

LICENSE RENEWAL INSTRUCTIONS

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, 2023. You may log in to your Educator Licensure Information System (ELIS) account to renew your license beginning April 1, 2023.

Follow the steps listed below 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.

1. **Log in to your [ELIS account](#).**
2. **Be sure your PD/Employment status is accurate.**

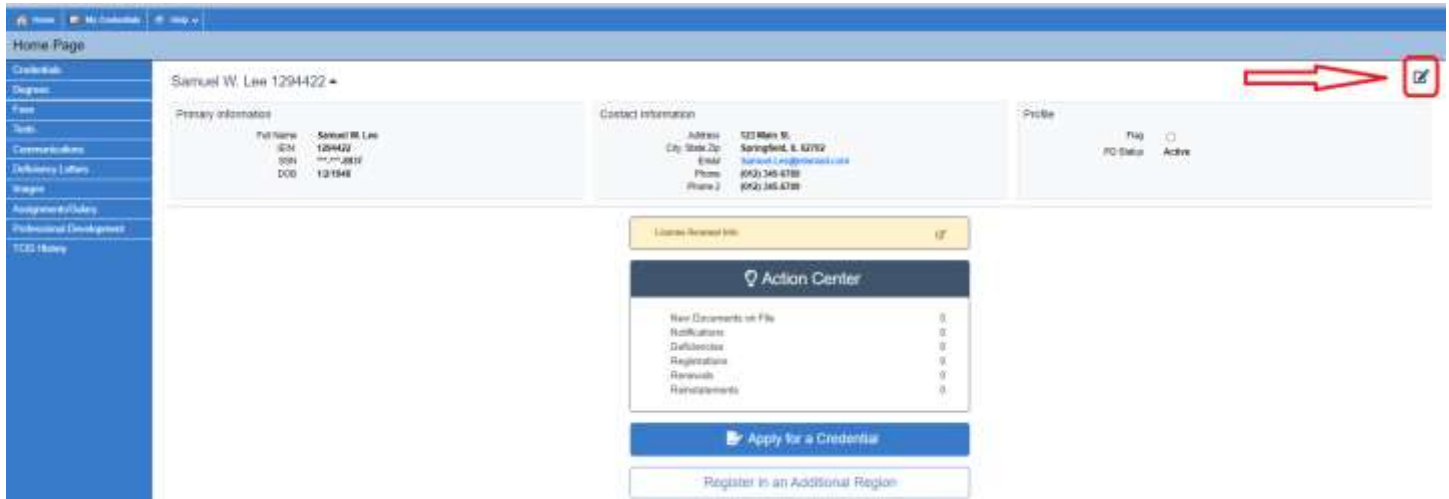
Click the arrow next to your name and IEIN to verify your current PD status, located in the Profile box.

The screenshot displays the user profile page for Samuel W. Lee (IEIN 1294425). The page is divided into several sections:

- Primary Information:** Full Name: Samuel W. Lee, IEIN: 1294425, SSN: ***-**-8937, DOB: 12/19/88.
- Contact Information:** Address: 523 Main St, Springfield, IL 62768, Email: Samuel.Lee@illinois.gov, Phone: (618) 248-8788, Phone 2: (618) 248-8788.
- Profile:** A dropdown menu is visible next to the name and IEIN, with options for 'PD Status' and 'Active'.
- Action Center:** A section with a search icon and a list of items: New Documents or File (0), Notifications (0), Difficulties (0), Registrations (0), Renewals (0), and Reinstatements (0).
- Buttons:** 'Apply for a Credential' and 'Register in an Additional Region'.

3. Click the pencil/paper icon at the top right of the page to update your PD/Employment status.

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



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

Click on the appropriate status in the dropdown menu, then press the enter key. 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

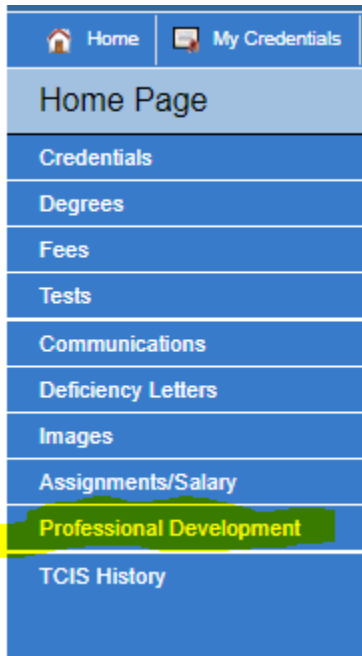
- a. Active - Employed in an IL public school for 50 percent or more of full-time equivalency in a school year and must complete professional development activities.
- b. Exempt - The following educators are Exempt and do not have to complete professional development.
Educators NOT Employed in an IL 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 ▶

- Click on "Professional Development" in the menu on the left of the homepage to record professional development.



Record as many activities as needed to meet the number 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.

The screenshot displays the 'Educator Professional Development Education' section. It shows a table with one entry for 'Take PD To Facilitate Renegotiability' with 125.00 hours. Below the table, the 'Requirements - 120.00' are listed. At the bottom, three fields are circled in red: 'Hours Required: 120.00', 'Total Hours: 125.00', and 'Hours Remaining: 0.00'. A link 'Click Here to Add Professional Development Hours' is visible below these fields.

| Edit | Issue | Description | Provider | Hours | Effective Date (if applicable) | Begin Date | End Date | Create Info | Updated Info | Delete |
|------|-------|---------------------------------------|----------------------|--------|--------------------------------|------------|------------|--------------------------|--------------------------|--------|
| Edit | | Take PD To Facilitate Renegotiability | TechAccountGenerator | 125.00 | 03/31/2020 | 03/01/2020 | 03/31/2020 | bills.mason - 03/31/2020 | bills.mason - 03/31/2020 | Delete |

Requirements - 120.00

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 "Renewals" in the Action Center.

