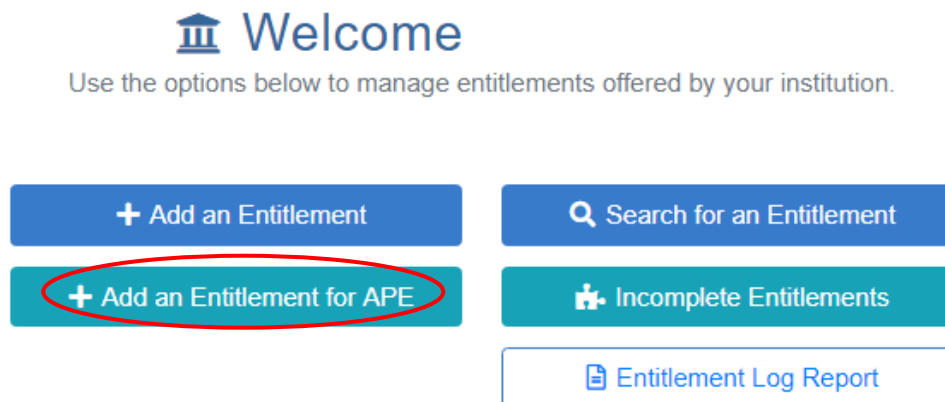
Finish Export Results Import Another Batch

Helpful Hint: If there are multiple errors, export the results into an excel file, make corrections and then import again.

How to Enter an Educator License with Stipulations- Alternative Provisional License (ELS-APE)

Candidates that are eligible for an ELS-APE should be entitled for the license with completed program status. Candidates being entitled for this license must have a Bachelor's degree and content test on file before starting the wizard.

1. Start by selecting Add an Entitlement for APE



2. Choose individual or batch upload option.

Individual Entitlement: choose this option when entering an entitlement for one candidate at a time.

Batch Entitlement: choose this option to entitle 2 or more candidates at one time.

Individual Entitlement

1. Select the Individual Entitlement option, select Next

ELS-APE License Entitlement Options

Individual APE Entitlement

Add an APE endorsement for an individual educator

Batch APE Entitlement

Add APE endorsements for a large group

Cancel

Next

2. Enter candidate IEIN and select Search. Verify the candidate name and click next.

ELS-APE License Entitlement

Search

Add

Confirm

Find a candidate

Add entitlement

Verify entitlement for candidate

⚠ This wizard should only be used to entitle educators for the ELS-APE license. The educator must have a minimum of a bachelor's degree.

Please enter the IEIN, or the SSN and last name of the candidate. The candidate must already be in the licensure database to enter the entitlement.

IEIN

#####

OR

SSN

####

Last Name

Search

3. Enter candidate endorsement and select Next

ELS-APE License Entitlement [Michels, Diane M]

