

[CLICK HERE](#) to view  
the tutorial video.

## How to Register Your License

**Handheld devices, tablets and Macs are not compatible with our system.  
Please make sure you are using a desktop or laptop computer for the most optimal experience.**

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### Home Page

Educator is not currently eligible for public school employment.

Attention: You hold a license that is not yet valid. Please view the Home Page in your ELIS account for next steps on Registration/Renewal.

#### Action Center

|                               |   |
|-------------------------------|---|
| New Documents on File         | 0 |
| Notifications                 | 0 |
| Deficiencies                  | 0 |
| <a href="#">Registrations</a> | 1 |
| Renewals                      | 0 |
| Reinstatements                | 0 |

[Apply for a Credential](#)

[Register in an Additional Region](#)

Type here to search

**Click on "Registrations" in your "Action Center" on your "Home" tab.**

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### PEL Registration

Legal Questions Choose Region Submit Payment

To be valid for employment in an Illinois public or state-operated school, an issued license must be registered in at least one region in the state. After completing the following steps, your license will be registered for its full validity period (for example: A professional educator license will be registered for five years.) Registration fees will be collected at the end of the registration process. Any applicable past registration fees that have not been paid will also be collected at this time. Please complete the following steps to register your license.

Please answer the following required questions of the Criminal History Disclosure Statement.

- Yes  No Have you ever had a professional license of any kind or a license or certificate (teaching, administrative, school support, etc.) formally denied, suspended, or revoked in Illinois or any other state?
- Yes  No Have you ever been convicted of a felony in Illinois or any other state, or are you subject to pending criminal charges for a felony in Illinois or any other state? (You are not obligated to disclose expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)
- Yes  No Have you ever been convicted of any sex, narcotic, or drug offense in Illinois or any other state, or are you subject to pending criminal charges for any sex, narcotics, or drug offense (whether felony or misdemeanor) in Illinois or any other state? (You are not obligated to disclose expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)
- Yes  No Have you failed to (a)file an Illinois tax return, (b)pay the interest, penalty, or tax shown on an Illinois filed return, or (c)pay any final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue which was not subsequently resolved to the Department's satisfaction?
- Yes  No Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? (Note: You must answer "Yes" to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer "No" to this question if the finding was reversed on appeal.)
- Yes  No Are you currently more than 30 days delinquent in complying with a child support order?  
No. I am not more than 30 days delinquent in complying with a child support order. I certify under penalty of perjury that this information is true and correct. I understand that failure to respond to this question may result in disciplinary action and that making a false statement with regard to this question may subject me to disciplinary action and contempt of court.  
Yes. I am currently more than 30 days delinquent in complying with a child support order.
- Yes  No I certify, under penalty of loss of my right to teach or work in the schools of Illinois, the answers to these questions are true and correct in every respect.

Previous Cancel Next



**Answer each of the background questions as they apply to you. The last question must be answered "Yes" as this verifies you have answered the background questions truthfully. When finished, click "Next."**

***(Please note the example used in this demonstration is for a Professional Educator License. However, these same steps can be used to register other licenses, as well – such as the CTE, PARA, SUB, etc.)***

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### PEL Registration

Legal Questions Choose Region Submit Payment

**Region**

Please select the primary region in which you would like to register your license and click the "Next" button. You will have an opportunity to add additional regions at no charge in the "Credentials" section.

- 01 - Adams/Brown/Cass/Morgan/Pike/Scott
- 03 - Bond/Christian/Effingham/Fayette/Montgomery
- 04 - BOONE/WINNEBAGO ROE
- 05 - Region 05 North Cook ISC 1
- 06 - Region 06 West Cook ISC 2
- 07 - Region 07 South Cook ISC 4
- 08 - CARROLL/JO DAVIESS/STEPHENSON ROE
- 09 - CHAMPAIGN/FORD ROE
- 11 - CLK/CLS/CMBN/DGLAS/EDGR/MLTR/SHLB
- 12 - CLAY/CWFORD/JSFER/LWRNCE/RHLAND
- 13 - Clinton/Jefferson/Marion/Washington
- 15 - CITY OF CHICAGO
- 16 - DE KALB ROE

| Previous | New Region   |
|----------|--|
| 02       | If you work in Union, Alexander, or Pulaski County, choose Region 30 |
|          | If you work in Johnson or Massac County, choose Region 21            |
| 10       | Choose Region 03   |
| 22       | Choose Region 20   |
| 25       | If you work in Jefferson County, choose Region 13                    |
|          | If you work in Hamilton County, choose Region 20                     |
| 27       | Choose Region 33   |
| 38       | If you work in Logan County, choose Region 17                        |
|          | If you work in Menard County, choose Region 01                       |
|          | If you work in Mason County, choose Region 03                        |
| 43       | If you work in Woodford County, choose Region 53                     |
|          | If you work in Putnam or Marshall County, choose Region 35           |
| 46       | Choose Region 01   |
| 55       | Choose Region 47   |

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Type here to search

Taskbar icons: File Explorer, Excel, Word, Internet Explorer, OneDrive, Firefox, Teams, PowerPoint, Chrome

**You will now select the primary region you would like to register your license.  
Scroll down the list in the left box and click on a region. You can only select one at this time.  
You will have an opportunity to add additional regions at no charge once this wizard is complete.  
When finished, click "Next."**

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### PEL Registration

Legal Questions Choose Region Submit Payment

Please review the information below. Once you have reviewed the information, click "Submit Payment." By clicking "Submit Payment," you are electronically signing this application and authorizing the Illinois State Board of Education (ISBE) to charge your credit card for the listed application amount. **Refund requests can only be considered for applications that are still in Pending status AND the request is received within 7 days of the application date. ISBE form 95-10 must be used to request a refund.**

Name  
Birth Date  
Amount  
Registration For  
Region

Once you click "Submit Payment" you will be redirected to a payment processing page. Once your payment information has been entered, you will be redirected back to this page to complete the application process. Do NOT close this window until you receive your confirmation.

