All licensure applicants must send proof of having requested transcripts to be sent to ISBE prior to entitlement. Please follow the steps below on how to order transcripts. Once ordered you will receive an e-mail receipt of the order. This e-mail receipt must be forwarded to ctecert@education.illinois.edu.

Transcripts are ordered from https://registrar.illinois.edu/academic-records/transcripts/.

If you already have your degree and all courses have been completed for additional endorsements you should click ‘Send Now.’

If you’re waiting for course grades to post, click ‘Hold until grades have been posted for:’ with the appropriate term.

If a **degree is required for your license** you must click the ‘Hold until current semester degrees have been posted.’

```markdown
Tell us when to release your transcript(s)

- **Send Now** (current term grades might not be included)
- Hold until grades have been posted for:
  - Summer Semester
  - Hold until current semester degrees have been posted

Other information required by University of Illinois at Urbana-Champaign

Primary Reason for Ordering

- For State Licensure

Please choose a type of recipient

- Search our Recipient Table
  - Choose this option to search recipients that are already set up in our system. This is the only way to find colleges or universities who receive transcripts electronically.

  Select the recipient’s state:

  ILLINOIS
```

Next
Transcript Recipient 1

Recipient Address

Address: EDUCATOR LICENSURE DIVISION
ILLINOIS BOARD OF EDUCATION
100 N 1ST ST S-306
SPRINGFIELD IL 62777-0001
UNITED STATES

Telephone #: 217-557-6763

Attachment Options for this Recipient

Some recipients require additional information pages ("Attachments") alongside your transcript. Any transcript order with an Attachment is currently limited to a single recipient.

Are you providing an attachment?

☐ No
☐ Yes (This is not common)

Address Confirmation

Please read and check the box to continue. Although we make every effort to maintain current school addresses in our database, it remains your responsibility to ensure that the correct address is used on your transcript order.

☐ I confirm this address

Available Recipients

<table>
<thead>
<tr>
<th>Address</th>
<th>College/University Type</th>
<th>Delivery Methods</th>
</tr>
</thead>
<tbody>
<tr>
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My recipient was not found. I want to enter the address manually.