Search

Add

Confirm

Find a candidate

Add entitlement

Verify entitlement for candidate

Endorsement

Grade Range

Adult Education

Approval

Enrollment Date

09/30/2020

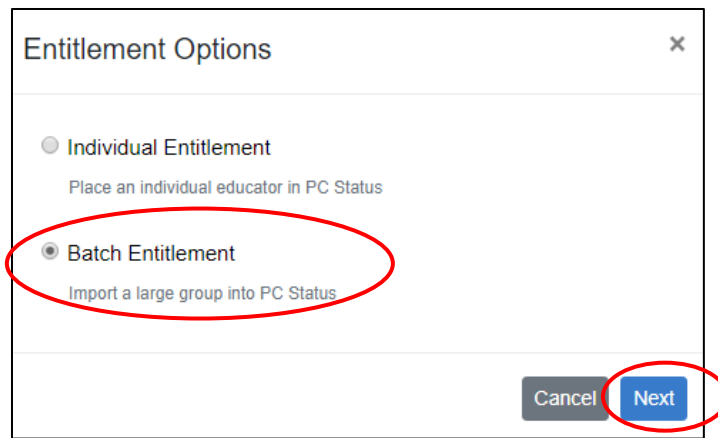
Previous

Next

4. Record will verify and license will be added to the candidates ELIS account directly with a Completed Program Status.

Batch Entitlement

1. Select Batch Entitlement option, Select Next

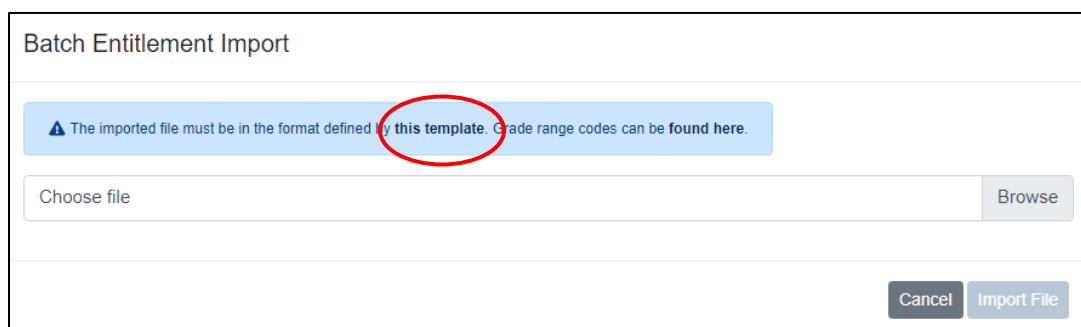


The 'Entitlement Options' dialog box has a title bar with a close button. It contains two radio button options: 'Individual Entitlement' with the description 'Place an individual educator in PC Status' and 'Batch Entitlement' with the description 'Import a large group into PC Status'. The 'Batch Entitlement' option is selected and circled in red. At the bottom right, there are 'Cancel' and 'Next' buttons, with the 'Next' button also circled in red.

Helpful Hint:

- Use this option to entitle multiple students at one time
- More than one program and grade range can be included within the template
- Refer to the Appendix for License, Grade Range, and Endorsement code options

2. Download the template, enter data, and save it on your computer.

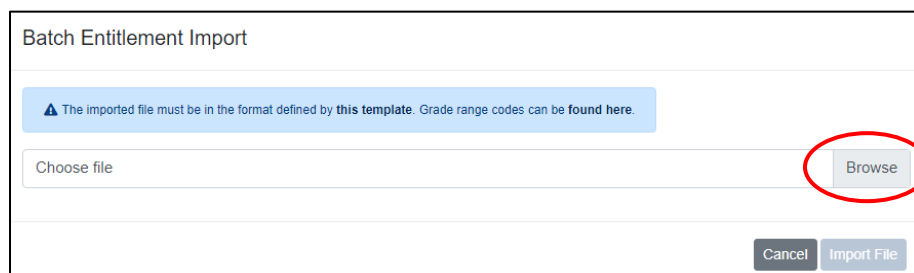


The 'Batch Entitlement Import' dialog box features a title bar and a warning message: 'The imported file must be in the format defined by this template. Grade range codes can be found here.' The phrase 'this template' is circled in red. Below the warning is a 'Choose file' text input field and a 'Browse' button. At the bottom right, there are 'Cancel' and 'Import File' buttons.

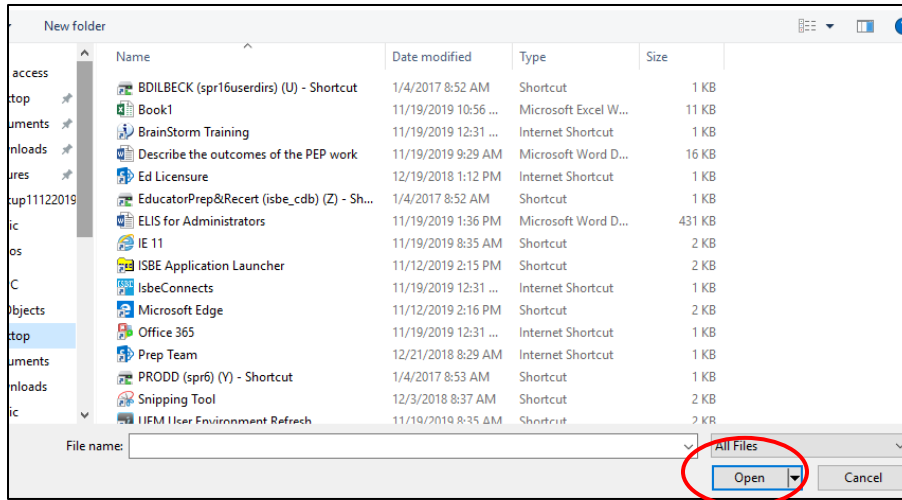
Helpful Hint:

