

Work-Based Learning Designation FAQ

March, 2024

1.) What is a Work-Based Learning designation?

A Work-Based Learning (WBL) designation is a credential issued by the Illinois State Board of Education through the Educator Licensure Information System (ELIS) to educators who are qualified to teach WBL courses. Beginning July 1, 2024, educators must have a WBL designation to be assigned to teach WBL experience courses¹.

2.) Why is a WBL designation necessary?

Currently, an educator's ELIS account does not indicate whether they are eligible to teach WBL. Adding a WBL designation will ensure that educators and administrators are clear about who is qualified to teach WBL courses.

3.) Is an educator who was previously qualified to teach cooperative education eligible for a WBL designation now?

Yes, but educators **must** request that the WBL designation be added to their ELIS account.

4.) How does an educator request the designation if they were previously qualified to teach cooperative education?

In order to receive the designation, educators must submit their transcript(s) to ISBE at transcripts@isbe.net and fill out a [WBL designation request form](#) to request the designation. ISBE will verify the transcript(s) and form within 30 days of receipt; if all requirements are met, the designation will be placed on the educator's account. ISBE will contact the educator if additional information is needed to complete the designation. More information about this process is at the end of this document. Educators who wish to teach WBL in school year 2024-25 must complete this process no later than July 1, 2024.

¹ [Work-Based Learning Manual](#), page 44 Appendix A

5.) How does an educator who is not previously qualified to teach cooperative education earn a WBL designation?

There are two options:

Option 1: Complete the free Work-Based Learning professional learning modules approved by ISBE and offered by Northern Illinois University. See [NIU course information](#).

Option 2: Complete two courses approved by ISBE and offered by an Illinois institution of higher education. Currently,² Southern Illinois University Carbondale, Illinois State University, and Eastern Illinois University offer these courses.

Approved University Courses

SIUC

WED 472 (952) - 40594 Organizing Cooperative Education

WED 473 (952) - 40595 Coordinating Cooperative Education

ISU

BE 480, Section 091 - Organization and Administration of Career and Technical Cooperative Education Programs

BE 482, Section 091 - Coordination Techniques of Career and Technical Cooperative Education Programs

EIU

CTE 4913: Organization and Administration of Cooperative Occupational Education

CTE 4923: Coordination Techniques for Cooperative Occupational Education

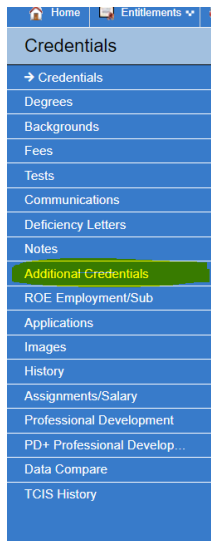
6.) How does a university receive approval to offer WBL courses that will qualify teachers for the WBL designation?

A university must submit a course description and syllabus of what will be offered in the courses to ISBE at cte@isbe.net. If the course addresses the components found under the Work-Based Learning Coordinator Resources dropdown on the [ISBE Work-Based Learning webpage](#), ISBE will approve it to be offered.

² Universities are changing their courses to align to the work-based learning. They may change the name of their courses once their revisions have occurred. Should this occur, this document will be updated with the current course names.

7.) Where do I see designations on my ELIS account?

Log into ELIS. The designation will be/is located on the left side of the screen under Additional Credentials.



Additional Credentials									
Designations									
Edit	Source	Status	Designation	Grade	Issued	Expires	Completed On	Delete	
Edit	ISBE	I	Work-based Learning (Professional Learning)		05/26/2023	05/26/2028		Delete	

8.) Who do I contact to get more information?

Email CTE@isbe.net or call the CTE Department at 217-524-4832.

Process for Educators Already Qualified to Receive the Work-Based Learning Designation in ELIS

- 1.) Request an official transcript demonstrating successful completion of the required coursework from the university where you took the courses. Transcripts must be sent electronically from the university to transcripts@isbe.net or mailed from the university to ISBE at Illinois State Board of Education, 100 N 1st St, C-215 Springfield, IL 62777.
Please note: Transcripts emailed by the educator will not be accepted.
- 2.) Once you have verified that your transcript is uploaded to your ELIS account (usually within 14 days), complete the [WBL designation request form](#).
- 3.) ISBE will verify the coursework within 30 days of the submission of your form and place the designation in your ELIS account.

The titles of the approved courses prior to fiscal year 2024 were:

SIUC

WED 472 (952) - 40594 Organizing Cooperative Education

WED 473 (952) - 40595 Coordinating Cooperative Education

ISU

BE 480, Section 091 - Organization and Administration of Career and Technical Cooperative Education Programs

BE 482, Section 091 - Coordination Techniques of Career and Technical Cooperative Education Programs

EIU

CTE 4913: Organization and Administration of Cooperative Occupational Education

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