

LICENSE RENEWAL HOW-TO:

Professional Educator License (PEL)
Career and Technical Educator (ELS-CTE)
Chief School Business Official (ELS-CSBO)

Your Illinois educator license must be renewed and registered by August 31, 2020. You may login to your Educator Licensure Information System (ELIS) account to renew your license beginning April 1, 2020.

To renew and register your **professional educator license** or **educator license with stipulations endorsed for a career and technical educator field** or **chief school business official**, follow the steps below.

1. **Login to your ELIS account** (<https://sec3.isbe.net/IWASNET/login.aspx>).
2. **Be sure your PD/Employment status is accurate.**

Click the error next to your name and IEIN to verify your current PD status, located in the Profile box.

The screenshot shows the ELIS user profile page for Walter G. Lopez. The page includes a navigation menu on the left with options like Home, My Credentials, and Help. The main content area displays the user's name and IEIN (1274406) with a yellow error icon next to it. Below this, there are sections for Primary Information, Contact Information, and License Renewal Info. The Profile box shows the PD Status as Active. The Action Center displays a notification for Renewals (1) and a list of actions to take, such as Enter Professional Development, Apply for Educator License with Stipulations, and Register in an Additional Region.

Primary Information	
Full Name	Walter G. Lopez
IEIN	1274406
DOB	11/1/1975

Contact Information	
Address	123 Main St.
City, State Zip	Springfield, IL 62702
Email	Walter.Lopez@elismail.com
Phone	(012) 345-6789
Phone 2	(012) 345-6789

Profile	
PD Status	Active

Action Center	
New Documents on File	0
Notifications	0
Deficiencies	0
Registrations	0
Renewals	1
Reinstatements	0

What do you want to do?

- [Enter Professional Development](#)
- [Apply for Educator License with Stipulations](#)
- [Apply for Substitute License](#)
- [Apply for an Approval](#)
- [Apply for an Endorsement](#)
- [Apply for a Paraprofessional License \(Teacher's Aide\)](#)
- [Register in an Additional Region](#)

3. To update your PD/Employment Status, click the pencil/paper icon at the top right of the page.

Then you will click on the "Update Your PD/Employment Status" link

The screenshot displays the Illinois State Board of Education's Educator Licensure Information System. The header includes the board's name and the current user, Walter G. Lopez. A navigation menu on the left lists various options like Credentials, Degrees, and Fees. The main content area features a 'License Renewal Info' section and an 'Action Center' with a list of notifications, including one for renewals. A red box in the top right corner highlights a button labeled 'Update Your PD/Employment Status'.

On the next screen, click the down arrow for each semester that needs to be changed.

Click on the appropriate status in the drop-down menu, then press the enter key on your keyboard. Repeat for each semester that needs to be changed.

Click "Finish" when you are done updating your status.

Edit Educator Employment Profile

License: Professional Educator License (Issued) ▼

School Year	Fall Semester	Spring Semester
2014 - 2015	Active ▼	Active ▼
2015 - 2016	Active ▼	Active ▼
2016 - 2017	Active ▼	Active ▼
2017 - 2018	Active ▼	Active ▼
2018 - 2019	Active ▼	Active ▼
2019 - 2020	Active ▼	Active ▼

Future Cycle

- a. Active - Employed in an IL public school for 50 percent or more of full-time equivalency in a school year and must complete professional development activities.
- b. Exempt - The following educators are Exempt and do not have to complete professional development.
Educators NOT Employed in an IL public, charter, or state-operated school
IL public, charter, or state-operated school educators during leave of absence
IL public, charter, or state-operated school paraprofessionals
IL public, charter, or state-operated school day-to-day substitutes
- c. Part-Time - Employed in an IL public, charter, or state-operated school for less than 50% percent of full-time equivalency in a school year are "exempt" and do not have to complete professional development activities.
- d. Retired - Retired (or retiring at/near the end of the current school year) from the IL Teachers Retirement System, the Chicago Teachers Retirement System, or another IL State Government retirement system. **Does not apply if retired from a federal, out-of-state, or private retirement system.**
- e. Military - Educator is unavailable for employment due to military service, including service in any reserve capacity. License is on hold during period of unavailability due to military service. Copies of military orders required. This exemption does not apply to military spouse.