- Template will download with pre-populated examples, don't forget to delete the examples
- Save file on your network or desktop for easy access.
- Only codes listed in the appendix will be accepted

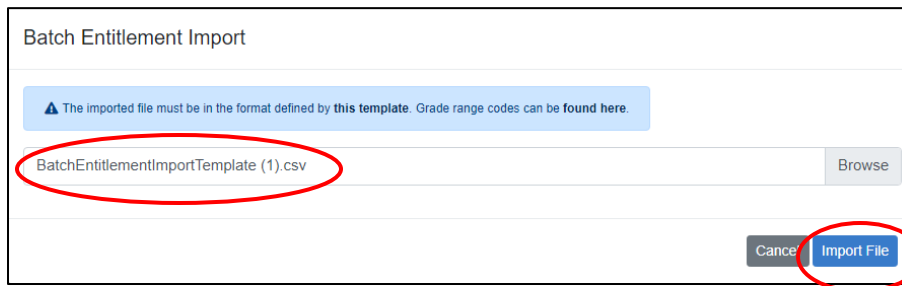
3. Upload saved template by selecting Browse, choose file and click Open.



This is the same 'Batch Entitlement Import' dialog box as above. In this view, the 'Browse' button next to the 'Choose file' input field is circled in red to highlight it.

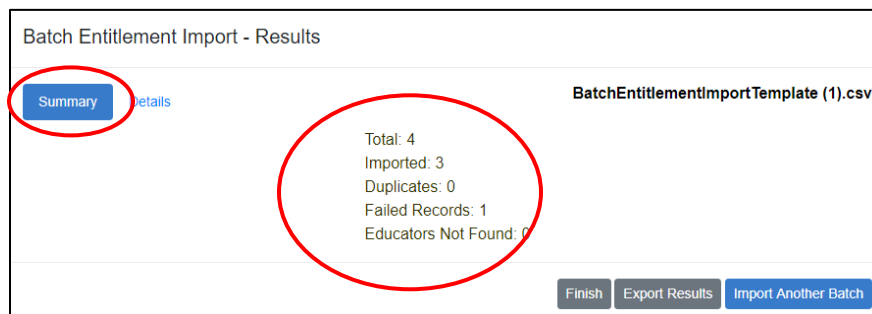


4. Select Import File



5. Import Results will appear with a **summary** of Total entered, Number Imported, Number of Duplicates, Number of Failed Records, and Number of Educators Not Found.

Example: 4 entitlements were listed on the template, 3 of the 4 were imported successfully, and 1 failed to import



To view the **details** of the imported file, select Details.

Batch Entitlement Import - Results

Summary **Details** BatchEntitlementImportTemplate (1).csv

Status	IEIN	Entitlement	Message	Action
Successful		PEL - AGED - M		No action needed
Successful		APE - ART - L		No action needed
Successful		PIDU - SCGE - 3		No action needed
Error		PEL - BRI - 76	Could not find Grade Range '76'	Entitle

a b c
 Finish Export Results Import Another Batch

- d. **Finish:** Choose this option to go back to the home screen
- e. **Export Results:** Choose this option to export the batch entitlements into a spreadsheet
- f. **Import Another Batch:** Choose this option to import an additional template.

Example: The grade range provided is invalid. To correct the entitlement, select Entitle to entitle the individual correctly. This will take you to the individual upload screen.

Batch Entitlement Import - Results

Summary **Details** BatchEntitlementImportTemplate (1).csv

Status	IEIN	Entitlement	Message	Action
Successful		PEL - AGED - M		No action needed
Successful		APE - ART - L		No action needed
Successful		PIDU - SCGE - 3		No action needed
Error		PEL - BRI - 76	Could not find Grade Range '76'	Entitle

Finish Export Results Import Another Batch

Helpful Hint: If there are multiple errors, export the results into an excel file, make corrections and then import again.

How to entitle for a Short-Term Approval

1. Select the "Add Short Term Approval" button from the home screen

+ Add an Entitlement

🔍 Search for an Entitlement

🧩 Incomplete Entitlements

📄 Entitlement Log Report

👤 Add Short Term Approval

2. Enter the educator's IEIN or SSN/Last name, select Search

Short Term Approval (STA)



Search
Find a candidate

Add
Choose Approval

Confirm
Verify STA for candidate

Warning: This wizard should only be used to entitle educators for **Short Term Approvals**. The educator must have a valid PEL on file. Contact your preparation liaison for assistance.

