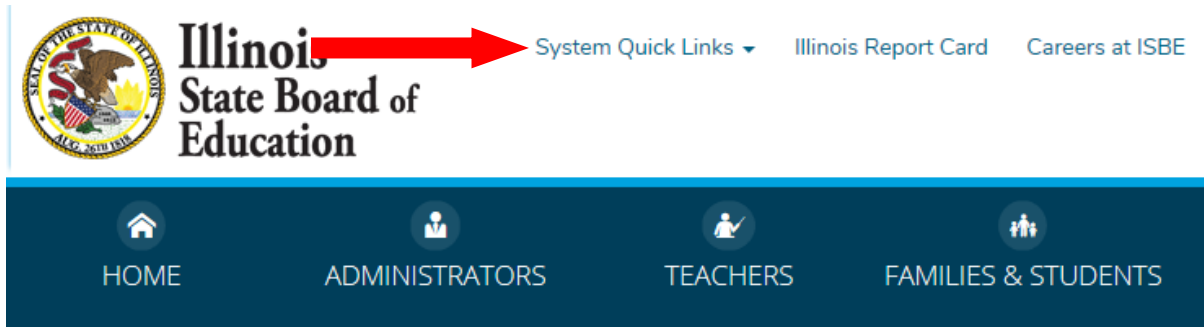


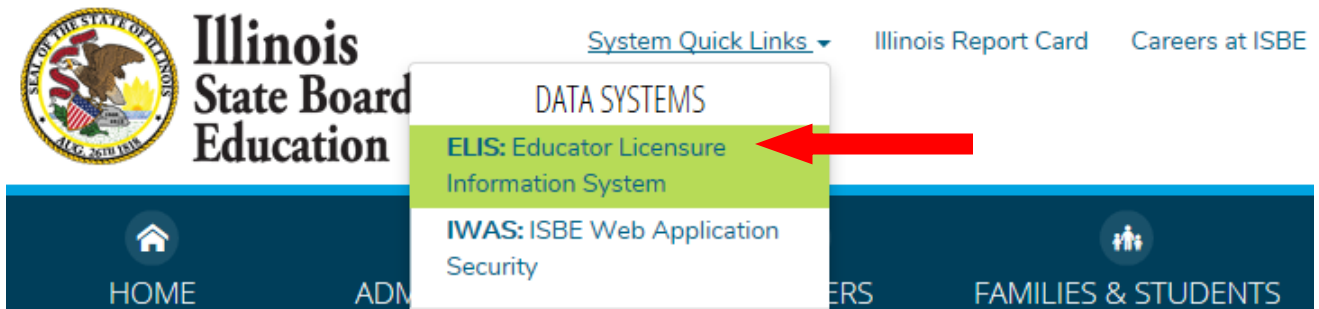
Entering Professional Development (PD) into the Educator Licensure Information System (ELIS)

Log into your ELIS account

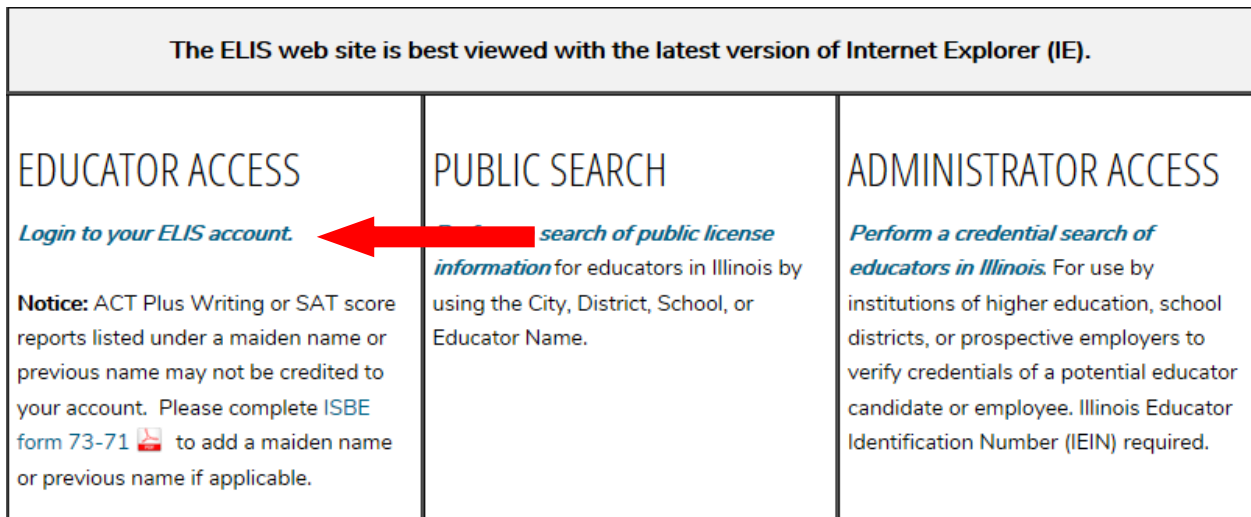
1. Go to <http://www.isbe.net>
2. Click on **System Quick Links** at the top of the page



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



4. Click on the “Login to your ELIS account” under the **Educator Access** option



- 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 **Click Here for First time 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 accuracy of Endorsements, Approvals and Designations**

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-UJU (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

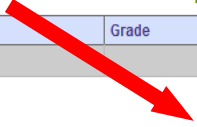
Description	Grade	Status Description	Issued	Entitlement	Application Date

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 Contact Information** – Be sure e-mail, phone and address are correct. Changes to **Primary Information** need to be done through the ROE or through ISBE. Click on the pencil icon located in the top right corner.



