

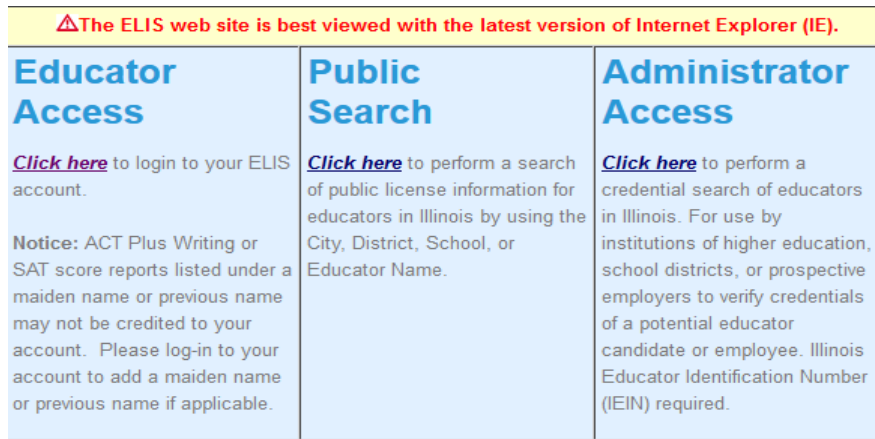
Entering Professional Development (PD) into the Educator Licensure Information System (ELIS)

Log into your ELIS account

1. Go to <http://www.isbe.net>
2. Click on **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 the **Former ECS Users Click Here for Access to the ELIS System** link to create a log in 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 45 Monroe Randolph.**

Illinois State Board of Education
James T. Meeks, Chairman
Christopher A. Kooh, Ed.D., State Superintendent of Education

Educator Licensure Information System
Welcome, Sally Test - IEIN: 855812 - Sign Out

Home My Credentials Educator Help

Credentials

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 45** – Check both places. Add Region 45 as a Region if you are not currently Registered in Region 45.
- **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	Contact Information
Full Name: Sally A. Test	Address: 123 Testing Lane
IEIN: 855812	City State, Zip: Springfield IL, 62714
DOB: 10/31/1954	Email: dheckenk@isbe.net
Gender: Female	Primary Phone: (217) 555-1221
Former Name:	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, State Superintendent of Education

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

Educator Development

Primary Information	Contact Information
Full Name: Sally A. Test	Address: 123 Testing Lane
IEIN: 855812	City, State Zip: Springfield IL, 62714
DOB: 10/31/1954	Email: dheckenk@isbe.net
Gender: Female	Primary Phone: (217) 555-1221
	Secondary Phone:

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

Educator F License:

Edit	Name
Edit	NBPTS Recert Activities

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 - Non-Working, Private School Educators, Retired.**

Educators are exempt from PD for the years they were not working on their Professional Educator License (PEL), if working in a Private School, if working out of state, if working in an IL public school less than 50% or Retired (or Retiring). The Retired (or Retiring) exemption status is strictly for individuals receiving retirement annuity from the Illinois Teacher Retirement System (TRS).

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

The screenshot shows three panels from the ELIS system. The 'Primary Information' panel (blue) lists: Full Name: Sally A. Test, IEIN: 855812, DOB: 10/31/1954, Gender: Female. The 'Contact Information' panel (green) lists: Address: 123 Testing Lane, City, State Zip: Springfield, IL 62714, Email: dheckenk@isbe.net, Primary Phone: (217) 555-1221, Secondary Phone: (blank). The 'Profile' panel (yellow) lists: 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 process 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. When you have entered enough PD to satisfy your renewal requirement **OR** 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
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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](#)

3. Follow the screen prompts in the **Renewal Wizard** to complete the process. **Select Region 45 – Monroe Randolph ROE on the region selection screen.**
4. Renewal fees are currently \$50 plus processing fee by Debit or Credit Card. Individuals exempt due to an employment status of Retired (or Retiring) must renew the license, but, will not pay registration fees.
5. An individual's license will lapse if not renewed within the allotted time frame in the year of renewal:
 - If you do not complete and enter required professional development for renewal by August 31st, your license will lapse on September 1st.
 - If you complete and enter required professional development for renewal by August 31st, but you do not pay your registration by December 31st, your license will lapse on January 1st.
 - If you mark yourself exempt for the entire cycle, but do not pay your registration fees by December 31st, your license will lapse on January 1st.

6. Please refer to ISBE's FAQ document for details on reinstatement of a lapsed license:
<http://isbe.net/licensure/pdf/ELIS-faq.pdf>.

Questions on this process?

Please log into your account and contact:

ROE 45

Darcy Fausz

dfausz@roe45.org

618.939.5650

Or

Illinois State Board of Education

licensure@isbe.net

217-557-6763