Please enter the IEIN, or the SSN and last name of the candidate. The candidate must already be in the licensure database to enter the entitlement.

IEIN

OR

SSN Last Name

Search

3. The educator's name will appear on the bottom right, confirm and select Next

Short Term Approval (STA)



Search
Find a candidate

Add
Choose Approval

Confirm
Verify STA for candidate

Warning: This wizard should only be used to entitle educators for **Short Term Approvals**. The educator must have a valid PEL on file. Contact your preparation liaison for assistance.

Please enter the IEIN, or the SSN and last name of the candidate. The candidate must already be in the licensure database to enter the entitlement.

IEIN

OR

SSN Last Name

Search

Found: Berane

Previous **Next**

4. Select the endorsement and grade range for the approval, select Next

Search Find a candidate

Add Choose Approval

Confirm Verify STA for candidate

Endorsement English Language Arts - ELA

Grade Range Senior HS - Grade 9 through Grade 12

Approval Short Term Approval for Teachers at all Grade Levels

Previous Next

5. Confirm the credentials are correct, select Finish

6. Once the approval is added, the candidate can log-in to ELIS and apply for the approval.

Incomplete Entitlements

To view entitlements in Pre-Completion (PC) status, Not Eligible for completed program status, and entitlements in completed program (CP) status

Welcome

Use the options below to manage entitlements offered by your institution.

+ Add an Entitlement

+ Add an Entitlement for APE

+ Incomplete Entitlements

Entitlement Log Report

Incomplete Entitlement Key

Incomplete Entitlements

Eligible Not Eligible Completed

1 Educator First Name Search

2 Educator Last Name Search

3 Educator IEIN Search

4 Entered by Search

5 Updated By Search

6 License All

7 Search

8 Clear

9 Move to Completed

10 Refresh

11 First Name

12 Last Name

13 IEIN

14 Status

15 Entered By

16 Updated By

17 License

18 Endorsement

19 Content Test

20 EdTPA

21 Status Change

22 Degree

	First Name	Last Name	IEIN	Status	Entered By	Updated By	License	Endorsement	Content Test	EdTPA	Status Change	Degree
1	ALYSSA			PC			PEL	SCGE	08/02/2018	10/31/2019	10/21/2019	B
2	Brooke			PC			PEL	SCGE	10/18/2018	10/31/2019	10/22/2019	B
3	Emma			PC			PEL	SCGE	04/30/2019	10/31/2019	04/23/2019	B
4	Meghan			PC			PEL	SCGE	12/20/2018	10/31/2019	10/22/2019	B

1. **Eligible/Not Eligible/Completed:** Individuals in PC status that are eligible for entitlement, not eligible, or completed.
 - a. Eligible: Individual is in PC status and all testing is posted
 - b. Not Eligible: Individual is in PC status and test requirement(s) missing
 - c. Completed: Individual is in CP status, but has not yet applied for Entitlement
 - i. CP status expires after 1 year
2. **Educator First Name:** Filter eligible individuals by first name
3. **Educator Last Name:** Filter eligible individuals by last name
4. **Educator IEIN:** Filter eligible individuals by IEIN
5. **Entered by:** Filter eligible individuals by name of IHE representative who entered the initial pre-completion
6. **Updated by:** Filter eligible individuals by name of IHE representative who last updated the individual file
7. **License:** Filter by License type (PEL, APE, PIDU)
8. **Endorsement:** Filter by Endorsement
9. **Search:** Search results based on the filters entered/selected
10. **Clear:** Clear the search/filter to start a new search
11. **Move to Completed:** Move selected individuals to completed program status
12. **Export:** Export eligible individuals into an excel sheet
13. **Refresh:** Refresh screen to update
14. **Status:** Entitlement status of individual record
15. **Content Test:** Date the applicable content test results posted in ELIS
16. **EdTPA:** Date the applicable edTPA results posted in ELIS
17. **Status Change:** Date the entitlement status changed
18. **Degree:** Highest degree listed in ELIS account

How to move from Pre-Completion (PC) to Completed Program (CP)

1. Start by clicking on the Eligible tab
2. Check the box next to the First Name(s) of the individual(s) that have completed a program
3. Once selected, click Move to Completed

The screenshot shows the ELIS interface with the 'Eligible' tab selected. Below the filter section, there are buttons for 'Move to Completed', 'Export', and a refresh icon. The 'Move to Completed' button is circled in red. Below the buttons is a table of individuals with checkboxes next to their names. The first four names (ALYSSA, Meghan, Kelly, Haley) have their checkboxes checked, and this section is also circled in red.

