

# PBA Requirement Workshop

---



Presented by:  
Lauby Teacher Education Center  
DeGarmo 56  
[teacheredcenter@ilstu.edu](mailto:teacheredcenter@ilstu.edu)



# What is a PBA?

PBA stands for “Performance Based Assessments”

- Referred to as Milestones, the PBA’s make up the ISU Council for Teacher Education (CTE) Gateway requirement system.

Completion of PBA milestones is required for all teacher education candidates to meet ISU graduation and Illinois State Board of Education (ISBE) licensure requirement.

## Goals of the PBA Requirement workshop?

- Introduction to Teacher Education milestones in the Gateway tracking system
  - Gateway 1: Pre-Student Teaching
  - Gateway 2: Student Teaching
- Creation of Illinois State Board of Education Licensure account
- Provide students with resource information to assist with PBA milestone completion



This presentation and detailed teacher education resources can be found at:  
<https://teachercenter.illinoisstate.edu/students/>



The PBA Milestone Guide/Checklist and milestone webpages cover all PBA requirements and steps for completion



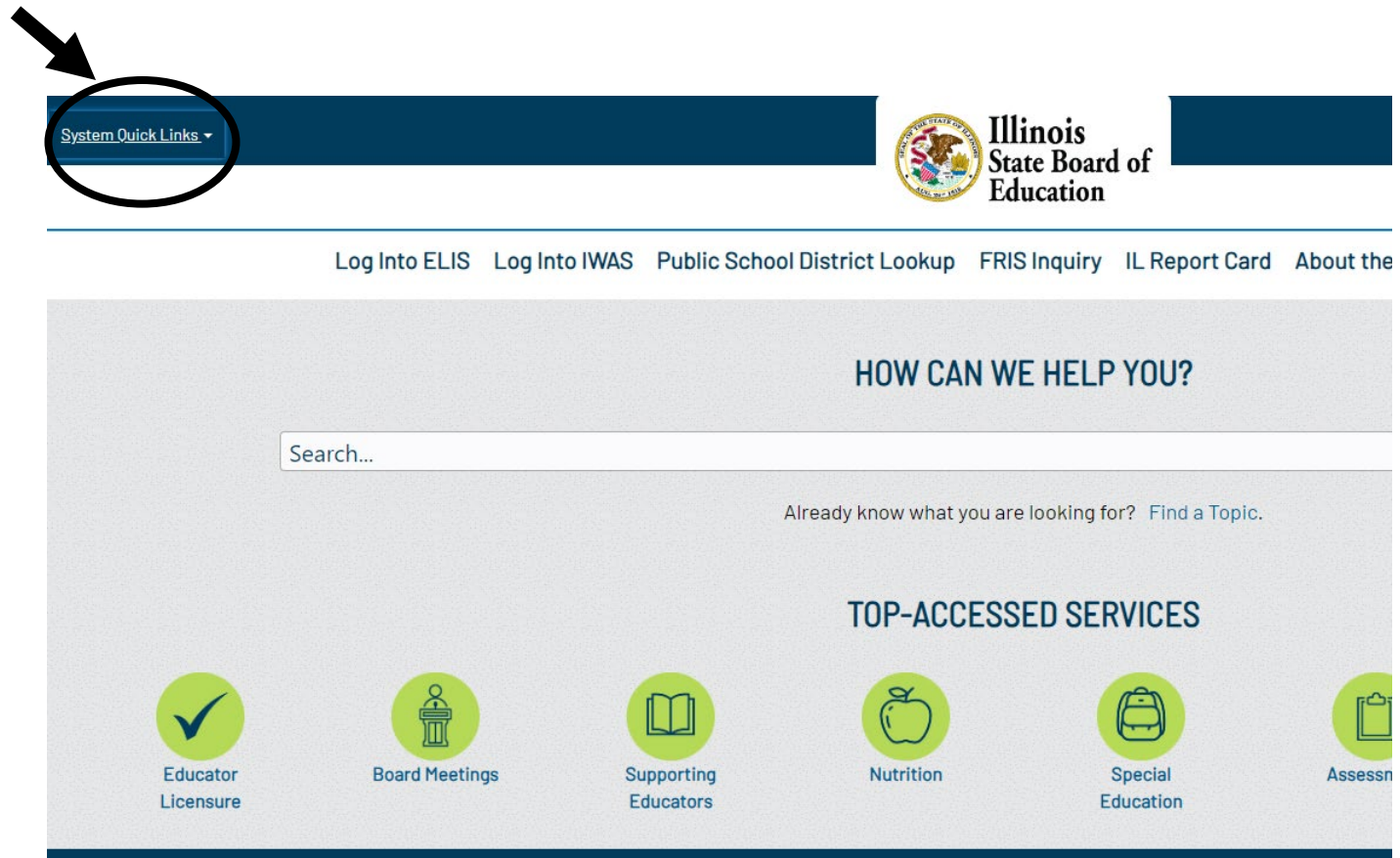
Questions can be emailed to the Teacher Education Center at  
[teacheredcenter@ilstu.edu](mailto:teacheredcenter@ilstu.edu)

