**Section 25.430 Short-Term Approval for Teachers at All Grade Levels**

Subject to the provisions of this Section, an individual may receive short-term approval for assignment in a position in which that individual does not hold necessary qualifications. Nothing in this Section is intended to modify existing endorsement requirements pursuant to Section 25.100.

a) Applicability

1) The short-term approvals described in this Section shall be available for application until June 30, 2026 with respect to:

A) individuals who hold a PEL endorsed in a teaching area but lack full qualifications in a content area; or

B) individuals who do not hold a PEL but possess adequate content knowledge for the area to be taught.

2) The short-term approval shall be available in situations in which the employing entity's need for short-term authorization has arisen due to the unforeseen departure of a teacher who was fully qualified for the assignment in question.

3) The short-term authorization described in this Section shall not be available with respect to:

A) special education teaching positions; or

B) driver's education positions.

b) Application Procedures for Individuals Who Hold a Professional Educator License

1) A licensed teacher seeking short-term approval under this Section shall file an application in the ELIS.

2) The application for short-term approval shall be approved by the State Superintendent if the applicant provides proof of completion of nine semester hours of college coursework in the content area of assignment or provides proof of passing the content-area test for the assignment.

c) Application Procedures for Individuals Who Do Not Hold a Professional Educator License

1) An individual seeking short-term approval under this Section shall file an application in ELIS.

2) The application for short-term approval shall be approved by the State Superintendent if the applicant meets the following requirements:

A) provides proof of holding at least a bachelor's degree in the content area sought, or a bachelor's degree in any area and 32 semester hours of content-specific coursework in the area to be taught;

B) provides an assurance, signed by the hiring district, of the mentoring, instructional coaching, and supervision the individual will receive pursuant to subsection (c)(3).

C) provides evidence of passing the required content test pursuant to Section 25.720; and

D) provides the assurances specified under subsection (d).

3) District Mentoring and Instructional Coaching Plan

School districts employing individuals on a short-term approval earned under the provisions set forth in subsection (c)(2) must provide evidence of mentoring and instructional coaching that will be provided to the applicant.

A) The applicant must receive instructional coaching and mentoring from an individual who holds a PEL endorsed in a teaching field.

B) Instructional coaching must occur on an ongoing basis. Coaches must schedule at least one meeting per week with the applicant and document those meetings with the hiring district.

C) Districts must provide evidence of meeting the requirements of this subsection (c)(3) by filing annual reports with their ROE on a format specified by the State Board. ROEs shall upload reports to each educator's ELIS account.

D) Districts must provide a signed statement of assurance that the supervision the individual will receive will be from an individual in the school of assignment who holds a PEL endorsed for general administration, principal, or superintendent.

4) Acquisition of the Professional Educator License

Individuals who work as teachers on the short-term approval shall receive the PEL in the content area of the short-term approval if the following requirements are met:

A) The individual shall file an application for the PEL in ELIS prior to the approval expiring; and

B) The individual shall provide evidence of completing the requirements of Section 25.25.

d) Filing of Information by School Districts

The employing entity hiring an individual under this Section shall file the following with the regional superintendent in a format designed by the State Superintendent:

1) a description of the vacant position, including the subject area and the grade level;

2) a description of the entity's inability to fill the position with a fully qualified individual;

3) a statement of assurance that the employing entity has not honorably discharged anyone in the past year who was fully qualified for the position;

4) a statement of assurance that the district will provide the teacher to be employed with mentoring and high-quality professional development each year in the subject area to be taught and, if the teacher is employed by virtue of meeting the requirements of subsection (c), a description of the supervision, mentoring, and instructional coaching that individual will receive; and

5) verification of enrollment or intent to enroll in coursework required as part of a State-approved educator preparation program, signed by the applicant.

e) Validity

1) Short-term approvals issued pursuant to this Section shall expire on June 30 immediately following the third full fiscal year after the approval was issued and shall not be renewed.

2) Prior to expiration of the approval, individuals must apply for and receive the applicable endorsement or the PEL to continue teaching in the assigned area.

f) Each regional superintendent overseeing the entity that employs an individual for a position under subsection (c) shall upload the information specified in subsections (c)(3) and (d)(1) through (5) on a form supplied by the State Superintendent, into the ELIS account of the applicant prior to the State Superintendent issuing the application.

(Source: Amended at 47 Ill. Reg. 5954, effective April 11, 2023)