

**Millikin University
School of Education**

ENDORSEMENT ONLY ENTITLEMENT POLICIES

Requirements for a Millikin University Subsequent Endorsement Recommendation:

- Candidate must be a licensed teacher
- Candidate must have completed a minimum of half of the endorsement program or the required courses/credit hours for the endorsement at Millikin University.
- Candidate has a current Illinois State Teacher License that may be endorsed.
- Candidate must submit an Undergraduate Non-Degree/Visiting or Readmission application to Millikin.
- Candidate has passed the required licensure tests and has completed the required amount of content coursework for the desired endorsement.

What Millikin University will and will not consider for a subsequent endorsement recommendation:

- Millikin University will accept transfer credits from accredited colleges or universities recognized by the Department of Education. Only courses receiving a grade of a C- or higher will be accepted in transfer. Transferred letter grades and quality points will not be included in the overall grade point average (GPA). Students wishing to transfer credits to Millikin are required to submit official transcripts for study completed at college or university levels.
- No coursework completed more than 10 years from the date of the application will be considered.
- Millikin University will not recommend an endorsement in an area in which we do not have an ISBE-approved program.
- All coursework and testing requirements must be complete and documented at Millikin University for a recommendation, including official acceptance by the Office of the Registrar of applicable transfer credits toward endorsement requirements.
- Course content acceptable for the endorsement is based on departmental standards of the relevant educator licensure program at Millikin. In some cases, our educator licensure programs will hold a higher standard of acceptability than the ROE or ISBE.
- Graduate-level coursework will not be considered for the endorsement.

Students must apply for subsequent endorsements directly with ISBE through the ELIS account in the following circumstances:

- There is coursework completed more than 10 years ago that needs to be considered for the endorsement.

- The endorsement is for a program that Millikin University does not offer (initial licensure or endorsement program).
- The candidate has not completed at least half of the entire endorsement coursework at Millikin University.
- The candidate is seeking endorsements using graduate-level coursework.

Available Endorsements

- Bilingual Education (valid for grades PreK-12)
- English as a Second Language (valid for grades PreK-12)
- Health Education (Middle Grades and/or Senior High options)
- Learning Behavior Specialist I (valid for the grade range of existing license)
- Safety & Driver Education (valid for grades 9-12)

Process for Obtaining Subsequent Endorsement Recommendation from Millikin

If half of the required credit hours for the desired endorsement were taken at Millikin University, and if the rest of the required credit hours have been officially accepted for transfer credits by the Office of the Registrar to meet the remaining endorsement requirements, please follow the steps below:

1. Request an official Millikin transcript to be sent to the Educator Licensure Officer when you have completed all endorsement requirements. Visit getmytranscript.org to request your transcript. You will be ordering an electronic PDF to be sent to Kristie Montgomery at krmontgomery@millikin.edu.

NOTE: The transcript must reflect ALL coursework required for the endorsement in order to be recommended for the endorsement by Millikin.

2. After you request your transcript, please email the Educator Licensure Officer at krmontgomery@millikin.edu to indicate the endorsement and grade range for which you are applying.
3. After the Educator Licensure Officer receives the official transcript from the Office of the Registrar and verifies that you have met all requirements for the endorsement, an endorsement recommendation will be submitted to the Illinois State Board of Education. You will then receive an email from the Educator Licensure Officer indicating you may apply for and register the endorsement.