# Teacher Education Resources

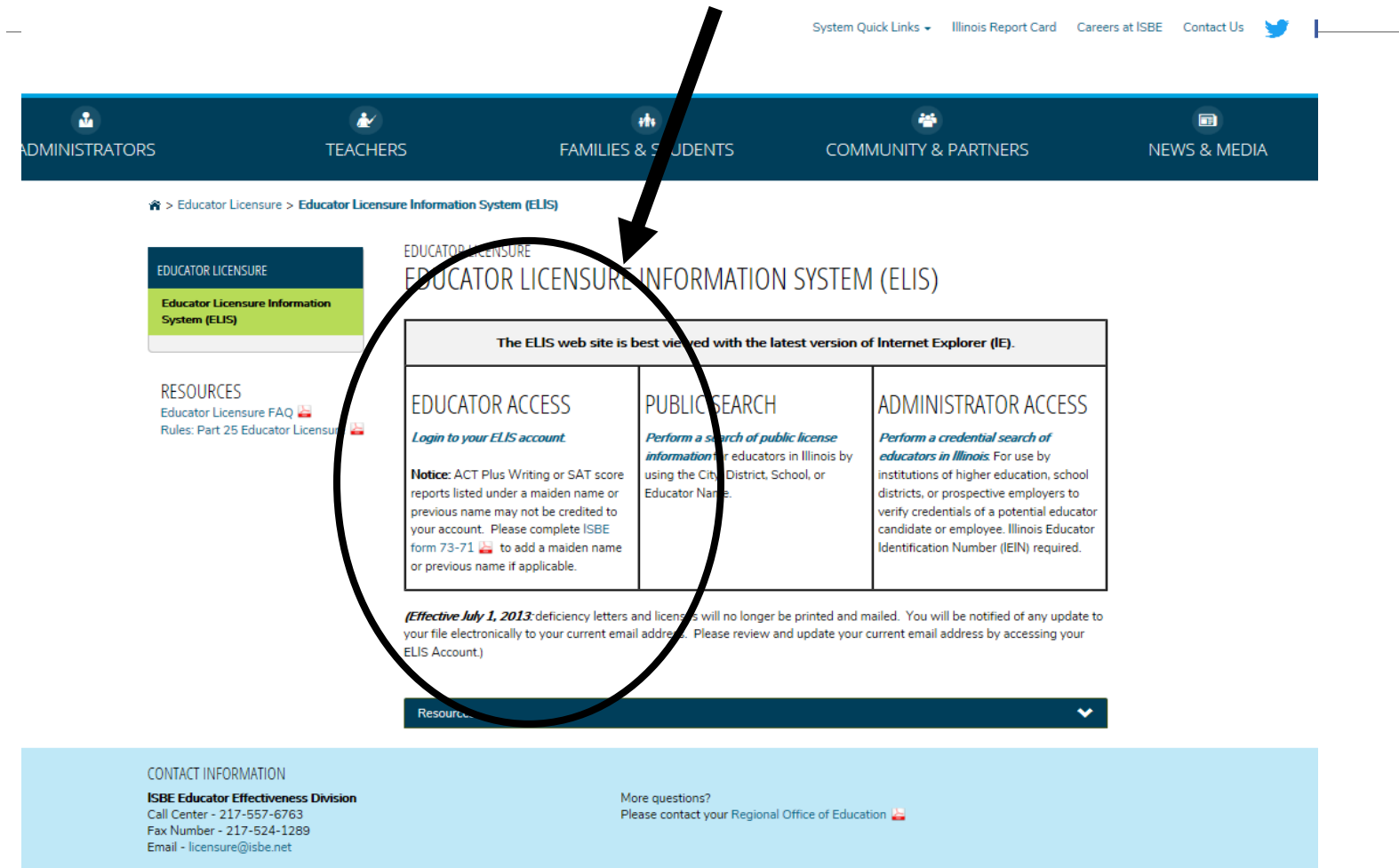
# Creating an Illinois Licensure Account

