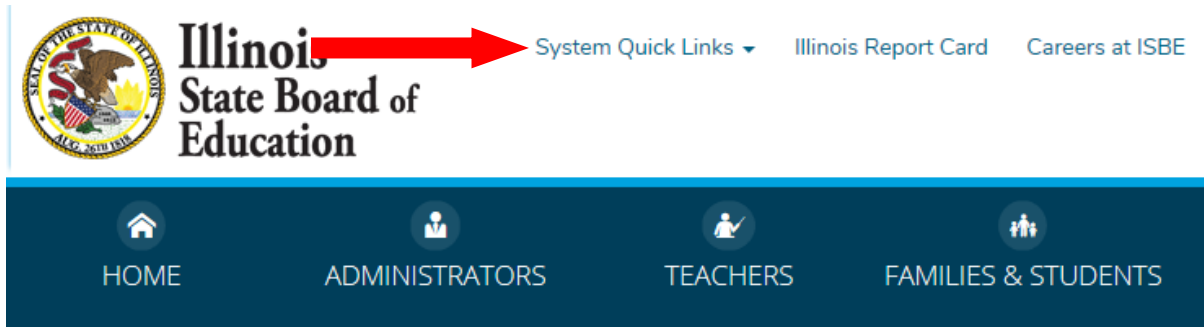


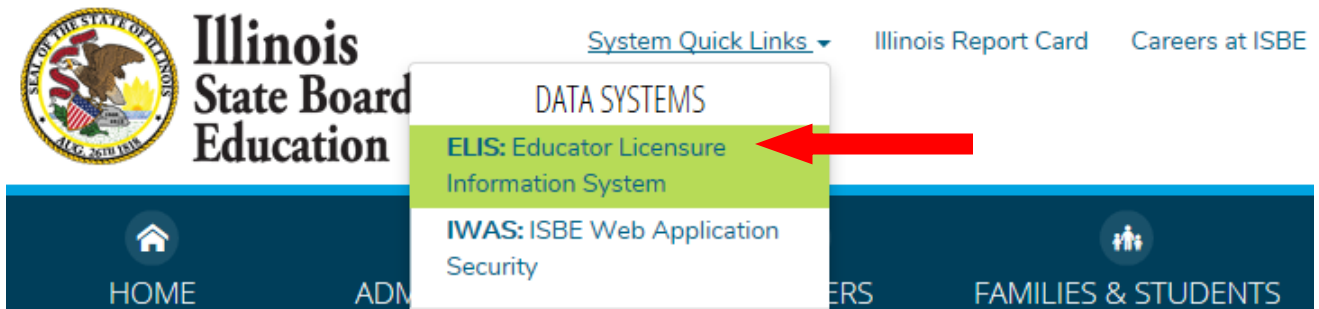
# Entering Professional Development (PD) into the Educator Licensure Information System (ELIS)

## Log into your ELIS account

1. Go to <http://www.isbe.net>
2. Click on **System Quick Links** at the top of the page



3. Select **ELIS: Educator Licensure Information System**



4. Click on the **Educator Access** link

The ELIS web site is best viewed with the latest version of Internet Explorer (IE).		
<b>EDUCATOR ACCESS</b> <i>Login to your ELIS account.</i> ← <b>Notice:</b> ACT Plus Writing or SAT score reports listed under a maiden name or previous name may not be credited to your account. Please complete <a href="#">ISBE form 73-71</a> to add a maiden name or previous name if applicable.	<b>PUBLIC SEARCH</b> ← <i>search of public license information</i> for educators in Illinois by using the City, District, School, or Educator Name.	<b>ADMINISTRATOR ACCESS</b> <i>Perform a credential search of educators in Illinois.</i> For use by institutions of higher education, school districts, or prospective employers to verify credentials of a potential educator candidate or employee. Illinois Educator Identification Number (IEIN) required.

- If you are a first time user of the ELIS or have not accessed your account since September 2013: Click on the **Sign Up Now** link or the **Former ECS Users Click Here for Access to the ELIS System** link to create a login name and password.

## Review your Account

- Check your **Expires** versus **Registered through Date** under the **My Credentials** tab – they need to match. If your **Expiration date** is after your **Registered through Date** – You owe additional registration fees to prevent your license from lapsing. Pay your registration fees to **Region 56 Will ROE**.