I certify under penalty of loss of my right to teach or work in the schools of Illinois that the answers to the questions are true and correct in every respect.

- Continue - click to save
- Cancel - Please cancel the wizard

Finish ▶

4. Enter professional development. To record professional development, click on "Enter Professional Development" under the question "What do you want to do?" on your home page.

Illinois State Board of Education
Darren Reisberg, Chair of the Board
Dr. Carmen I. Ayala, State Superintendent of Education

Educator Licensure Information System
Welcome, John Patel

Home My Credentials Help

Home Page

Welcome, John E. Patel

Primary Information
Full Name: John E. Patel
IEIN: 1272502
DOB: 3/9/1958

Contact Information
Address: 123 Main St.
City, State Zip: Springfield, IL 62702
Email: John.Patel@eismail.com
Primary Phone: (012) 345-6789
Secondary Phone: (012) 345-6789
[Click Here to Edit Your Contact Information](#)

Profile
PD Status: Active
[Click Here to Update Your PD/Employment Status](#)

License Renewal Info

ACTION CENTER

New Documents on File	0
Notifications	0
Deficiencies	0
Registrations	0
Renewals	1
Reinstatements	0

What do you want to do?

- Enter Professional Development**
- [Apply for Educator License with Stipulations](#)
- [Apply for Substitute License](#)
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Record as many activities as needed to meet the amount of professional development hours in the box at the bottom of the screen labeled Hours Required.

Record each professional development activity or college course as a separate entry.

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Educator Licensure Information System
Welcome, John Patel | IEIN: 1272502 | Sign Out

Home My Credentials Help

Educator Development

Welcome, John E. Patel

Primary Information
Full Name: John E. Patel
IEIN: 1272502
DOB: 3/9/1958

Contact Information
Address: 123 Main St.
City, State Zip: Springfield, IL 62702
Email: John.Patel@eismail.com
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Profile
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Educator Professional Development Education
License: Professional Educator License (Issued) | Start Date: 5/22/2015 | End Date: 6/30/2020 | Refresh

Requirements - 120.00

Edit	Name	Description	Provider	Hours	EffectiveDate (QA only)	Begin Date	End Date	Create Info	Updated Info	Delete
Edit	Fake PD To Facilitate Renewability		TestAccountGenerator	125.00	03/31/2020	03/31/2020	03/31/2020	hills.master - 03/31/2020	hills.master - 03/31/2020	Delete

*Administrator's Academy credit only, not also counted for PD hours requirement.

Hours Required: 120.00 **Total Hours: 125.00** **Hours Remaining: 0.00**

[Click Here to Add Professional Development Hours](#)

After entering your professional development, click the Home tab - the one with a picture of a house on it - in the upper left corner of the screen.

5. Click on "Renewal" in the Action Center

❖ You will not be able to renew the license until you record the required amount of professional development and all required Administrator Academies (if applicable), have been documented.

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Educator Licensure Info
Welcome, John Patel - IL

Home My Credentials Help

Home Page

Credentials
Degrees
Fees
Tests
Communications
Deficiency Letters
Highly Qualified
Images
Assignments/Salary
Professional Development
TCIS History

Welcome, John E. Patel!

Primary Information
Full Name: John E. Patel
IEIN: 1272502
DOB: 3/9/1958

Contact Information
Address: 123 Main St.
City, State Zip: Springfield, IL 62702
Email: John.Patel@elismail.com
Primary Phone: (012) 345-6789
Secondary Phone: (012) 345-6789
[Click Here to Edit Your Contact Information](#)

Profile
PD Status: Active
[Click Here to Update Your PD/Employment Status](#)

License Renewal Info

ACTION CENTER	
New Documents on File	0
Notifications	0
Deficiencies	0
Registrations	0
Renewals	1
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ELIS will lead you through the renewal steps which include answering legal background questions.

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Home My Credentials Help

PEL - Professional Educator License Renewal

Legal Questions Choose Region Submit Payment

Please answer the following required questions of the Criminal History Disclosure Statement.