	First Name
1	<input checked="" type="checkbox"/> ALYSSA
2	<input checked="" type="checkbox"/> Meghan
3	<input checked="" type="checkbox"/> Kelly
4	<input checked="" type="checkbox"/> Haley
5	<input type="checkbox"/> Kaitlin
6	<input type="checkbox"/> Emma
7	<input type="checkbox"/> Maggie

4. Enter the Degree information in the pop-up screen, select Next

Move selected entitlements to a completed a status

Degree
Optionally add a degree

Confirmation
Review and commit changes

Degree Code: Bachelors

Major 1: Elementary Education

Major 2: None

Major 3: None

Degree Date: 11/18/2019

Previous **Next**

Helpful Hint: Select all individuals that have the same degree code, major and degree date. During this process you will be unable to add different degrees at one time.

5. Confirm list of completed entitlement individuals
6. Click Finish

Helpful Hint: If an individual is listed on the confirmation page incorrectly, click the “x” to remove the record

Move selected entitlements to a completed a status

Degree
Optionally add a degree

Confirmation
Review and commit changes

Degree - Bachelors, Elementary Education, 2019-11-18

SCGE -	NDER, ALYSSA	x
SCGE -	Kelly	x
SCGE -	, Haley	x
SCGE -	Emma	x

Previous **Finish**

7. Verify the status of entitled individuals, select finish or export results.

Results			
Status	IEIN	Entitlement	Message
Successful		SCGE	
Successful		SCGE	
Successful		SCGE	

a

b

Finish

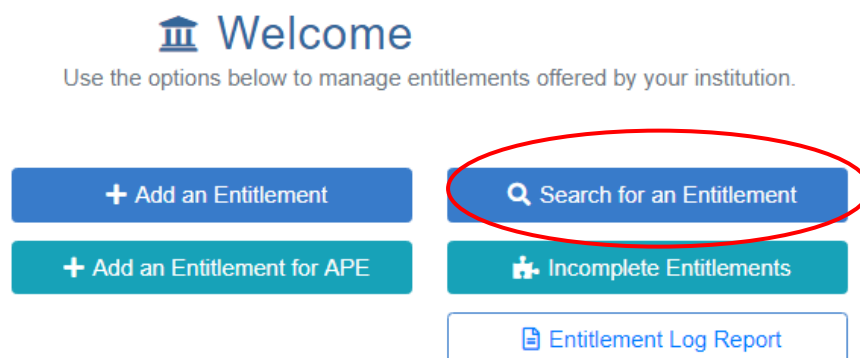
Export Results

Helpful Hint: Clicking on the IEIN of the individual will take you to the ELIS screen of the individual to verify the CP status.

- a. **Finish:** Choose this option to go back to the home screen
- b. **Export Results:** Choose this option to export the batch entitlements into a spreadsheet

Search for an Entitlement

Use this function to Search for an Entitlement by Individual credentials, within a date range, entered date, issued date, and license status.



Search for an Entitlement Key

Educator Entitlement Search Screen


<p>1 IEIN: <input type="text"/></p> <p>4 SSN: <input type="text"/></p> <p>7 Entered From: <input type="text"/></p> <p>10 Issued From: <input type="text"/></p>	<p>2 Last Name: <input type="text"/></p> <p>5 First Name: <input type="text"/></p> <p>8 Entered To: <input type="text"/></p> <p>11 Issued To: <input type="text"/></p>	<p>3 License Status: <input type="text"/></p> <p>6 Institution: <input type="text"/></p> <p>9 Entered By: <input type="text"/></p>
--	--	--

Educators

1. **IEIN:** Search using the IEIN of an individual
2. **Last Name:** Search by entering a last name
3. **License Status:** Search by license status
4. **SSN:** Search by individuals SSN
5. **First Name:** Search by individuals first name
6. **Institution:** Name of your IHE (cannot be changed)
7. **Entered From:** Search by starting date range of when entitlement was entered
8. **Entered To:** Search by ending date range of when entitlement was entered
9. **Entered By:** Search by name of person who entered the entitlement
10. **Issued From:** Search by starting date range of when entitlement was issued
11. **Issued To:** Search by ending date range of when entitlement was issued
12. **Search Entitlements:** Select once parameters are set within search filters
13. **Clear Search:** Select to clear search parameters to start a new search

Entitlement Log Report

Use this function to produce a report of entitlements within a selected date range by status, approval, and endorsement name.