- ❑ The Illinois State Board of Education (ISBE) requires all licensure candidates create an Educator Licensure Information System (ELIS) account
  - ELIS accounts credentials are required to work in Illinois schools
- ❑ ELIS accounts link test scores, professional development, transcripts, endorsements, and teaching records to the licensed teacher
- ❑ Before you get started you will need the following:
  - Social Security Number
  - Personal contact information to add to account

To create account or access your account go to [www.isbe.net](http://www.isbe.net) and click the System Quick Links drop down and select ELIS



# Click on Educator Access for Log-in Information



The screenshot shows the ILISBE website with a navigation bar at the top containing links for ADMINISTRATORS, TEACHERS, FAMILIES & STUDENTS, COMMUNITY & PARTNERS, and NEWS & MEDIA. Below this is a breadcrumb trail: Home > Educator Licensure > Educator Licensure Information System (ELIS). A sidebar on the left lists EDUCATOR LICENSURE, Educator Licensure Information System (ELIS), and RESOURCES. The main content area is titled EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS) and contains a table with three columns: EDUCATOR ACCESS, PUBLIC SEARCH, and ADMINISTRATOR ACCESS. A large black circle highlights the EDUCATOR ACCESS column, and a black arrow points from the top of the page down to the circle. Below the table, there is a notice about the effectiveness of July 1, 2013, regarding deficiency letters and licenses. The footer contains contact information for the ISBE Educator Effectiveness Division and a link to the Regional Office of Education.

System Quick Links ▾ Illinois Report Card Careers at ISBE Contact Us

ADMINISTRATORS TEACHERS FAMILIES & STUDENTS COMMUNITY & PARTNERS NEWS & MEDIA

Home > Educator Licensure > Educator Licensure Information System (ELIS)

EDUCATOR LICENSURE  
Educator Licensure Information System (ELIS)

RESOURCES  
Educator Licensure FAQ  
Rules: Part 25 Educator Licensure

EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS)

The ELIS web site is best viewed with the latest version of Internet Explorer (IE).

EDUCATOR ACCESS	PUBLIC SEARCH	ADMINISTRATOR ACCESS
<p><b>Login to your ELIS account.</b></p> <p><b>Notice:</b> ACT Plus Writing or SAT score reports listed under a maiden name or previous name may not be credited to your account. Please complete <a href="#">ISBE form 73-71</a> to add a maiden name or previous name if applicable.</p>	<p><b>Perform a search of public license information</b> for educators in Illinois by using the City, District, School, or Educator Name.</p>	<p><b>Perform a credential search of educators in Illinois.</b> For use by institutions of higher education, school districts, or prospective employers to verify credentials of a potential educator candidate or employee. Illinois Educator Identification Number (IEIN) required.</p>

**(Effective July 1, 2013)** deficiency letters and licenses will no longer be printed and mailed. You will be notified of any update to your file electronically to your current email address. Please review and update your current email address by accessing your ELIS Account.)

Resources ▾

CONTACT INFORMATION  
**ISBE Educator Effectiveness Division**  
Call Center - 217-557-6763  
Fax Number - 217-524-1289  
Email - [licensure@isbe.net](mailto:licensure@isbe.net)

More questions?  
Please contact your Regional Office of Education

Sign Up Now, to create account, or login using your previously set up information.