Select	License ID	License	Status Code	Status Desc	Entitlement	Application Date	Issued	Expires	ROE	Registered Thru	Register	Apply
Select	550027	Professional Educator License	L	Lapsed			07/01/2013	06/30/2018	15	2013	Not Available	Apply for Endorsement
Select	561356	Professional Educator License	X	Expired	IL-UIU (01/15/2008)		07/01/2013	06/30/2006			Not Available	Not Available
Select	2258533	Professional Educator License	X	Expired	IL-CSU (11/09/2010)						Not Available	Not Available

- **Be sure you are Registered in Region 56** – Check both places. Add Region 56 as a Region if you are not currently registered in Region 56.
- **Check your endorsements** – these should have carried over from ECS

**Licenses**

Select	License ID	License	Status Code	Status Desc	Entitlement	Application Date	Issued	Expires	ROE	Registered Thru	Register	Apply
Select	550027	Professional Educator License	L	Lapsed			07/01/2013	06/30/2018	15	2013	Not Available	Apply for Endorsement
Select	561356	Professional Educator License	X	Expired	IL-UIU (01/15/2008)		07/01/2013	06/30/2006			Not Available	Not Available
Select	2258533	Professional Educator License	X	Expired	IL-CSU (11/09/2010)						Not Available	Not Available

**Illinois Approved Program / Endorsements For Selected License**

Description	Grade	Status Description	Issued	Entitlement	Application Date

**Approvals**

Approval Code	Approval	District Code	Application Received	Status	Approval Denied/Granted Date	End Date

**Designations**

Source	Status	Endorsement	Grade	Candidate Number	Issue Year	Expires

**Registration**

Fiscal Year	School Year	Region Code	Region	License Code	License	Certificate Number
2013	2012-2013	05	Region 05 North Cook ISC 1	PEL	Professional Educator License	2320131
2012	2011-2012	05	Region 05 North Cook ISC 1	PEL	Professional Educator License	2320131
2011	2010-2011	05	Region 05 North Cook ISC 1	PEL	Professional Educator License	2320131
2013	2012-2013	06	Region 06 West Cook ISC 2	PEL	Professional Educator License	2320131

- **Update Personal Information** – Be sure e-mail, phone and address are correct. Name changes need to be done through the ROE or through ISBE.

**Illinois State Board of Education**  
 Gery J. Chico, Chairman  
 Dr. Christopher Koch, State Superintendent

Home | My Credentials | Educator | Renewals | Registration | Reinstatements | Help

**Educator Development**

**Primary Information**

Full Name: Sally A. Test  
 IEIN: 855812  
 DOB: 10/31/1954  
 Gender: Female  
 Former Name:

**Contact Information**

Address: 123 Testing Lane  
 City State, Zip: Springfield IL, 62714  
 Email: [dheckenk@isbe.net](mailto:dheckenk@isbe.net)  
 Primary Phone: (217) 555-1221  
 Secondary Phone:

[Click Here to Edit Educator](#)

# Licensure Renewal

## Enter Professional Development (PD)

### 1. \*Enter Exemptions in the ELIS System\*

Educators are exempt from PD in the fiscal years not working 50% or more full-time equivalency in an IL public school position requiring the Professional Educator License (PEL) or the Career & Technical Educator endorsed Educator Licensure with Stipulations (ELS-CTE). This includes working in a private school, working out of state or if retired.

Please note that retired educators must complete and record the amount of professional development required for the number of fiscal years worked during the renewal cycle in which they retire.

Educators exempt from PD need to mark the appropriate employment status in the profile section. District letters will be required for exemptions not matching the **Assignment History** in ELIS. **Due to recent changes, it is important that the employment status be kept up to date by the end of every fiscal year.**

The screenshot shows three main sections of a user profile:

- Primary Information:** Full Name: Sally A. Test, IEIN: 855812, DOB: 10/31/1954, Gender: Female.
- Contact Information:** Address: 123 Testing Lane, City, State Zip: Springfield, IL 62714, Email: dheckenk@jsbe.net, Primary Phone: (217) 555-1221, Secondary Phone: (blank).
- Profile:** PD Status: Active.

Below the sections are two links: "Click Here to Edit Your Contact Information" and "Click Here to Update Your PD/Employment Status". A red arrow points from the first link to the second.

### 2. On your Home Page select the **Enter Professional Development** link

If this link is not on your home page – Click **Educator** tab, then scroll down to **Professional Development**

The screenshot shows the Illinois State Board of Education website. The navigation menu includes Home, My Credentials, Educator, and Help. The Educator dropdown menu is open, showing options: Credentials (3), Degrees (3), Testing (5), Images (1), Fees (1), Deficiency Letters, Highly Qualified, Assignments (5), Professional Development (1), and Historical Data. A red arrow points to the 'Professional Development (1)' option. Below the menu, there is a table with columns 'Edit' and 'Name', and a row for 'NBPTS Recert Activities'.

