




LICENSE RENEWAL AND REGISTRATION BEGINNING WITH THE FIRST RENEWAL CYCLE AFTER JULY 1, 2014

Updated February 2016

TEACHERS	ADMINISTRATORS	SCHOOL SERVICE PERSONNEL	NBPTS MASTER TEACHERS	RETIRED EDUCATORS
Licensees working 50% or more full-time equivalency in a position requiring a PEL must complete 120 hours of PD each 5-year renewal cycle (an average of 24 hours per year). This includes Speech Language Pathologists (teaching) regardless of whether or not they hold an IDFPR license.	Administrators working 50% or more full-time equivalency in a position requiring a Teacher Leader, General Administrative, Principal, or Superintendent endorsement must complete 100 hours of PD each 5-year renewal cycle plus one Illinois Administrators' Academy (IAA) course within each fiscal year.	Individuals working 50% or more full-time equivalency in a position requiring a School Support Personnel endorsement, and who do <u>not</u> also hold a license issued by IDFPR must complete 120 hours of PD each 5-year renewal cycle.	Individuals who hold a current NBPTS Master Teacher Designation must complete a total of 60 hours of PD for each 5-year renewal cycle. (The designation is issued only for the same validity period as the NBPTS certification, and removed when the educator no longer holds that certification.)	Licensees who are retired and qualify for benefits from a State retirement system have no PD or registration fees. They must renew each cycle. If they return to work as a <u>substitute</u> teacher on the PEL they need not pay the registration fees, but the PEL will be valid.
<p>1. Licensees have the option to create a professional development plan to help identify topics for which professional development (PD) will be sought.</p> <p>2. Individuals must engage in PD activities in order to renew their licenses. If the license is endorsed in more than one area, the licensee must satisfy the renewal requirements for the position in which he/she spends the majority of time working in any particular year, i.e. teacher, administrator, or school support personnel. For example, a person working as a teacher for three years and a principal for two years in the same renewal cycle would complete 24 hours of PD for each year teaching and 20 PD hours plus one Administrators' Academy course for each year working as a principal. A person working 50% of the year as a teacher and 50% of the year as a principal may choose which one of the positions for which to complete PD. Only PD offered by approved providers will count (see the list of approved providers at http://www.isbe.net/licensure/requirements/prof-dev-provider-list.pdf). If a licensee is working in a position that does not require educator licensure or working in a position less than 50% for any particular year, that individual is considered "exempt" from PD and must only pay the registration fee for that time period.</p> <p>Beginning July 1, 2014, the lists of professional development activities and "purposes" are no longer necessary. <u>Any PD activity offered by an approved provider is acceptable.</u> If it is found that a provider is not offering PD that aligns to the new requirements, that entity must immediately comply or sanctions may be imposed. However, educators will not lose any credits earned. CPDUs and college coursework earned prior to July 1, 2014 will count toward renewal through June 30, 2019.</p>				<p>1. Beginning July 1, 2014 licensees who are retired and qualify for benefits from a State retirement system must indicate this in the Educator Licensure Information System (ELIS) and the license will be maintained in "Retired" status.</p> <p>Retirees must complete PD and renew the license for the cycle in which they worked full-time, even if it was only one semester before retiring. Once retired, there are no more registration fees as long as the license is in retired status and the individual does not return to work for 50% or more of a school year.</p> <p>Licenses in retired status cannot lapse.</p>
	Licensees working in a position requiring an administrator or Teacher Leader endorsement must complete an Illinois Administrators' Academy (IAA) course between July 1 and June 30 each year. Those who do not must complete an additional IAA course for each year missed as a penalty. The penalty course(s) must be completed before renewal.	Licensees who are employed and performing services in public schools and hold an active and current professional license issued by the Illinois Department of Financial and Professional Regulation (IDFPR) related to the endorsement area are deemed to have met the renewal requirements. No additional PD hours are required. 		
<p>Except for individuals working in positions requiring an administrative endorsement, beginning with the first full 5-year cycle in which a licensee working 50% or more full-time equivalency in a position requiring a PEL, who also holds an administrative endorsement but is <u>not</u> working in a position requiring that endorsement, she/he must complete <u>one</u> Administrators' Academy course within <u>each 5-year cycle</u> in which the administrative endorsement was held for at least one year or she/he will not be able to renew the license.</p>				