**Illinois State Board of Education**  
James T. Meeks, Chairman   Tony Smith, Ph.D., State Superintendent

*IWAS for EDUCATORS   IWAS for EDUCATORS   IWAS for EDUCATORS   IWAS for EDUCATORS*

**ISBE Home**  
**Home**  
**Sign Up Now**  
**Get Password**  
**Contact ROE**  
**Help**  
**IWAS User Guide**  
**IWAS Training Video**

**Already have an account? Login Here:**

**Login Name**   
**Password**   
☐ Remember Login Name  
**LOG IN**

**Forgot Your Password?**

If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

**FORMER ECS USERS CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM**

ELIS (Educator Licensure Information System) is now replacing ECS (Educator Certification System).

You will be directed to create an IWAS for Educators account to instantly access ELIS and view your credentials. After successfully creating your account, you will be able to log in on the left side of this page anytime to access your information.

**Need Help?**

If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

This web site has been optimized for Internet Explorer 9.0 or above / Firefox 18.0 or above. You can download the latest version of these browsers by clicking on the following icons.

About SSL Certificates



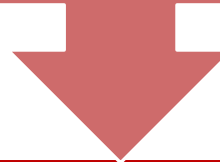
# ELIS Account Setup

Fill in all the information on the Sign up Now link.

Tip: Make sure your SS#, name and DOB is correct before creating an account and review the password rules.



Once created, log back in to make sure account is valid.  
It's advised to add personal information at this time.



**Identify your Illinois Educator Identification Number (IEIN), username and password and record it in your records.**

# ELIS Account Review

**Extremely Important:**  
This is your account for licensure through ISBE

- Please use the same ELIS account personal information when registering for ILTS content tests (Name and SS#)
- To be entitled for licensure from ISU, your content test scores must link to your ELIS account
- School districts will review your licensure information in ELIS for employment verification

# PBA Requirement Workshop- Gateway 1 and 2

---



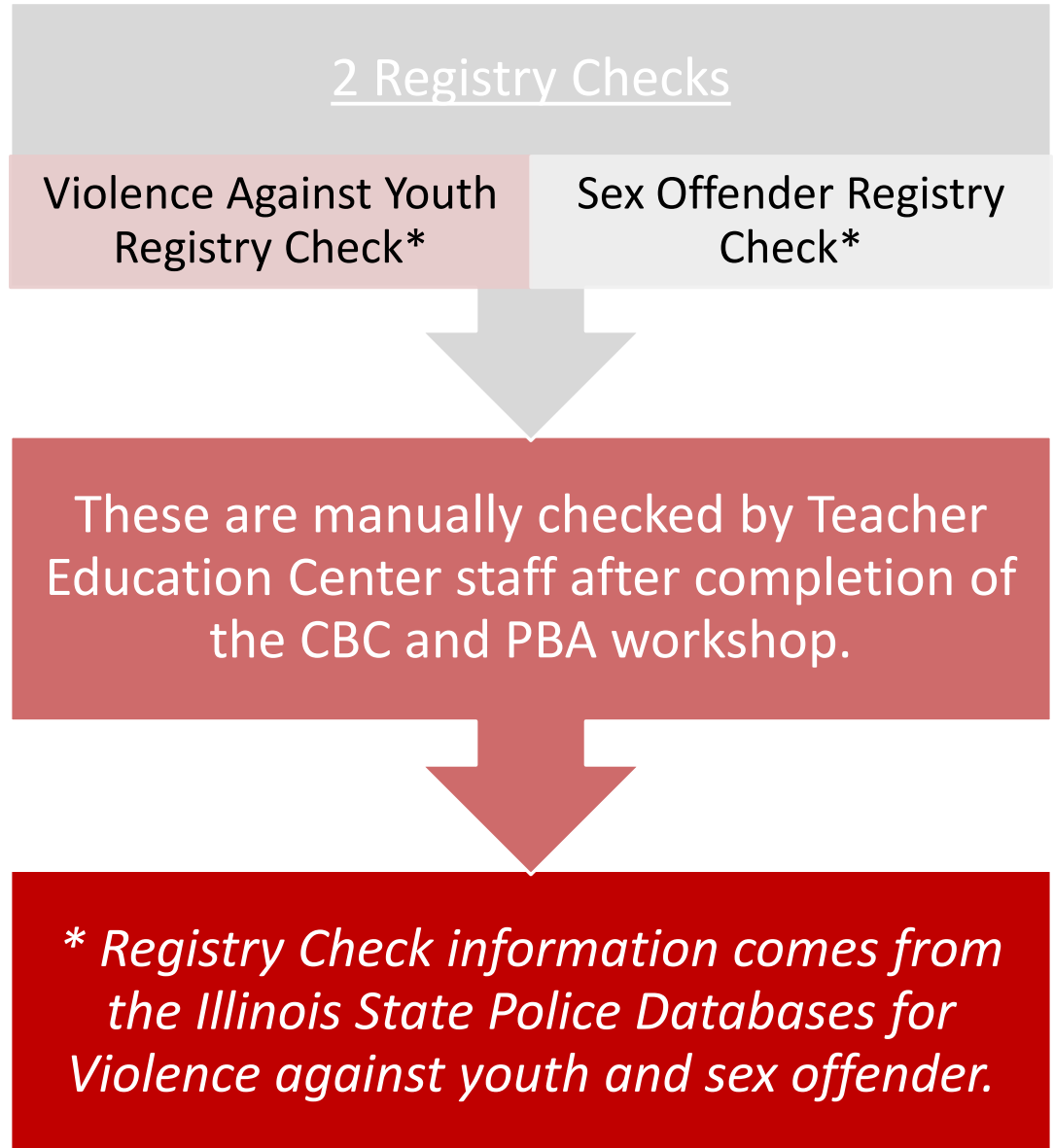
- The PBA system has milestone requirements in 2 gateways
  - Gateway 1: Pre-Student Teaching
  - Gateway 2: Student Teaching
- As a reminder, after you complete the presentation, you can find resources on completing requirements at:  
<https://teachercenter.illinoisstate.edu/students/>