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

The screenshot shows the ISBE user interface for Samuel W. Lee (ID: 1294422). The 'Action Center' is visible, listing various items: New Documents on File (0), Notifications (0), Delinquencies (0), Regulations (0), Renewals (1), and Reminders (0). A red arrow points to the 'Renewals' item. Below the Action Center are buttons for 'Apply for a Credential' and 'Register in an Additional Region'.

ELIS will lead you through the renewal steps, which include answering legal background questions.

The screenshot shows the 'Legal Questions' step of the 'PEL - Professional Educator License Renewal' process. A red box highlights the instruction: "Please answer the following required questions of the Criminal History Disclosure Statement." The questions are as follows:

- Q: 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)
- Q: 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)
- Q: 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, narcotic, 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)
- Q: 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)
- Q: 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)
- Q: Are you currently more than 30 days delinquent in complying with a child support order? (Note: 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)
- Q: 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. (Yes/No)

A yellow circle highlights the 'Next' button at the bottom right of the page.

Select the appropriate region.

Illinois State Board of Education
Bernie Heisling, Chair of the Board
Dr. Carmen I. Ayala, State Superintendent of Education

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 3
- 08 - CARROLL/JO DAVISS/STEPHENSON ROE
- 09 - CHAMPAIGN/FORD ROE
- 11 - CLK/CLS/CMBN/DGLAS/EDGR/WETR/SHLB
- 12 - CLAY/CW/FORD/JSPEL/LWRNCE/RH/LAND
- 13 - Clinton/Jefferson/Marion/Washington
- 15 - CITY OF CHICAGO
- 16 - DE KALB ROE

| Previous | New Region |
|----------|---|
| 02 | If you work in Union, Alexander, or Putnam County, choose Region 35 If you work in Johnson or Macon County, choose Region 21 |
| 10 | Choose Region 03 |
| 22 | Choose Region 29 |
| 25 | If you work in Jefferson County, choose Region 13 If you work in Hamilton County, choose Region 29 |
| 27 | Choose Region 33 |
| 38 | If you work in Logan County, choose Region 17 If you work in Macon County, choose Region 31 If you work in Macon County, choose Region 33 |
| 43 | If you work in Woodford County, choose Region 13 If you work in Putnam or Marshall County, choose Region 35 |
| 46 | Choose Region 01 |
| 56 | Choose Region 47 |

Previous Next

6. 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."

Illinois State Board of Education
Bernie Heisling, Chair of the Board
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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 |

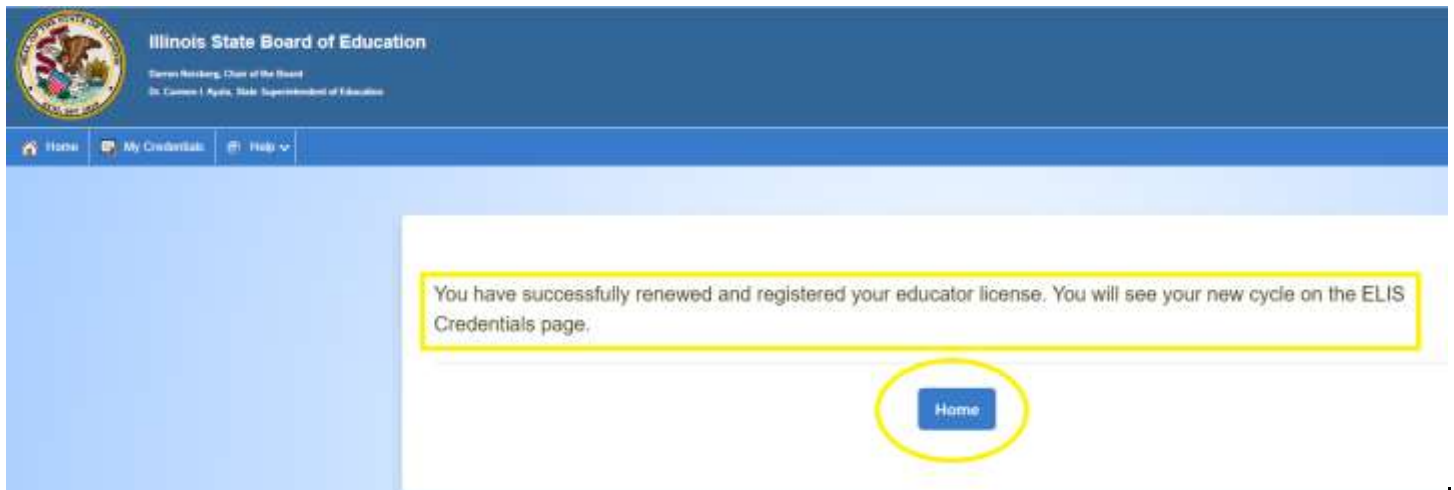
Please answer the following required questions of the Professional Development Disclosure Statement.

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 questions honestly.

Submit Payment

7. Click “Home” to take you back to your ELIS homepage.



- Please visit the [ISBE License Renewal webpage](#) for additional information regarding renewal requirements.
- Please refer to the [ISBE Licensure Message Center webpage](#) to contact your Regional Office of Education if you encounter a problem or have additional questions about renewal or registration.