If your Professional Educator License (PEL) expires on June 30, 2017, it is time to renew. The directions below walk you through the process of updating your employment status, entering professional development, renewing, and registering your PEL for the next five years. In some situations, you may need additional assistance or have other questions. For example, if you have not been teaching in an Illinois public school for any of the past 5 years, or if you retired during the renewal cycle, or if you worked as a teacher and as an administrator during the past five year cycle. Please contact us at the DeKalb County Regional Office of Education. We will be happy to assist with any questions.

CONTACT INFORMATION:
Amanda Christensen, Regional Superintendent of Schools, achristensen@kidsoe.org, (815) 217-0460.
Barb Clark, Educator Licensure Specialist, bclark@kidsoe.org, (815) 217-0468.

FOR BEST RESULTS ON THE ISBE WEBSITE PLEASE USE INTERNET EXPLORER

LOGIN OR SET UP YOUR EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS) ACCOUNT
1. Go to the Illinois State Board of Education website at www.isbe.net. Select the Teachers link.
2. Select the blue box Login to ELIS.
3. Select Login to Your ELIS Account from the Educator Access box.
4. Enter your Login Name and Password.
5. If you forgot your Login Name or Password, try to retrieve it from the website or call the ROE.
   - DO NOT try to set up another account with new login information.
6. If you do not have a User Name and Password, please follow these directions:
   - Select Click Here for First Time Access to the ELIS System from the box to the right. Enter the information requested. All red arrows indicate required information. Record your Login Name and Password in a safe place for future reference and login purposes.
   - You will be congratulated on creating your new account.
7. Click Continue. This will launch ELIS and take you to your personalized home page.

CHECK ACCOUNT ACCURACY AND DATA
1. Under the My Credentials tab, make sure the Expires and Registered Through dates match. If they do not match, you owe additional registration fees. Go to your home page and select Registrations from the Action Center box.
2. Make sure you are registered in Region 16, DeKalb ROE.
3. Make sure your endorsements are listed accurately.
4. Confirm Contact Information. Select Click Here to make changes in your contact information. If you need to make changes in your Primary Information, please contact the ROE.
5. Confirm Information in Profile. Select Click Here to view and make changes in your Professional Development/Employment Status. This section is used to calculate the number of professional development hours you are required to enter for renewal.
6. Confirm your degree status. Under the Educator tab select Degrees. This information is used to calculate the professional development hours you need for renewal. To update your degree status, please have your college or university send an official, sealed transcript or e-script to the ROE.
ENTER PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT REQUIRED FOR 2017 RENEWALS

Bachelor's Degree – 120 hours
Master's Degree – 80 hours
Two+ Advanced Degrees – 40 hours
National Board Teacher – 40 hours
Administrators – 20 hours PLUS one Administrator Academy (AA) * / year **

* Teachers with an administrative endorsement are not required to complete an AA this cycle
** Administrators were not required to complete 20 hours of professional development in 2013-2014

1. Use the Educator tab and select Professional Development OR select Enter Professional Development from What Do You Want to Do? on your homepage.
2. Confirm the correct dates for your renewal cycle (i.e., Start Date 06/30/2012 – End Date 07/01/2017). You will see the list of professional development that you have already entered.
3. Enter any additional professional development hours, including the name of the activity, a brief description, the name of the provider, the number of professional development hours, begin date, and end date.
   • Each semester hour of university coursework converts to 15 professional development hours.
   • Professional development activities completed after July 1, 2014 must be accompanied by an Evidence of Completion Form from the Illinois Approved Professional Development Provider.
   • You may use the old CPDU chart to calculate professional development hours for some activities completed on or before December 31, 2014 (available at www.dekalbcouncil.org/roe under Educator Licensure).
   • School Support Personnel with the IDFRP license should enter that information as one professional development activity for the total number of hours required by ELIS.
   • Administrator Academies will appear on the list of professional development activities with an *, but do not count toward the total number of required hours for administrators.
4. Scroll to the bottom of the Professional Development page to verify that you have entered the required number of hours.

RENEW / REGISTER / PAY FEES

1. Click Here to Renew at the bottom of the Professional Development Activities page OR select Renewals from the Action Center on your homepage.
2. On the next screen you will see the license that is ready to be renewed. Then Click Here to Renew License.
3. Answer the legal questions on the next screen. Please read the questions carefully.
4. Select Region 16 – Dekalb County as the primary region in which to register.
5. Answer the two Professional Development Disclosure Statements.
6. Select Make Payment. You will be transferred to the payment center. Enter the required information and select Submit.

CONFIRM YOUR RENEWAL

1. Go back to the My Credentials tab. Under Licenses you will see the new expiration date (i.e., 06/30/2022). You will also see that your license is registered in Region 16 through 2022.
2. You may also register your license in additional regions (at no extra cost) at this time by selecting Register in an Additional Region.
PREPARING FOR THE NEXT RENEWAL CYCLE

1. Effective January 1, 2017, educators may “carry over” professional development that is completed after April 1 of the last year of the renewal cycle, provided these PD hours are not being used for the current renewal cycle.

2. Teachers who hold an administrative endorsement, but are not in an administrative position will be required to complete one Administrator Academy within their next five-year cycle. You may select any Administrator Academy.

3. There will be no reduction in required professional development hours for advanced degrees. All teachers will be required to complete 120 hours of PD with the exception of those who hold National Board Certification, who will be required to complete 60 hours.

4. All professional development activities must be taken through Illinois Approved Providers and accompanied by an Evidence of Completion form (www.isbe.net/licensure/requirements/prof-dev-provider-list.pdf). The CDPU Value Chart will not be in effect during your next renewal cycle.

