



# WILL COUNTY REGIONAL OFFICE OF EDUCATION

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[www.willroe.org](http://www.willroe.org)

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Over 200,000 educators statewide have licenses up for renewal this year versus the 60,000 that are typically up for renewal. To prevent the system from overloading, ISBE is staggering renewal periods for educators according to the license type as follows:

Licenses Due for Renewal on June 30, 2018	
License Type	Can Renew Beginning
PEL, ELS-CTE, ELS-PCTE & ELS-CTEP licenses	April 1, 2018
ELS-PARA license	April 15, 2018
SUB license	May 1, 2018

Provisional Career & Technical Educator (PCTE), Part-Time Career & Technical Educator (CTEP), Substitute (SUB) and Paraprofessional (ELS-PARA) credentials due to expire in 2018 do not require tests or professional development (PD) to renew:

- Senate Bill 2912 removed the requirement to complete a test of basic skills to renew the SUB.
- Public Act 100-0013 removed the 20 semester hour requirement for renewal of the CTEP or the PCTE.
- Public Act 100-0008 removed restrictions limiting the CTEP and the PCTE credential to a single renewal.
- A test of basic skills is only required for the first renewal of a CTEP or PCTE issued on/after 01/01/2015.

The PCTE, CTEP, SUB and PARA will expire on 07/01/2018 if not renewed by 06/30/2018. Individuals will be required to re-apply and meet updated requirements. The only requirement to renew these credentials in 2018 is to pay registration fees. Here are the instructions:

- Go to [www.isbe.net](http://www.isbe.net).
- Click on **System Quick Links** at the top of the page.
- Select **ELIS: Educator Licensure Information System**.
- Click on **Login to your ELIS account** under the “Educator Access” option.
- Enter with your Login Name and Password.
- If you have not created an ELIS account, click on **Sign Up Now** and create an account.
- You must then register the license in Will County ROE 56 by selecting the **Renewals** option from the “Action Center” box on the home page of your ELIS account.
- Selecting that link will take you through another wizard that walks you step by step through the renewal process.
- At this time, it is \$50 plus processing fee to register.

Thank you for your continued patience throughout the changes with ELIS and the renewal process. Please contact the ROE with any questions.

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