 **Welcome**
 Use the options below to manage entitlements offered by your institution.

<input type="button" value="+ Add an Entitlement"/>	<input type="button" value="🔍 Search for an Entitlement"/>
<input type="button" value="+ Add an Entitlement for APE"/>	<input type="button" value="🔧 Incomplete Entitlements"/>
	<input type="button" value="📄 Entitlement Log Report"/>

Entitlement Report Key

The screenshot shows the 'Entitlement Log Report' form. It includes fields for 'From' and 'To' dates, a 'Status' dropdown, a 'Type' section with radio buttons for 'Licenses, Endorsements and Approvals', 'Licenses Only', 'Endorsements Only', and 'Approvals Only'. There are also dropdowns for 'Approval', 'Endorsement', and 'Approved Program'. An 'Institution' dropdown is set to 'Illinois State University'. At the bottom are four buttons: 'Refresh', 'View Report', 'Excel Report', and 'Unformatted Excel Report'. Numbered callouts 1 through 9 point to these specific elements.

1. **From/To:** Enter the date range in which you want the report to find results.
2. **Status:** Select the license status of the entitlements to be included in the report. (i.e. pre-completion, completed program)
3. **Approval:** Select the approval name of the entitlements to be included in the report.
4. **Endorsement:** Select the endorsement name of the entitlements to be included in the report.
5. **Approved Program:** Select the approved program name of the entitlements to be included in the report.
6. **Refresh:** Use this to refresh the search criteria results when selecting new filters.
7. **View Report:** This function will export the report into a pdf file for viewing.
8. **Excel Report:** This function will export the report into an Excel file (formatted text)
9. **Unformatted Excel Report:** This function will export the report into a CSV file (unformatted)

How to Enter Subsequent Endorsements

This process will outline how to enter a subsequent endorsement not directly tied to an initial PEL entitlement. This process can be done any time after the initial PEL is entered onto the individuals credential screen.

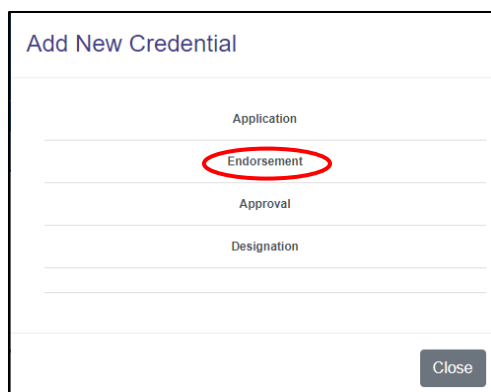
1. Search for the individual name by IEIN, name, birthdate, or SSN and select Search Educators

The screenshot shows the 'Educator Search Screen'. At the top, a navigation bar includes 'Home', 'Entitlements', 'Search' (circled in red), and 'Help'. Below the navigation bar, there are input fields for 'IEIN', 'SSN', 'Birthdate', 'Last Name', 'First Name', and 'License ID'. An 'Email Address' field is also present. At the bottom right, there are two buttons: 'Search Educators' (circled in red) and 'Clear Search'. The word 'Educators' is displayed in green at the bottom right.