<p>3. Licensees must enter electronically into ELIS for each PD activity the 1) name, 2) date, 3) location of the activity, 4) provider’s name, and 5) number of PD hours. Administrators’ Academy courses will be entered by the provider, not by the licensee. School Service Personnel should indicate as an activity entry if they hold an active and current professional license issued by IDFP or a national license related to the endorsement area. The number of hours that should be entered for that license is 120. PD activities must be entered into ELIS before the end of the renewal cycle in order to count.</p>	<p>2. Licensees in “retired” status who return to work as a substitute teacher need not pay the registration fees or complete PD for renewal.</p> <p>If and when a retired educator returns to work in a position that requires a PEL, he/she must immediately change the license status in ELIS to “Active”, pay the registration fee, and complete renewal requirements for that year.</p>
<p>4. Exemptions should be recorded in ELIS under “Employment Status” for any semesters in which the educator did not work in a position requiring educator licensure. Licensees <u>do not</u> have to complete PD for the years in which the licenses are exempt. Licensees working solely as a substitute teacher on a Professional Educator License (PEL) do not have to complete PD for those years.</p>	
<p>5. Between April 1 and June 30 of the last year of the cycle, educators must renew their licenses using ELIS. In one step, educators will 1) provide assurance that they have completed the required number of professional development hours for renewal; 2) respond to questions of a legal nature; and 3) pay the registration fee for the next renewal cycle using a credit card. If the professional development activities entered into ELIS do not meet the minimum requirement, the licensee will not be able to renew.</p> <p><i>IT IS SOLELY THE RESPONSIBILITY OF THE LICENSE HOLDER TO RENEW AND REGISTER HIS OR HER LICENSE IN A TIMELY MANNER TO PREVENT IT FROM LAPSING. THE LIABILITY TO A SCHOOL DISTRICT THAT EMPLOYS AN EDUCATOR WHO DOES NOT HOLD A VALID AND REGISTERED EDUCATOR LICENSE IS SIGNIFICANT. THE STATE IS NOT RESPONSIBLE FOR SENDING REMINDERS, THOUGH COURTESY EMAIL MESSAGES ARE SENT TO THE EMAIL ADDRESS THE LICENSEE HAS ON FILE IN ELIS.</i></p>	

RENEWAL FOR THOSE IN MID-CYCLE

<p>Educators whose renewal cycles end in 2015, 2016, 2017, or 2018 and some NBPTS Master Teachers who renew after 2018 will have the same renewal requirements they did at the beginning of that cycle. PD that counts for the current cycle includes: 1) CPDU credit earned, 2) college coursework, or 3) uniquely-qualifying activities.</p>
<p>The amount of PD for renewal remains the same for mid-cycle licensees as when the current cycle began, i.e. 40 CPDUs, 80 CPDUs, or 120 CPDUs which converted to PD Hours on July 1, 2014. For example, a person who needs 80 CPDUs to renew in 2015 and who accrued 80 CPDUs by July 1, 2014 need not earn more. If the person only accrued 60 CPDUs by 7/1/2014, he/she needs 20 more PD Hours to renew in 2015.</p>
<p>NBPTS Master Teachers who completed 40 CPDUs prior to July 1, 2014 will be deemed as having met the renewal requirements for the renewal cycle.</p>
<p>Licensees may participate in PD activities from past-approved Professional Development Providers only through December 31, 2014, if the PD aligns to the new requirements.</p>
<p>PD activities completed before December 31, 2014 must be entered into ELIS prior to the end of the renewal cycle if they are to count toward license renewal. CPDU credits should be converted to professional development clock hours. 1 CPDU = 1 Clock Hour of PD; 1 Semester Hour of College Coursework = 15 Clock Hours of PD.</p>
<p>With the exception of degrees earned and endorsements issued, uniquely-qualifying activities will satisfy all renewal requirements if they were completed by August 31, 2014.</p>
<p>Any degree earned must have been conferred or any subsequent endorsement issued by December 31, 2014 to receive credit as a uniquely-qualifying activity. Licensees completing college coursework towards an advanced degree who did not attain the degree within the renewal cycle, may count the semester hours toward renewal (1 semester hour = 15 PD hours; 1 quarter hour = 10 PD hours).</p>
<p>A licensee with a School Support Personnel endorsement who holds a current and valid professional educator license and one of the following is deemed to have satisfied all professional development renewal requirements: Nationally Certified School Psychologist; Nationally Certified School Nurse; Nationally Certified Counselor; or Certificate of Clinical Competence from the American Speech-Language-Hearing Association, or an IL Department of Financial and Professional Regulation license.</p>

