

Short-Term Approvals for School Support Personnel  
Licensure for LSWs and LCSWs working in schools due to shortages  
Revised 9.1.23

The Illinois State Board of Education (ISBE) allows Post MSW Social Workers to seek admittance into the Short-Term Approval Process if they meet these requirements. [Approvals \(isbe.net\)](https://www.isbe.net/pages/educator-licensure-information-system.aspx)

Internship requirements are completed as part of employment if the work experience and role meet the requirements for school social work licensure. This is subject to review upon admission.

Before application to Dominican University's School of Social Work (SSW)

1. Set up an Educator Licensure Information System (ELIS) account:  
<https://www.isbe.net/pages/educator-licensure-information-system.aspx>
2. Pay the \$50 fee and apply online through the ELIS system for Short Term Approval by completing ISBE form 83-86: <https://www.isbe.net/Documents/83-86.pdf>
3. Take and pass the content exam: [Tests \(nesinc.com\)](https://www.nesinc.com)

At the time of application, the application must include:

- Evidence of LSW or LCSW licensure (Screenshot or print out from IDFPR with license number)
- Screenshot of credentials page showing short-term approval in ELIS account
- Names and IEINs of the Supervisor and Mentor as documented on the ISBE 83-86 Form
- Screenshot of testing page in your ELIS account as evidence of passing the content exam 238 for School Social Work through Illinois Licensure Testing System.

After application

1. SSW's School Social Work Faculty Lead will confirm with Dominican University licensing officer that the student's ELIS account in fact shows that the applicant has a Short-Term Approval and supervision requirements are met.
2. Applicants will meet with the SSW's School Social Work Faculty Lead in order to verify that the current work experience meets the criteria for a PEL and create a plan for addressing any deficiencies in the workplace.
3. Complete a Contract between SSW and District.
4. An acceptance decision will be made.

To complete the Short-Term Approval Process, enrolled students must meet the following requirements

1. SWK 664: School Social Work
2. SPED 522: Exceptional Students: Characteristics and the Special Education Process
3. SWK 611: Field Practicum III
4. SWK 651: Field Practicum IV
5. One year of work experience under a Short-Term Approval

6. Evidence of a proficient or higher evaluation rating from employer (must use a School Social Work-specific Evaluation rubric, such as Danielson Model rubric adapted for School Social Workers) - This evaluation form must be completed upon completion of the field experience.  
[School Social Worker Evaluation Rubric.doc](#)

The cost to complete the Short-Term Approval is the same as the cost of the full Post-MSW PEL program