2. From the individuals credential screen (on the top right side) select Add New

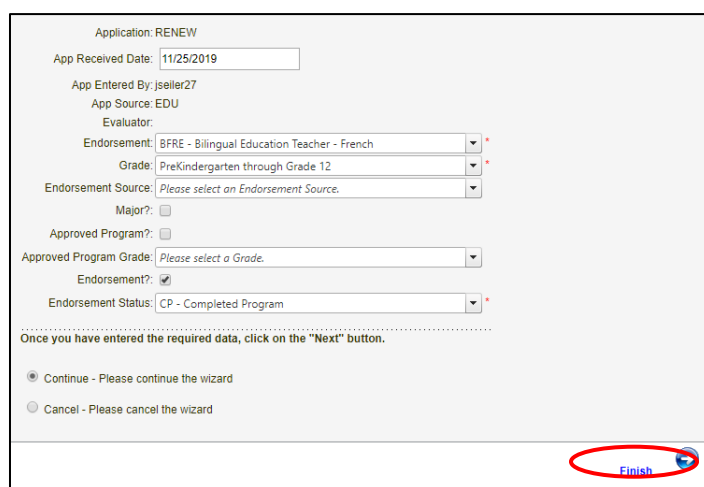
The screenshot shows a portion of the individuals credential screen. It features three buttons: 'Show All' with a magnifying glass icon, 'Add New' with a plus icon (circled in red), and 'Print' with a printer icon.

3. From the Add New Credential menu select Endorsement



Helpful Hint: if the PEL license isn't selected from the credentials screen, the endorsement option will not be available.

4. Enter the endorsement name, grade range and status then select Finish



5. Verify the endorsement is correct on the individuals credential screen.

APPENDIX

Use the following charts to complete the batch upload template. Only the listed codes will be accepted.

License Types

License Name	Code
Professional Educator License	PEL
Alternative Provisional License	APE
Provisional In-State Educator License	PIDU

Grade Range Codes

Grade Range	Grade Range Code
Birth through Grade 2	U
Birth through Grade 3	G
Grade 1 through Grade 6	V
Grade 5 through Grade 8	1
Grade 6 through Grade 12 (6-12)	B

Grade 6 through Grade 12 (9-12)	Y
Kindergarten through Grade 12	7
Kindergarten through Grade 9	A
Kindergarten through Age 21	Z
Pre-Kindergarten through Age 21	6
Pre-Kindergarten through Grade 12	T
Senior HS - Grade 9 through Grade 12	3

Endorsement Codes

Preparation Program/Endorsement Name	Code
Agricultural Education	AGED
Business, Marketing, and Computer Education	BMC
Blind and/or Visually Impaired	BPS
Dance	DA
Deaf and/or Hard of Hearing	DHH
Drama/Theatre Arts	DTA
Early Childhood Education (Self-Contained General Education)	SCG3
Early Childhood Special Education (Self-Contained General and Special Education)	ECS3
Elementary Education (Self-Contained General Education)	SCGE
English Language Arts (secondary)	ELA
Family & Consumer Science	FACS
Foreign Language - Arabic	ARAB
Foreign Language – Chinese Cantonese	CANT
Foreign Language – Chinese Mandarin	MAND
Foreign Language - French	FREN
Foreign Language - German	GERM
Foreign Language - Hebrew	HEB
Foreign Language - Italian	ITAL
Foreign Language - Japanese	JAPA
Foreign Language - Korean	KORE
Foreign Language - Latin	LATI
Foreign Language - Russian	RUSS
Foreign Language - Spanish	SPAN
General Science (middle grade)	GESC
Health Education	HEED
Language Arts (middle grade)	LA
LBS II/Behavior Intervention Specialist	LBIS
LBS II/Bilingual Education Specialist	LBSE
LBS II/Curriculum Adaptation Specialist	LCAS
LBS II/Multiple Disabilities Specialist	LMDS
LBS II/Technology Specialist	LTS
LBS II/Transition Specialist	LTRS
Learning Behavior Specialist I	LBSI
Library Information Specialist	LIS

Mathematics (middle grade and secondary)	MATH
Music	MUS
Physical Education	PE
Reading Specialist	SREA
Science- Earth & Space Science	SCES
Science- Environmental	SCIE
Science- Physics	SCIP
Science-Biology	SCIB
Science-Chemistry	SCIC
Social Science (middle grade)	SOSC
Social Science-Economics	SSEC
Social Science-Geography	SSGE
Social Science-History	SSHI
Social Science-Political Science	SSPS
Social Science-Psychology	SSPY
Social Science-Sociology and Anthropology	SSSA
Technology Education (Industrial Arts)	TEED
Technology Specialist	TESP
Visual Arts	VART
Teacher Leader	TLAD
Principal	PRIN
Chief School Business Official	CSBO
Director of Special Education	DSE
Superintendent	SUPT
School Counselor	SCOU
School Nurse	SN
School Psychologist	SPSY
School Social Worker	SSW
Speech Language Pathology (Non-teaching)	SLPN