License Renewal Info

[Edit Your Contact Information](#)
[Update Your PD/Employment Status](#)

Action Center

New Documents on File	0
Notifications	0
Deficiencies	0
Registrations	0
Renewals	0
Reinstatements	0

Licensure Renewal ***Please see Special Alert at the end of this document***

Enter Professional Development (PD)

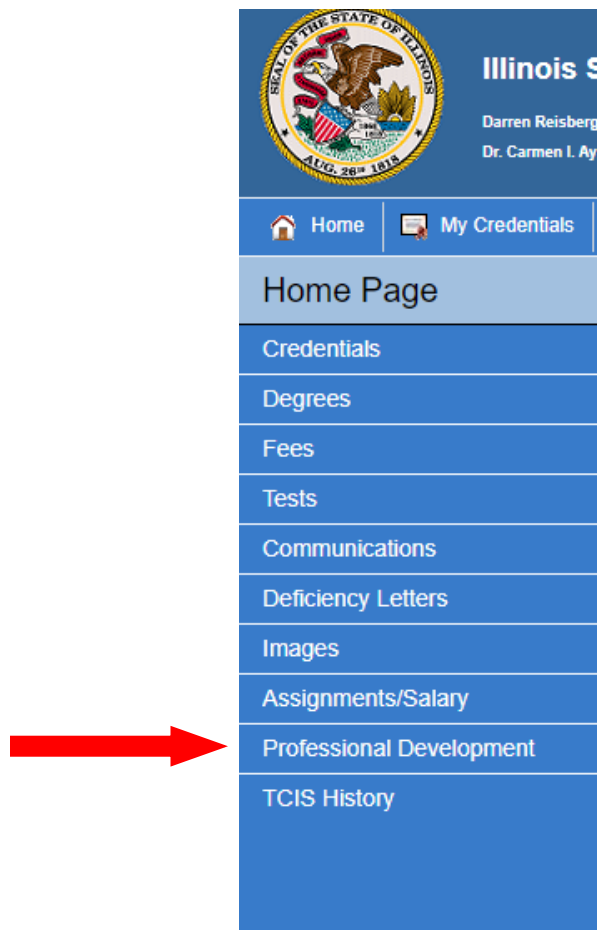
1. *Enter Exemptions in the ELIS System* (Click on the pencil icon located in the top right corner as shown in the “Update Contact Information” instructions)

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. 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 **Professional Development** tab



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 by **ISBE** for the years of service within this renewal cycle. Please refer to the new rules effective 01/01/2015 for Administrative, Teacher, School Service Personnel, and Career & Technical Educator PD.

Professional Educator Development Hours

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 *

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. Aside from the exceptions below, the only verification now valid is the **Evidence of Completion Form 77-21B** from an **IL Approved PD Provider**. Lack of verification through evidence of completion form 77-21B for all other PD activities completed 01/01/2015 and after equals **no credit**:

- College coursework through schools with an Illinois approved program OR Illinois community college is verified through an official transcript.
- School Support Personnel who hold an IDFPR or applicable national licensure must submit verification of said licensure.
- Administrator Academies do not need to be verified because these activities are entered by the provider.

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
------	---------------	---	--------------------------------	------	------------	------------

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 an Illinois State retirement system pay no registration fees at renewal.
6. If you do not enter the required professional development and renew by August 31st, your license will lapse on September 1st.
7. Please refer to the [Reinstatement](#) page of ISBE's website for details on reinstating a lapsed license.

Special Alert

ISBE modified the PD entry page in ELIS to allow the educator to select a provider from a drop-down list that was pulled from the state's Entity Profile System (EPS), or manually enter the name of a provider that is not on the list when they add a new PD activity. It was recently discovered that there are entities on that list that are **NOT** Illinois Approved Professional Development Providers. ISBE is currently reviewing the list to remove the unapproved entities. They are also vetting each manual entry by educators to ensure each listed provider is truly approved to offer PD for licensure renewal. The state hopes to have a more accurate list soon. Despite what educators may see on the Professional Development Provider drop down list, individuals must follow the aforementioned information about what qualifies as PD. Let me reiterate that aside from the exceptions below, lack of verification through evidence of completion form [77-21B](#) for all other PD activities equals no credit:

- College coursework through schools with an Illinois approved program OR Illinois community college is verified through an official transcript.
- School Support Personnel who hold an IDFPR or applicable national licensure must submit verification of said licensure.
- Administrator Academies do not need to be verified because these activities are entered by the provider.