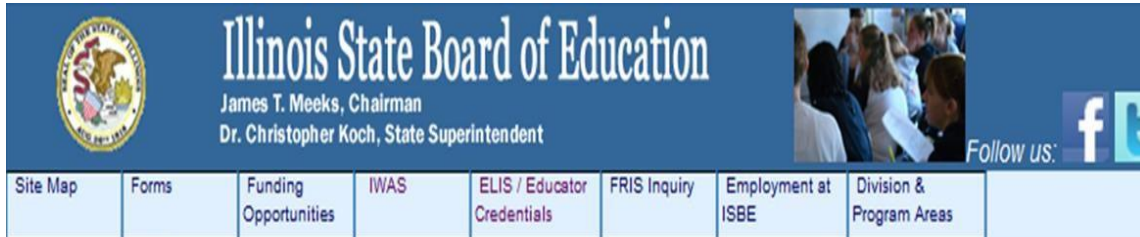


Licensure Renewal Information

Log into your ELIS account

1. Go to <http://www.isbe.net>
2. Click on **ELIS/Educator Credentials** tab (Under ISBE Header)



3. Click on the **Educator Access** link



4. **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 enter your login and password if you already have an account.



Review your Account

- **Check your Expires versus Registered through Date** – 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 19 – DuPage County.**

Primary Information
 Full Name: Sally A. Test
 IEIN: 855812
 DOB: 10/31/1954
 Gender: Female

Contact Information
 Address: 123 Testing Lane
 City, State Zip: Springfield, IL 62714
 Email: dheckenk@isbe.net
 Primary Phone: (217) 555-1221
 Secondary Phone:

Professional Development
 PD Status: Active

[Click Here to Edit Your Contact Information](#)

[Click Here to Update Your PD/Employment Status](#)

Hide Old

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-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 19 - DuPage.** Add Region 19 as a Region if you are not currently registered in Region 19.

- **Check your endorsements** – these should have carried over from ECS

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-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

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 Personal Information** – Be sure e-mail, phone and address are correct. Name changes need to be done through the ROE or through ISBE.

Illinois State Board of Education
 Gery J. Chico, Chairman
 Dr. Christopher Koch, State Superintendent

Home | My Credentials | **Educator** | Renewals | Registration | Reinstatements | Help

Educator Development

Primary Information

Full Name: Sally A. Test
 IEIN: 855812
 DOB: 10/31/1954
 Gender: Female
 Former Name:

Contact Information

Address: 123 Testing Lane
 City State, Zip: Springfield IL, 62714
 Email: dheckenk@isbe.net
 Primary Phone: (217) 555-1221
 Secondary Phone:

[Click Here to Edit Educator](#)

Licensure Renewal

STEP ONE

Enter Professional Development (PD)

1. On your Home Page select the **Enter Professional Development** link

If this link is not on your home page – Click **Educator** tab, then scroll down to **Professional Development**

Illinois State Board of Education
 James T. Meeks, Chairman
 Christopher A. Koch, Executive Superintendent of Education

Home | My Credentials | **Educator** | Help

Educator Development

Primary Information

Full Name: Sally A. Test
 IEIN: 855812
 DOB: 10/31/1954
 Gender: Female

Contact Information

Address: 123 Testing Lane
 City, State Zip: Springfield IL, 62714
 Email: dheckenk@isbe.net
 Primary Phone: (217) 555-1221
 Secondary Phone:

Educator Development

- Credentials (3)
- Degrees (3)
- Testing (5)
- Images (1)
- Fees (1)
- Deficiency Letters
- Highly Qualified
- Assignments (5)
- Professional Development (1)**
- Historical Data

Professional Development

1/2013

License:

Completion of all activities for NBPTS recertification

2. Select **Click Here to Add Professional Development Hours** to enter your PD

Educator Professional Development Education

License: Professional Educator License (Lapsed) ▾

Start Date: 07/01/2013 End Date: 02/18/2015 Refresh

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	hitls.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 Contact Hours. Include the University, course number and course title.

3. Enter the appropriate amount of PD required for the years of service within this renewal cycle. Please refer to the Administrative, Teacher and School Service Personnel PD lists for activities acceptable until 06/30/2014.

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](#) 

4. The subsequent steps are for individuals due for renewal this fiscal year.

***Entering Exemptions in the ELIS System - For Non-Working or Private School Educators, and Retirees.**

Educators are exempt from PD for the years they were not working on their Professional Educator License (PEL), if working in a Private School or if working out of state.

Educators exempt from PD need to mark themselves *exempt* in the profile section. District letters will be required for exemptions not matching the **Assignment History** in ELIS.

Educators who are retired should mark their status as *retired/retiring*. These educators will not be required to submit PD for the years they were retired and there is no fee for registration.

The screenshot shows three panels of user information. The first panel, 'Primary Information', lists: Full Name: Sally A. Test, IEIN: 855812, DOB: 10/31/1954, Gender: Female. The second panel, 'Contact Information', lists: Address: 123 Testing Lane, City, State Zip: Springfield, IL 62714, Email: dheckenk@jsbe.net, Primary Phone: (217) 555-1221, Secondary Phone: (blank). The third panel, 'Profile', shows PD Status: Active. A red arrow points from the Contact Information panel to the Profile panel. Below the panels are two links: 'Click Here to Edit Your Contact Information' and 'Click Here to Update Your PD/Employment Status'.

STEP TWO
Renew & Pay Registration:

1. Submissions are automatically approved. Individuals are unable to pay until April 1st of the renewal year. **ELIS is programmed to allow for the submission of PD and payment of registration in a single process.**
2. This is the Action Center on your home page.

The screenshot shows a table titled 'ACTION CENTER' with the following rows:

ACTION CENTER	
New Documents on File	0
Deficiencies	0
Registrations	0
Renewals	0
Reinstatements	0

A red arrow points to the 'Renewals' row.

After April 1st In your year of renewal:
“Renewals” will be highlighted in blue and the “0” will change to a “1”

3. Click on “renewals” and follow the screen prompts in the **Renewal Wizard** to complete the process.
Select Region 19 – DuPage County on the region selection screen
4. Renewal fees are currently \$50 plus processing fees by debit or credit card.