# Gateway 1 Pre-Student Teaching Milestones

# Gateway 1 National Criminal Background Check

- REQUIREMENT: National Criminal Background Check (NCBC) must be completed before registering for any ISU clinical experience course.
- Start process by accessing directions at:
  - <https://teachercenter.illinoisstate.edu/students/gateways/background/>
- The NCBC process is 100% online and available 24 hours a day
  - One-Time Fee= \$36
  - Estimated processing time of 3-5 business days.
- You will receive an email from the Teacher Education Center when your NCBC results have been processed and your milestone updated.
- After completion, the NCBC is valid at ISU for 10 years, but you must self-report any changes to status.
- Note: Clinical placement sites may require additional CBC reviews to meet site expectations.

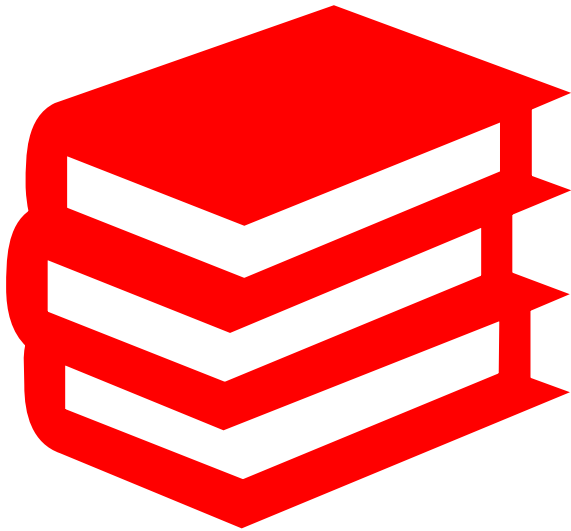
# Gateway 1 Criminal History Registry Checks



## Gateway 1

# Safety Education Assessment

---



- The Safety Education Assessment is an online learning module focusing on health and safety specific to working in clinical settings.
- To access, click the Safety Education Assessment link under the Gateway 1 webpage, the link in the PBA guide or your My Illinois account.
- Once you have completed the safety education assessment, your milestone will be updated electronically the next day.