- Yes No Has your license or certificate (teaching, administrative, school support, etc.) ever been formally denied, suspended, or revoked in Illinois or any other state?
- Yes No Have you ever been convicted of a felony in Illinois or any other state, or are you subject to pending criminal charges for a felony in Illinois or any other state? *(You are not obligated to disclose sealed and expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)*
- Yes No Have you ever been convicted of any sex, narcotic, or drug offense in Illinois or any other state, or are you subject to pending criminal charges for any sex, narcotics, or drug offense (whether felony or misdemeanor) in Illinois or any other state? *(You are not obligated to disclose sealed and expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)*
- Yes No Have you failed to (a)file an Illinois tax return, (b)pay the interest, penalty, or tax shown on an Illinois filed return, or (c)pay any final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue which was not subsequently resolved to the Department's satisfaction?
- Yes No Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare?
(Note: You must answer "Yes" to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer "No" to this question if the finding was reversed on appeal.)
- Yes No Are you currently more than 30 days delinquent in complying with a child support order?
No, I am not more than 30 days delinquent in complying with a child support order. I certify under penalty of perjury that this information is true and correct. I understand that failure to respond to this question may result in disciplinary action and that making a false statement with regard to this question may subject me to disciplinary action and contempt of court.
Yes, I am currently more than 30 days delinquent in complying with a child support order.
- Yes No **I certify, under penalty of loss of my right to teach or work in the schools of Illinois, the answers to these questions are true and correct in every respect.**

Next

Select the appropriate region.

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Home My Credentials Help

PEL - Professional Educator License Renewal

Legal Questions Choose Region Submit Payment

Region

Please select the primary region in which you would like to register your license and click the "Next" button. You will have an opportunity to add additional regions at no charge in the "Credentials" section.

01 - Adams/Brown/Cass/Morgan/Pike/Scott
 03 - Bond/Christian/Effingham/Fayette/Montgomery
 04 - BOONE/WINNEBAGO ROE
 05 - Region 05 North Cook ISC 1
 06 - Region 06 West Cook ISC 2
 07 - Region 07 South Cook ISC 4
 08 - CARROLL/JO DAVIESS/STEPHENSON ROE
 09 - CHAMPAIGN/FORD ROE
 11 - CLK/CLS/CMBN/DGLAS/EDGR/MLTR/SHLB
 12 - CLAY/CWFORD/JSPER/LWRNCE/RHLAND
 13 - Clinton/Jefferson/Marion/Washington
 15 - CITY OF CHICAGO
 16 - DE KALB ROE

Previous	New Region
02	If you work in Union, Alexander, or Pulaski County, choose Region 30 If you work in Johnson or Massac County, choose Region 21
10	Choose Region 03
22	Choose Region 26
25	If you work in Jefferson County, choose Region 13 If you work in Hamilton County, choose Region 20
27	Choose Region 33
38	If you work in Logan County, choose Region 17 If you work in Menard County, choose Region 51 If you work in Mason County, choose Region 53
43	If you work in Woodford County, choose Region 53 If you work in Putnam or Marshall County, choose Region 35
46	Choose Region 01
55	Choose Region 47

Previous Next

- Enter a credit/debit card to pay the applicable registration and handling fees.
 - ❖ Registration fees are \$10 per year, i.e. \$50 per five-year cycle.

Answer the next set of questions for the required Professional Development Disclosure Statement.

Click Submit Payment.

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Home My Credentials Help

PEL - Professional Educator License Renewal

Legal Questions Choose Region Submit Payment

License	PEL - Professional Educator License
Region	01 - Adams/Brown/Cass/Morgan/Pike/Scott
Amount	\$50.00

Please answer the following required questions of the Professional Development Disclosure Statement.

Yes No I have met the professional development requirements for the current five-year renewal cycle. I have maintained the required evidence of completion and agree to submit upon request.
(Retired and exempt educators, answer YES. You will NOT be asked to submit documentation to ISBE.)

Yes No I confirm that I am the individual who holds the credential(s) being renewed and that I answered all question honestly.

Submit Payment

7. Click Home to take you back to your ELIS Home Page.

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Home My Credentials Help

You have successfully renewed and registered your educator license. You will see your new cycle on the ELIS Credentials page.

Home

- Please visit the Renewal page on our website at <https://www.isbe.net/Pages/Educator-Renewal.aspx>, for additional information regarding renewal requirements.
- If you encounter a problem or have additional questions about renewal or registration, please contact our office by email at renewal@isbe.net.