FAILURE TO MEET RENEWAL REQUIREMENTS

Educator licenses lapse on September 1 if licensees do not record their PD requirements in ELIS by August 31 of the last year of the renewal cycle. Licensees may complete all deficient hours and any applicable Illinois Administrators Academy (IAA) courses while continuing to work in a position that requires that license through August 31 of that year. However, if IAA courses were not completed by June 30, an additional course will be required as a penalty for each fiscal year missed. Penalty courses must be completed by August 31 to renew.

Licensees who do not fulfill the PD renewal requirements at the end of the renewal cycle are ineligible to register the educator license.

Even if the required PD was recorded or the licensee was exempt from PD, licenses not registered (registration fees not paid) by December 31 of the renewal year, lapse on January 1.

AN UNREGISTERED LICENSE IS INVALID FOR EMPLOYMENT OR PROVIDING SERVICES IN AN ILLINOIS PUBLIC OR STATE-OPERATED OR COOPERATIVE AND IN A CHARTER SCHOOL.

If PD opportunities were unavailable to a licensee, proof that opportunities were not available and a request for an extension of time beyond August 31 to complete the renewal requirements may be submitted between April 1 and June 30 of the renewal year to the State Educator Preparation and Licensure Board (SEPLB). If an extension is approved, the license will remain valid during the extension period.

EDUCATOR LICENSES WITH STIPULATIONS

Endorsed for Paraprofessional only (PARA) does not lapse. Effective 7/16/2015

Endorsed for Provisional Career and Technical Educator (CTEP) issued on or after 7/01/2013 may be renewed for one five-year period, provided the licensee has passed an Illinois' test of basic skills and has completed a minimum of 20 semester hours of coursework from a regionally accredited institution.

Endorsed for Career and Technical Educator (CTE) issued before 7/1/2013 may be renewed provided the licensee completes 120 hours of professional development activities **OR** 60 hours of professional development activities for any licensee holding a current National Board for Professional Teaching Standards (NBPTS) master teacher designation.

Endorsed for Career and Technical Educator (CTE) for which renewal requirements have not been completed by August 31 of the year in which it expired will lapse on September 1 of that year.

Provisional Educator (PEDU) will not be renewed for an individual who holds an ELS and who has held a position in a public school or nonpublic school recognized by ISBE.

LAPSED LICENSES

A Professional Educator License (PEL) or Educator License with Stipulations (ELS) that lapses on September 1, 2015 or thereafter for failure to complete PD requirements may be reinstated by completing any deficient PD hours **AND** paying a \$500 penalty fee or completing 9 semester hours of college coursework from a regionally accredited institution of higher education in a content area related to the educator's endorsement area(s). Any coursework used to satisfy deficient PD may not be applied to the 9 semester hours for reinstatement. Coursework must have been completed within the five-fiscal years immediately preceding the reinstatement year.

Educator Licenses that lapse only for failure to pay registration fees may be reinstated after January 1 of the year following the lapse by paying a \$500 penalty or completing 9 semester hours of coursework from a regionally accredited institution of higher education in a content area related to the educator's endorsement area(s). Coursework must have been completed within the five-fiscal years immediately preceding the reinstatement year. The licensee may not work on an unregistered license.

