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

Log into your ELIS account

1. Go to [http://www.isbe.net](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
5. 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.
• **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

<table>
<thead>
<tr>
<th>Select</th>
<th>License ID</th>
<th>License</th>
<th>Status Code</th>
<th>Status Desc</th>
<th>Entitlement</th>
<th>Application Date</th>
<th>Issued</th>
<th>Expires</th>
<th>ROE</th>
<th>Registered Thru</th>
<th>Register</th>
<th>Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>550027</td>
<td>Professional Educator License</td>
<td>L</td>
<td>Lapsed</td>
<td></td>
<td>07/01/2013</td>
<td>06/30/2018</td>
<td>15</td>
<td>2013</td>
<td>Not Available</td>
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<tr>
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<td>Professional Educator License</td>
<td>X</td>
<td>Expired</td>
<td>IL-JU (01/15/2008)</td>
<td>07/01/2013</td>
<td>06/30/2006</td>
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<td>Professional Educator License</td>
<td>X</td>
<td>Expired</td>
<td>IL-CSU (11/09/2010)</td>
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</tbody>
</table>

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

**Approvals**

<table>
<thead>
<tr>
<th>Approval Code</th>
<th>Approval</th>
<th>District Code</th>
<th>Application Received</th>
<th>Status</th>
<th>Approval Denied/Granted Date</th>
<th>End Date</th>
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**Designations**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>School Year</th>
<th>Region Code</th>
<th>Region</th>
<th>License ID</th>
<th>License</th>
<th>Certificate Number</th>
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<tr>
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<td>2012-2013</td>
<td>06</td>
<td>Region 05 North Cook ISIC 1</td>
<td>PEL</td>
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<tr>
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<td>06</td>
<td>Region 06 West Cook ISIC 2</td>
<td>PEL</td>
<td>Professional Educator License</td>
<td>2320131</td>
</tr>
</tbody>
</table>

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

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

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](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 and refer to the new rules effective 01/01/2015.

5. The subsequent steps are for individuals due for renewal this 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.

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 31st, your license will lapse on September 1st.
   - If you complete and enter required professional development for renewal by August 31st, but you do not pay your registration by December 31st, your license will lapse on January 1st.
   - If you mark yourself exempt for the entire cycle, but do not pay your registration by December 31st, your license will lapse on January 1st.