

# Vermilion County Regional Office of Education

## Adding a New Degree to Your ELIS Licensure Account

You can no longer add a newly acquired degree to the state system on your own, as you were able to do in the previous IL licensure system. Please follow these recommended steps to get your degree entered.

- Order a transcript conferring the degree from your college or university, and have it sent directly to you. **DO NOT** open it. If it is sent to us, we will not know what needs to be done with it since there are no directions.
- Bring the transcript in the original unopened envelope, along with an ID, to the Regional Office at 200 S. College, Suite B Danville, IL 61832.
- We will open the transcript, scan it, and submit it to the ISBE system. If you would like the transcripts back, you may pick them up once the process is completed.