IMPORTANT NOTE: Your license must be registered in the county in which you work. If it is not registered by the first day of teacher attendance you will be ineligible to work. If you do not submit your professional development hours by August 31, 2017, your license will lapse on September 1, 2017. If you submit your professional development, but fail to pay your registration fees by December 31, 2017, your license will lapse on January 1, 2018. Reinstatement for a lapsed license requires either 1) a $500.00 penalty or 2) evidence that you have completed nine (9) semester hours of coursework within the renewal cycle, in addition to any that you used for your professional development activities.
PROFESSIONAL EDUCATOR LICENSE RENEWAL PROCESS

LOGIN TO YOUR ELIS ACCOUNT

1. Go to the Illinois State Board of Education website at www.isbe.net
2. Select the Teachers link
3. Select the blue box Login to ELIS
4. Select Login to Your ELIS Account under Educator Access
5. Click on the Educator Access link

The ELIS web site is best viewed with the latest version of Internet Explorer (IE)

EDUCATOR ACCESS
Login to your ELIS account.

Notice: ACT Plus Writing or SAT score reports listed under a maiden name or previous name may not be credited to your account. Please complete ISBE form 73-71 to add a maiden name or previous name if applicable.

PUBLIC SEARCH
Perform a search of public license information for educators in Illinois by using the City, District, School, or Educator Name.

ADMINISTRATOR ACCESS
Perform a credential search of educators in Illinois. For use by institutions of higher education, school districts, or prospective employers to verify credentials of a potential educator candidate or employee. Illinois Educator Identification Number (IEIN) required.

Enter your Login Name and Password. 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 ELIS ACCOUNT

1. Under the My Credentials tab, make sure the Expires and Registered Through dates match. If your Expires date is after your Registered Through date, you owe additional registration fees to prevent your license from lapsing. Go back to your home page and select Registrations from the Action Center box. Follow the prompts and pay your registration fees to Region 16 DeKalb ROE.

2. Make sure you are registered in DeKalb ROE, Region 16. Check the Licenses table and scroll down to the Registration table. You may be registered in multiple regions. To add Region 16 (DeKalb ROE) as a Region, select Register in an Additional Region under the Register box or from the link on your home page.

3. Make sure your endorsements are listed correctly.
4. **Update Personal Information.** Select *click here* to make changes to your Contact Information. If you need to make changes in your Primary Information please contact the ROE.

5. **Confirm information in Profile.** This is used to calculate the number of professional development hours you are required to complete for renewal. Most current educators' status is *Active*, which is the ELIS default.

   You *do not owe* professional development hours for the years in which any of these situations apply:
   - you worked in a private school
   - you worked out of state
   - you worked in an IL public school less than 50%
   - you were a substitute teacher, or
   - you were Retired (or Retiring).

   If any of these situations apply, you need to mark yourself accordingly in Profile. Use the *Click Here to Update Your PD/Employment Status*. Be sure to click *Finish* at the bottom of the page when you are done. If you are retiring at the end of the 2015-2016 school year, you should change your status to Retired (or retiring) AFTER you enter your professional development.

6. **Confirm your Degree status.** If you need to update a degree, have your college or university send an official, sealed transcript or an e-script to the ROE.
YOU ARE NOW READY TO BEGIN THE LICENSE RENEWAL PROCESS!
You may begin the process after April 1 of the renewal year.

ENTER PROFESSIONAL DEVELOPMENT

1. On your Home Page select the Enter Professional Development link OR click the Educator tab and scroll down to Professional Development. You will see the list of professional development activities that you have already entered for this renewal cycle. Administrator Academies are automatically entered upon completion.

2. Confirm the correct Start Date and End Date for your renewal cycle.

3. Select Click Here to Add Professional Development Hours. Enter the information from each Evidence of Completion Form. Undergraduate and graduate level coursework is entered as professional development hours (1 semester hour = 15 professional development hours). Use the Professional Development Value Chart for acceptable activities completed prior to December 31, 2014 (www.dekalbcountry.org/roe under Educator Licensure).
4. Enter the appropriate number of professional development hours required for the years of service within this renewal cycle. You may enter professional development hours at any time – there is no time limit by which to do so. However, all professional development hours must have occurred within the five-year renewal cycle.

RENEW AND PAY REGISTRATION FEES

1. When you have entered your required professional development hours OR have marked yourself exempt for the entire cycle in Profile, the Click Here to Renew link will appear. You may use this link or the Renewal link in the Action Center box on your home page.

2. Follow the prompts in the Renewal Wizard and answer the legal questions. Read the questions carefully. Select Region 16 – DeKalb ROE on the region selection screen.

3. Select Make Payment. This will transfer you to the payment center. Enter your billing information.

4. Pay the required registration fees (currently $50 plus processing fee) by debit or credit card. Retired (or Retiring) educators must renew the license, but will not pay registration fees. Your license will be renewed for five years, expiring June 30 in the fifth year.

5. If your license is not registered by the first day of teacher attendance you will be ineligible to work.

IMPORTANT NOTES:
Your license will lapse if not renewed within the allotted time frame in the year of renewal:
- If you do not complete and enter the professional development hours required for renewal by August 31st, your license will lapse on September 1st.
- If you complete and enter the professional development hours required for renewal by August 31st, but fail to pay your registration fee by December 31st, your license will lapse on January 1st.
- If you are exempt from professional development for the entire cycle, but fail to pay your registration fees by December 31st, your license will lapse on January 1st.