# Gateway 1 Mandatory Reporter of Child Abuse Training

- Students must complete the online training from the Illinois Department of Children and Family Services (DCFS) to learn about being a Mandatory Reporter
- Students should access the training through the Teacher Education Center's mandatory reporter website
- **REQUIREMENTS-** Students must turn in both of the following forms to meet the milestone requirement
  - **Certificate of Completion and**
  - **DCFS-Acknowledgment of Mandated Reporter Status form (Cants 22)**



# Tuberculosis (TB) Test

(Timeline Differs by major)

---



## Early Childhood Majors-

The TB test must be completed before beginning clinical experiences in a daycare setting



All other majors will need to complete the TB before student teaching as a Gateway 1 milestone requirement



**TB Test REQUIREMENT:** Documentation of your negative TB test with name of office, results and date read (no older than 3 years) should be sent to the Lauby Teacher Education Center – Secure electronic link on TB webpage (preferred), fax or in person



Note: School districts may require an updated TB for clinical placements

Gateway 1

# Curriculum milestones

(Updated by campus software review)

---



## Cumulative ISU GPA

GPA requirement set by each department

Minimum of 2.5, but some majors require higher GPA



## 30 Hour Requirement

Minimum 30 hours taken at ISU to complete milestone



## Required Milestone Course Work

Complete:

COM 110

ENG 101

Or Equivalent courses

# Gateway 1 Departmental Approval

- **REQUIREMENT: Departmental Approval is granted by your academic advisor**
- Approval is based on student meeting the department's major criteria
- Once everything in Gateway 1 is completed, make an appointment/contact your advisor if approval has not been given

# Professional Expectation Review (PER)

## Gateway 1- During pre-student teaching

---

- A PER is submitted by ISU faculty/staff, when a student's behavior merits concern related to growth as a future educator. The goal is to use communication and planning to work towards student improvement.
  - *PERs are modeled around the Pillars of Professional Excellence focusing on traits that mold strong educators*
- A PER can be written as resolvable or unresolvable.
- **3 unresolved PER's in Gateway 1 and 2 may stop a student's progress in Teacher Education.**



*PER's are new as of Fall 2025 and replace the Disposition process. For students with previous unresolved dispositions, these can be combined with PERS to equal three unresolved concerns.*

# Students Rights as an Education Major

- As a reminder, all information found in this presentation is on the Teacher Education Center's student page. This includes information and links for the following items:
- Student appeals, process for removal from Teacher Education due to PER or Disposition Concerns [Teacher Education Student Appeals Information](#)
- Student appeal information for admission and continuation in teacher education : [Teacher Education Student Rights](#)
- Dean of Students Office: [Dean of students](#)

# Gateway 1

## Clinical Field Experience Milestones



**50 Diverse Hours-** Students should earn a minimum of 50 clinical hours in a diverse setting before student teaching



**100 Total Hours-** Student should earn a minimum of 100 total clinical hours in all settings before student teaching



Students completing ESL or bilingual endorsements should work to achieve 100 clinical hours in these settings before student teaching



See the clinical documentation website and talk to your professors/department about documentation of hours

# ISBE State Content Test Attempt- ISU Requirement

- ISU requires education majors to attempt their content test to complete Gateway 1
- The attempt must be completed before registering to student teach
  - It is advised to take the exam 6 months before student teaching
- To Create an Illinois Testing account, go to [www.il.nesinc.com](http://www.il.nesinc.com)
  - Testing account information should match your ELIS account to ensure scores link.
  - Content Tests commonly cost around \$120
  - Go to Teacher Education Center testing webpage for testing resources, rules and information

## Gateway 1

## Student Teaching and Gateway Deadlines

### Application for student teaching is completed during junior year

- Talk to your department about the application process and application deadlines. Failure to submit in a timely manner may delay your student teaching semester.

