



WILL COUNTY REGIONAL OFFICE OF EDUCATION

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Dr. John W. Sparlin, *Assistant Regional Superintendent*

March 31, 2024

Licensure renewal for all licenses due in 2024 will begin **April 1st**. This includes the Professional Educator License (PEL), the Educator License with Stipulations-Chief School Business Official (ELS-CSBO), the various Career and Technical Educator (CTE) licenses, the Substitute (SUB) license, and the Paraprofessional (PARA) license. **EVERY** licensed individual should verify through their Educator Licensure Information System (ELIS) account if they hold a license that is only registered until June 30, 2024:

- The Expires date in the ELIS account displays the year of renewal. The Registered Thru date displays the year that fees have been paid up until.
- Individuals should check the Expires versus the Registered Thru dates in ELIS. These years need to match. If the expiration date is after the registered thru date, then additional registration fees are required to prevent the license from lapsing.
- If the Registered Thru date is blank, registration fees have never been paid and are required to prevent the license from lapsing.

Educators with a PEL, ELS-CSBO and CTE license that expires July 1, 2023 will have until **August 31, 2024** to complete any Professional Development (PD) required for renewal and pay all registration fees. **If not renewed, the license will lapse on September 1, 2024, and the individual will no longer be eligible to work in an Illinois public school until the license is reinstated.** To reinstate the license, the individual must complete 9 semester hours of coursework in the appropriate content area(s) or pay a \$50 penalty fee in addition to submitting any required PD prior to reinstating. Once reinstated, individuals must also pay all back and current registration fees.

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 the Will County ROE website under the Licensure tab. It is recommended that individuals periodically review the Illinois State Board of Education (ISBE) renewal page for updates. Please contact the ROE with any questions.

Working with Our Communities to Support Student Learning