A professional educator license (PEL) or an educator license with stipulations (ELS) endorsed for paraprofessional educator that has not been registered for a period of six or more months since the expiration of its last registration will lapse. **The following do not lapse:** 1) a PEL exchanged for a certificate that was issued between July 1, 1929 and July 1, 1951, 2) a substitute teaching license, 3) an ELS endorsed in an area other than career and technical educator, and 4) an ELS endorsed only for paraprofessional educator (effective 7/16/2015).

APPEALS

Any licensee who did not fulfill the renewal requirements by the end of the renewal cycle and whose educator license lapsed may submit an appeal to the State Superintendent of Education for reinstatement of the license.

If the State Superintendent makes a determination that the educator license should not be reinstated, the licensee may file a second appeal to the State Educator Preparation and Licensure Board (SEPLB).

Appeals to the (SEPLB) must be made within 30 days after receipt of notice from the State Superintendent of Education that the educator license will not be renewed based upon failure to complete renewal requirements. The appeal must state the reasons why the State Superintendent's decision should be reversed.

The SEPLB will review each appeal within 90 days after receiving it in order to determine whether the licensee has met the renewal requirements. The board may hold an appeal hearing or may make its determination based upon the record of review, which consists of the following: the regional superintendent of education's rationale for recommending nonrenewal of the license, if applicable; any evidence submitted to the State Superintendent along with the electronic Statement Of Assurance for renewal; and the State Superintendent's rationale for nonrenewal of the license.

The SEPLB will notify the licensee of its decision regarding the license renewal by mail no later than 30 days after reaching a decision. Upon receipt of notification of renewal, the licensee must pay the applicable registration fee for the next cycle using ELIS and a form of credit or debit card.

VOLUNTARY SURRENDER OF EDUCATOR LICENSE OR ENDORSEMENT

A licensee may voluntarily surrender any educator license or endorsement (except a Substitute license) except if he/she is subject to an ongoing investigation conducted by the State Board of Education or if there is evidence or allegation of misconduct. In those instances, the licensee must wait until the case is closed.

Licensees interested in surrendering an endorsement, must complete ISBE Form 73-76 *Request for Voluntary Removal of Endorsements* <http://www.isbe.net/licensure/pdf/73-76-req-vol-removal-end.pdf> between January 1 and May 1 of any calendar year, and submit it to ISBE General Counsel as provided in the instructions. The endorsement requested to be surrendered will be removed no later than July 1 of the same calendar year.

When an educator license is voluntarily surrendered, it is identified as a revocation and the licensee may never again apply for that license. Furthermore, the license is listed as revoked in the database.

PROFESSIONAL DEVELOPMENT ACTIVITIES

PD activities must meet one or more of the following criteria:

- Engage participants over a sustained period of time allowing for analysis, discovery, and application as they relate to student learning, social or emotional achievement, or well-being;
- Align to the licensee's performance (evaluation);
- Include outcomes that relate to student growth or district improvement;
- Align to State-approved standards;
- Are higher education courses;
- Prepare educators to appropriately use various types of classroom assessments;
- Use learning strategies appropriate to the intended goals;
- Provide educators with the knowledge and skills to collaborate; or
- Prepare educators to apply research to decision-making.

PROFESSIONAL DEVELOPMENT PROVIDERS

The following entities are designated in statute as approved to provide professional development activities for the renewal of PELs:

- 1) Illinois State Board of Education;
- 2) Regional Offices of Education and Intermediate Service Centers;
- 3) The Illinois Resource Center (IRC);
- 4) Regionally accredited institutions of higher education that offer Illinois-approved educator preparation programs;
- 5) Illinois public school districts, charter schools, and joint educational programs providing career and technical education or special education services;
- 6) Illinois professional associations representing A) school administrators, B) principals, C) school business officials, D) teachers, including special education teachers, E) school boards, F) school districts, G) parents, and H) school service personnel;
- 7) Illinois public community colleges;
- 8) Museums that are subject to the Museum Disposition of Property Act; and
- 9) Illinois State agencies, State boards, and State commissions.