### Gateway 1 Deadline requirement:

- **July 15** for a **Fall semester** student teaching experience
- **December 15** for a **Spring semester** student teaching experience
- Failure to meet these deadlines may delay your student teaching semester



# Important Reminder



All ISU Gateway milestone resources can be found on the Teacher Education Center website and in the PBA Milestone Guide



<https://teachercenter.illinoisstate.edu/students/>



[PBA Milestone Requirement Guide](#)



# Gateway 2- Student Teaching Milestones

---

## Gateway 2

**Students must maintain GPA and departmental approval throughout Gateway 2**

---

### Cumulative GPA

- GPA determined by department

### Departmental Approval

- Approval is granted by advisor for
- Contact your Department Advisors with any questions or concerns

# Professional Expectation Review (PER)

## Gateway 2- During student teaching

- A PER is submitted by ISU faculty/staff, when a student's behavior merits concern related to growth as a future educator. The goal is to use communication and planning to work towards student improvement.
  - *PERs are modeled around the Pillars of Professional Excellence focusing on traits that mold strong educators*
- A PER can be written as resolvable or unresolvable
- Receiving a PER while student teaching could lead to placement removal if expectations are not met
- **3 unresolved PER's in Gateway 1 and 2 may stop a student's progress in Teacher Education**

*For questions concerning PER's and the process, see the Teacher Education Center website*

# Gateway 2 State Content Test- Illinois Licensure Requirement

## Pass

You must pass the State of IL required content test for your area to be licensed to teach

- Failure to pass the content test will delay ISBE licensure

## Choose ISU

When registering for the exam, choose for results to be sent to ISU for verification.

## Go

Go to Teacher Education Center testing webpage for testing resources, rules and information

## Gateway 2

# Student Teaching and education course grades



**Must earn a grade of a C or better during student teaching semester**



**ISBE requires all major and professional education courses have a grade of C- or better**



**To graduate, students must meet all catalog requirements for your major**

Communicate with your advisor about your graduation progress

# Graduation, licensure and Helpful Student Information



# Graduation and Licensure Steps

---

- Step 1- Apply for graduation (Beginning of Student Teaching semester)
  - During student teaching, students will receive an endorsement survey via e-mail from the Registrars office that must be completed and will be used for licensure evaluation
- Step 2- After the semester, the Registrars office will verify your degree.
- Step 3- After the degree is issued, they will review all ISBE requirements, such as content tests and clinical requirements.
- Step 4- Students who have met all ISBE and ISU requirements will be entitled for licensure by ISU and notified (e-mail) to apply for their teaching license in ELIS .

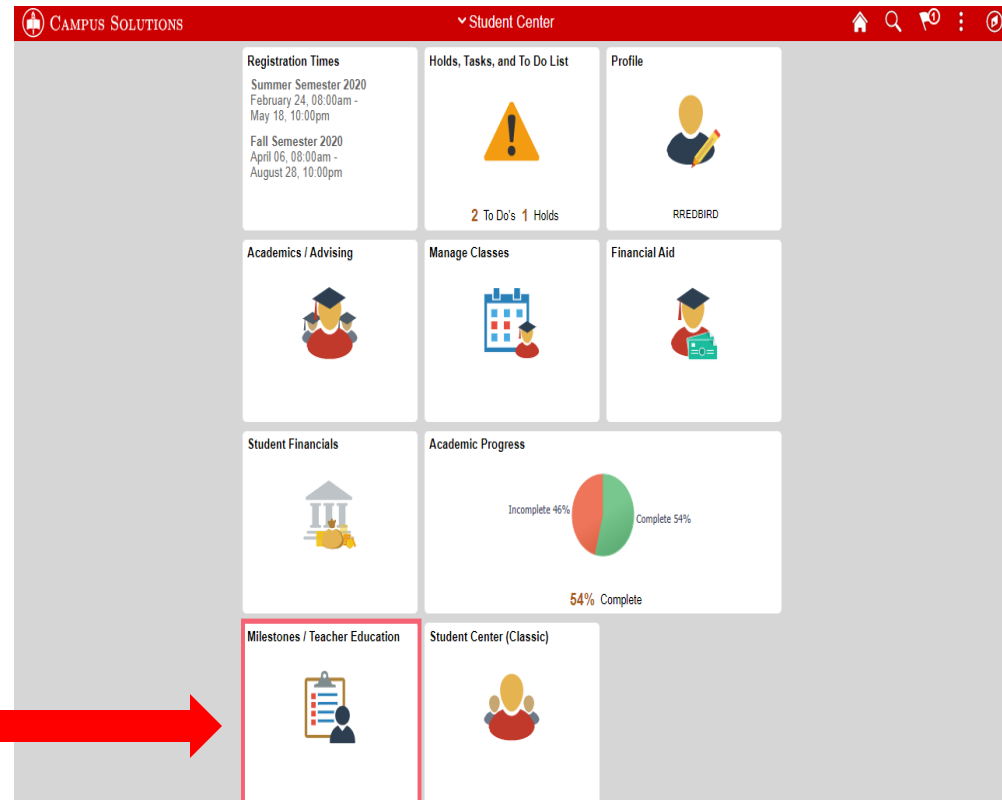
Important: Do not apply until you receive entitlement notification