3. Select **Click Here to Add Professional Development Hours** to enter your PD

**Educator Professional Development Education**

License: Professional Educator License (Lapsed) Refresh

Start Date: 07/01/2013      End Date: 02/18/2015

Edit	Name	Description	Provider	Hours	Begin Date	End Date	Create Info	Updated Info
Edit	NBPTS Recert Activities	Completion of all activities for NBPTS recertification.	NBPTS	0.50	07/01/2009	06/30/2014	dheckenk - 12/27/2013	hits.master - 08/13/2014

\* Does not count towards Professional Development hour requirement.

Hours Required: 0.00      Total Hours: 0.50      Hours Remaining: 0.00

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

Note: Undergraduate and graduate level coursework is entered as PD Hours. 1 semester hour = 15 PD Hours. 1 quarter hour = 10 PD hours. Include the university, course number and course title.

4. Enter the appropriate amount of PD required for the years of service within this renewal cycle (<https://www.isbe.net/Pages/Educator-Renewal.aspx>). Please refer to the Administrative, Teacher, School Service Personnel, and Career & Technical Educator (Formerly Provisional Vocational) PD lists for activities acceptable until 12/31/2014 (<http://willroe.org/index.php/teachers/certification/>) and refer to the new rules effective 01/01/2015.

**Professional Educator Development Hours**

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Educator: **Sally A. Test.**

Please enter the Professional Development information below.

Activity Name:

Provider:

Hours:  \* - Use quarter hour increments

Description:

Begin Date:  MM/DD/YYYY \*

End Date:  MM/DD/YYYY \*

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Once you have entered the required data, click on the "Next" button.

Save - I want to save this professional development information

Cancel - Please cancel the wizard

Dates must be entered as MM/DD/YYYY

[Finish](#)

5. The lists containing the approved PD activities and verification documentation for each type of license was valid for PD completed until 12/31/2014. With the exception of coursework completed through an institution on the Directory of IL Approved Programs (<https://www.isbe.net/doap>) OR an IL community college, the only verification now valid is evidence of completion form 77-21B ([https://www.isbe.net/Documents/77-21B\\_evidence\\_completion.pdf](https://www.isbe.net/Documents/77-21B_evidence_completion.pdf)) from an IL approved provider (<https://www.isbe.net/Documents/prof-dev-provider-list.pdf>). Aside from college coursework through schools with an IL approved program OR IL community college which is verified through an official transcript, lack of verification through evidence of completion form 77-21B for PD completed 01/01/2015 and after equals no credit.
6. The subsequent steps are for individuals due for renewal in the current fiscal year.

## Renew & Pay Registration:

1. Individuals are unable to process until April 1st of the renewal year.
2. Submissions are automatically approved because *ELIS is now programmed to allow for the submission of PD and payment of registration in a single process*.
3. When you have entered enough PD to satisfy your renewal requirement **OR** you have marked yourself exempt for the entire cycle, the **Click Here To Renew** link will appear.

Edit	Institute Day	literacy coaches, PARCC assessment practice, lesson and curriculum practice	Plainfield School District 202	5.50	10/10/2014	10/10/2014
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Administrator's Academy credit only, not also counted for PD hours requirement.

Hours Required: 80.00 Total Hours: 236.00 Hours Remaining: 0.00

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



[Click Here to Renew](#)

4. Follow the screen prompts in the **Renewal Wizard** to complete the process. **Select Region 56 – Will ROE** on the region selection screen.
5. Renewal fees are currently \$50 plus processing fee by Debit or Credit Card. Licensees who are retired and qualify for benefits from a State retirement system have no registration fees.
6. An individual's license will lapse if not renewed within the allotted time frame in the year of renewal:
  - If you do not complete and enter required professional development for renewal by August 31<sup>st</sup>, your license will lapse on September 1<sup>st</sup>.
  - If you complete and enter required professional development for renewal by August 31<sup>st</sup>, but you do not pay your registration by December 31<sup>st</sup>, your license will lapse on January 1<sup>st</sup>.
  - If you mark yourself exempt for the entire cycle, but do not pay your registration by December 31<sup>st</sup>, your license will lapse on January 1<sup>st</sup>.
7. Please refer to ISBE's website for details on reinstatement of a lapsed license:  
<https://www.isbe.net/Pages/Reinstatement.aspx>.