

EASTERN ILLINOIS UNIVERSITY / DEPARTMENT OF EDUCATIONAL LEADERSHIP

ENTITLEMENT REQUEST FORM

RETURN COMPLETED FORM(S) TO ... Department of Educational Leadership, Eastern Illinois University,
2320 Buzzard Hall, 600 Lincoln Avenue, Charleston, IL 61920 ...
... email edadmin@eiu.edu or call **(217) 581-2919** for inquiries or assistance in filling out form

STUDENT INFO

STUDENT NAME _____
(Last) (First) (MI)

E-Number (on Panther Card) _____ **IEIN #** (ELIS) _____

Address _____
(Street) (City) (State) (Zip)

Phone # (____) _____ **EIU Email** (@eiu.edu / for official emails) _____

Personal Email(s) _____

What SEMESTER / YEAR do you expect to complete your MSED / PEP studies? _____

PROGRAM

Principal Endorsement (PEP)
 ... Also need to fill-out and submit the 'ISBE Verification of Teaching Experience (PEP) Form':
https://www.eiu.edu/edadmin/pdf/ISBE_PEP-verification-of-experience-form.pdf

I understand that to be issued a license/endorsement I must complete all required coursework and pass all required tests as established by the Illinois State Board of Education (ISBE). Furthermore, I understand that I will be notified by email when my entitlement has been processed and that I will need to follow the instructions provided to complete my endorsement application online. Finally, I also understand that it will be my responsibility to supply final transcripts to the ISBE.

Printed Name Signature Date

FOR EDUCATIONAL LEADERSHIP OFFICE USE ONLY

Program Info _____
 On-Task to Completion? ... Yes No (if NO, hold form; don't submit to COE)

Testing Verification ... ILTS 195 _____ ILTS 196 _____ ILTS 225 _____ Other _____

Verification of Experience (EIU of ISBE) _____ **NOTES:**

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Processing ...
 Application Received _____ Entitlement/State List _____ Grad/Completion Date _____ Completed/Notified Student & EDL _____

Verification ...
 Basic Skills/Tap _____ Teaching Experience _____ Administrative Experience _____

Content Test(s)... **NOTES:**
 Principal Endorsement ... ILTS 195 _____ ILTS 196 _____
 Superintendent Endorsement ... ILTS 225 _____