# Tracking your PBA Milestones

## My.Illinoisstate.edu

- Access progress in the student center or via the teacher education tile.
- Go to <http://my.IllinoisState.edu> to log in
- Click on Milestones/Teacher Education tile



See left hand navigation to display your milestone status or other Teacher Education pages

< Student Center
Milestones / Teacher Education

**Milestones**

---

View Clinical Hours

---

Pre-Student Teaching Document

---

Safety Ed Assessment

### Milestone List

Below is a list of your current milestones. To sort or filter your list of milestones, change the options below and click Search.

View your Milestones by

Academic Institution	<input type="text" value="Illinois State University"/>
Academic Career	<input type="text" value="Undergraduate"/>
Academic Program	<input type="text" value="Education Undergraduate"/>
Milestone	<input type="text"/>

Milestone List					
Milestone	Milestone Level	Status	Institution	Career	Program Description
Gateway 1 30 Hours coursework		Completed	Illinois State University	Undergraduate	Education Undergraduate
Gateway 1 COM110 C or better		Completed	Illinois State University	Undergraduate	Education Undergraduate
Gateway 1 ENG101 C or better		Completed	Illinois State University	Undergraduate	Education Undergraduate
Gateway 1 Dept Approval 1		Not Completed	Illinois State University	Undergraduate	Education Undergraduate
Cumulative GPA 2.50		Completed	Illinois State University	Undergraduate	Education Undergraduate
Major GPA 2.50		Completed	Illinois State University	Undergraduate	Education Undergraduate
Gateway 1 Disposition 1		Completed	Illinois State University	Undergraduate	Education Undergraduate
Gateway 1 Disposition 2		Completed	Illinois State University	Undergraduate	Education Undergraduate
Gateway 1 Disposition 3		Completed	Illinois State University	Undergraduate	Education Undergraduate
Gateway 1 ePortfolio Workshop		Not Completed	Illinois State University	Undergraduate	Education Undergraduate

# Clinical Observations and Documentation

---

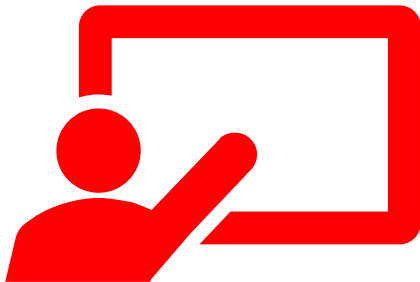
Know the requirements of your clinical site (Remote and in-person). This could include completion/proof of a CBC and additional site paperwork before the first day of attendance

Check in with the front office each day of your in-person observation as you are a visitor

- You will document all clinical hours online via the pre-student teaching document in your My.IllinoisState account
  - Clinical documentation resources can be found on the Teacher Education Center website
- Students can track your submitted hours on the “view clinical hours” page found in your my.IllinoisState.edu account Teacher Education Tile

# Resource Reminder

---



- Information about items discussed during the PBA workshop, from milestones to clinical information, can be accessed via the Teacher Education Center website:
  - <https://teachercenter.illinoisstate.edu/students/>
  - We have guides, videos, PDFS and other training materials available to assist students
- If you have any teacher education related question, feel free to contact the Teacher Education Center at [teacheredcenter@ilstu.edu](mailto:teacheredcenter@ilstu.edu)