\*A non-refundable convenience fee will be added by NCR Corporation, a third party processing company, and will appear as a separate charge on your credit card statement.

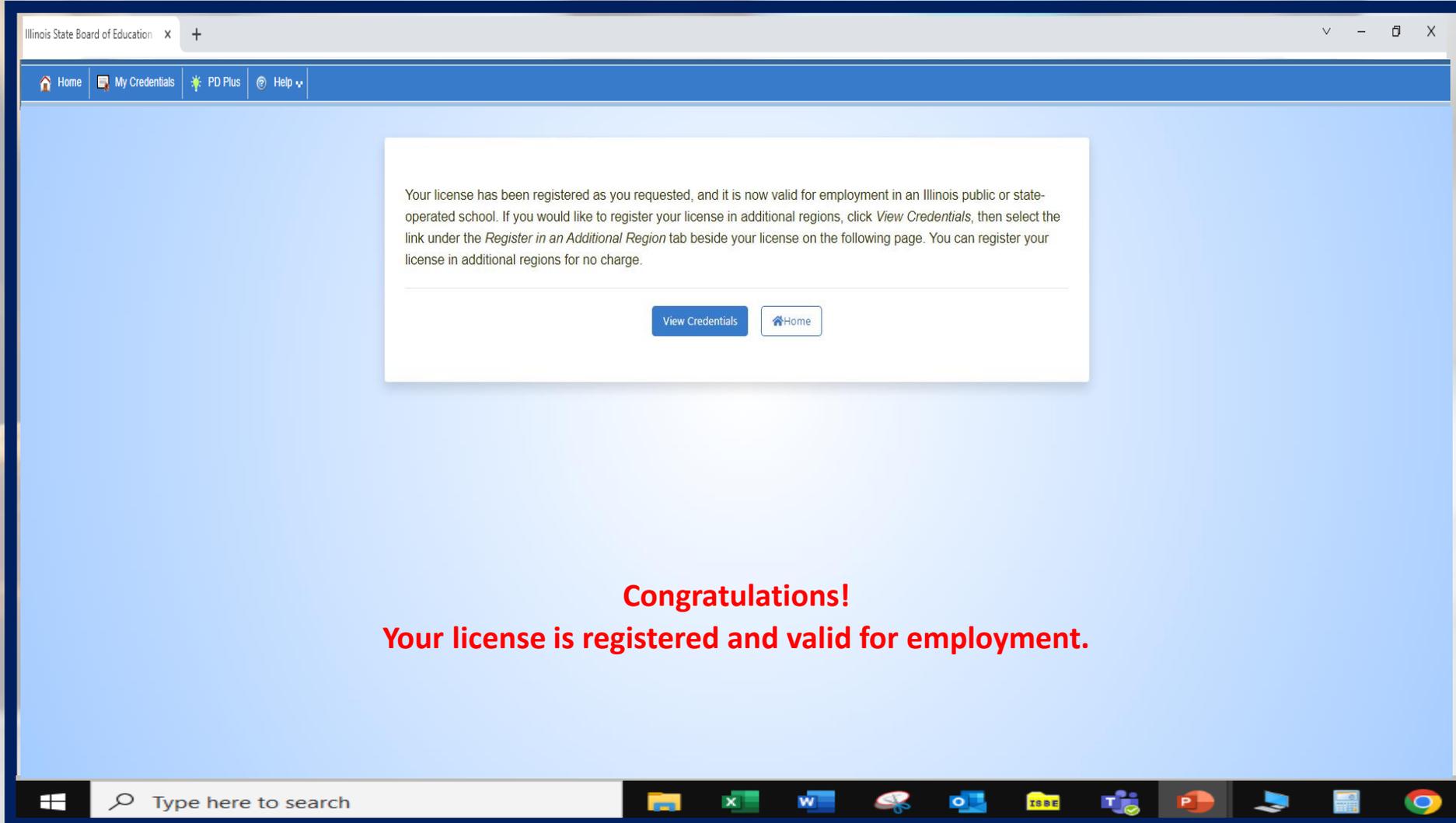
Submit Payment

Previous Cancel Next

Type here to search

Taskbar: File Explorer, Excel, Word, Internet Explorer, OneDrive, ISBE, Teams, PowerPoint, Chrome

**Click "Submit Payment" after you review the information on this screen.  
You will enter your debit, credit, or prepaid card information on the next screen.  
If you're using a prepaid card, ensure that the card balance covers both the application fee and the processing fee.**



**Congratulations!**  
**Your license is registered and valid for employment.**