



WILL COUNTY REGIONAL OFFICE OF EDUCATION

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The Educator Licensure Information System (ELIS) will be ready on April 1, 2016 for those with a license due for renewal in 2016 to be able to submit professional development (PD) and pay registration fees. It is recommended that **EVERY** licensed individual verify for themselves if they hold a license that is only registered until June 30, 2016:

- The **Expires** date in the individual's ELIS account will display an individual's year of renewal.
- Individuals should also check the **Expires** verses the **Registered through** date in ELIS – these years need to match. If the **Expiration Date** is after the **Registered through Date** – additional registration fees are required to prevent the license from lapsing.
- If the **Registered through Date** is blank – registration fees have never been paid and are required to prevent the license from lapsing.

Licenses not renewed by September 1st of the first fiscal year of the new cycle will lapse. Educators whose registered license expires July 1, 2016, will have until August 31, 2016 to complete any professional development required for renewal and pay all registration fees. By September 1, 2016, if the license is not renewed, the holder will have to complete 9 semester hours of coursework in the appropriate content area(s) or pay a \$500 penalty fee to reinstate in addition to submitting any required PD.

Documents to assist individuals with understanding the required PD for the various credentials, the instructions on how to enter PD into ELIS, and general renewal information can be found on our website (www.willroe.org) under the licensure link. It is recommended that individuals periodically review ISBE's educator licensure page (<http://isbe.net/licensure/default.htm>) for updates.

Thank you for your continued patience throughout the changes with ELIS and the renewal process.