The State Superintendent may approve Illinois professional associations that represent any of the following groups: 1) school administrators, 2) principals, 3) school business officials, 4) teachers, including special education teachers, 5) school boards, 6) school districts, 7) parents, and 8) school service personnel. "Represents" means advocating for a group or advocating for or representing a group's interests in local, State or federal legislative processes; acting for, in place of or on behalf of a group; and/or serving as a spokesman, proxy or attorney for a group. "Represent" also refers to Illinois professional associations whose primary purpose is to provide support to or promote the goals of a group of educators or conduct research about issues of interest to a group.

Approved providers may, at their discretion, identify other PD providers to offer activities under their approval. For instance, a district (which is an approved provider) may wish to offer its teachers a seminar conducted by a noted authority on a specific topic relevant to district improvement. On the Evidence of Completion Form the approved provider would list the presenter's company or organization as the "Provider" working under its authority. Likewise, a school district may approve a teacher to offer professional development to other educators. The teacher would be listed as the "Provider" and the district would be listed as the "Approved Provider" on the Evidence of Completion Form.

Approved providers **must** annually submit to ISBE an explanation of how the PD activities most likely impacted one or more of the following: 1) educator and student growth in regards to content knowledge or skills, or both; 2) educator and student social and emotional growth; or 3) district or school improvement.

Approved providers must submit a list of "subcontractors" to ISBE every June 30 beginning in 2015, and are subject to annual audits conducted by the State Board of Education. School districts are subject to audit by Regional Offices of Education and Intermediate Service Centers.

Audits of providers are scheduled to begin in 2016.

RESPONSIBILITIES OF APPROVED PROVIDERS

Approved providers **must do the following:**

- Align professional development activities to the *Learning Forward* State-approved national standards for professional learning;
- Meet the professional development criteria for Illinois licensure renewal;
- Produce a rationale for each activity that explains how it aligns to State standards and identify the expected impact on student learning or school improvement;
- Verify attendance at PD activities;
- Maintain the attendance records (registration, sign-in sheets, etc.) for each event or activity for which credit is awarded for a period of not less than six years;
- Provide to each participant an Evidence of Completion Form;
- Provide to each participant an Evaluation Form, require its completion, and collect the evaluations;
- Maintain the Evaluation Forms for a period of not less than three years and make them available for review upon request by ISBE;
- Annually submit to the State Board of Education a list of subcontractors used for delivery of professional development activities for which renewal credit was issued and other information as required.
- Annually submit to the State Board of Education data demonstrating how the professional development activities were expected to impact one or more of the following: 1) educator and student growth in regards to content knowledge or skills, or both; 2) educator and student social and emotional growth; or 3) alignment to district or school improvement.

Approved providers must maintain a description linking each professional development activity to the following purposes:

- increase the knowledge and skills of school and district leaders who guide continuous professional development;
- improve the learning of students;
- organize adults into learning communities whose goals are aligned with those of the school and district;
- deepen educator's content knowledge;
- provide educators with research-based instructional strategies to assist students in meeting rigorous academic standards;
- Prepare educators to appropriately use various types of classroom assessments;
- Use learning strategies appropriate to the intended goals;
- Provide educators with the knowledge and skills to collaborate; and
- Prepare educators to apply research to decision-making.

Completing and maintaining an Approved Professional Development Provider Activity Summary form <http://www.isbe.net/licensure/pdf/73-58-approved-pd-provider-activity-summary.pdf>. for each PD activity offered is the best and simplest way for PD Providers to organize their records, and may be used if audited by the Illinois State Board of Education.

Providers are approved to issue credit for clock hours completed in increments of at least one-quarter hour for any given type of activity, only if the activities it sponsors or conducts have been developed and presented by persons with education and experience in the applicable content areas; and there is an apparent correlation between the proposed content of the professional development activities, the relevant standards; and one or more of the required criteria.

The State Superintendent of Education will review the annual data collected by ISBE, regional offices of education, and intermediate service centers in audits, ***to determine if the approved provider has met the criteria and should continue to be an approved provider, or if further action should be taken.***