

# **Licensure Renewal**

***As of April 1, 2015***

**Alert Alert Alert**

**The ELIS website is best  
viewed with the latest  
version of Internet Explorer**

# Go to ISBE.net

## Click on ELIS/Educator Credentials



**Illinois State Board of Education**  
James T. Meeks, Chairman  
Dr. Christopher Koch, State Superintendent

Follow us:  

Site Map | Forms | Funding Opportunities | IWAS | **ELIS / Educator Credentials** | FRIS Inquiry | Employment at ISBE | Division & Program Areas

Search ISBE  [Send me a file](#)

**ISBE Info** | **Parents/Students** | **Administrators** | **Illinois Schools** | **Learning Standards**

<b>ISBE Agency Info</b> Agency Programs Board Budget Division Descriptions Division Links Education Funding <b>new</b> Employment Gov't Relations Rules / Waivers Task Forces & Committees	<b>A-Z Index</b> Charter Schools College & Career Readiness Early Childhood English Language Learning (DELL) Homeless Home Schooling School Health School Information Special Education Transportation	<b>Administrator A-Z</b> EIS / ISCS / SIS Family Engagement <b>new</b> Innovation & Improvement Learning Supports Nutrition Programs <b>Teacher A-Z</b> Educator Licensure Preparation & Evaluation ROE Information	<b>Schools A-Z</b> Report Cards General State Aid Race to the Top Reports & Stats Response to Intervention (RTI) School Business Services IL School Code Teacher of the Year / Those Who Excel	Adequate Yearly Progress (AYP) Assessment and Test Information Illinois Learning Stds New Illinois Learning Standards (NILS) Math/ELA NCLB Next Generation Science Stds Public School Recognition
---	--	--	--	---

**superintendent's corner**

**Superintendent's Weekly Messages**

**hot topics**

- ▶ Illinois State Board of Education Meeting - April 15, 2015
- ▶ Calendar and Meetings

# Click on link below Educator Access

The screenshot shows the Illinois State Board of Education website. At the top, the logo and name of the board are displayed, along with the names of the Chairman and State Superintendent. Below this is a navigation menu with links for ISBE Home, Site Map, Funding Opps, IWAS, ELIS, FRIS Inquiry, and Programs. A search bar is present, and a sidebar on the left lists various site sections. The main content area is titled 'Educator Licensure Information System (ELIS)' and includes sub-links for Resources, ELIS Resources, Instruction Guides, Highly Qualified, and Educator Licensure Home Page. A yellow warning banner states: 'The ELIS web site is best viewed with the latest version of Internet Explorer (IE)'. Below this, three columns are visible: 'Educator Access' (with a black arrow pointing to the 'Click here' link), 'Public Search', and 'Administrator Access'. Each column contains a 'Click here' link and a brief description of the service. At the bottom left, there is a 'HOT TOPICS' banner with a silhouette of Illinois.

**Illinois State Board of Education**  
James T. Meeks, Chairman  
Dr. Christopher Koch, State Superintendent

Follow us:  

ISBE Home | Site Map | Funding Opps | IWAS | ELIS | FRIS Inquiry | Programs

Search ISBE:

Administrator Info  
Board  
Calendar  
Contact ISBE  
Division Descriptions  
Division Links  
Education Vacancies  
Employment at ISBE  
Forms  
Glossary  
ISBE Info  
Learning Standards  
Press Releases  
Programs  
School Info  
Send ISBE a file  
Student & Parent Info  
Teacher Info

## Educator Licensure Information System (ELIS)

Resources | ELIS Resources | Instruction Guides | Highly Qualified | Educator Licensure Home Page

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

<h3>Educator Access</h3> <p><a href="#">Click here</a> to login to your ELIS account.</p> <p><b>Notice:</b> ACT Plus Writing or SAT score reports listed under a maiden name or previous name may not be credited to your account. Please log-in to your account to add a maiden name or previous name if applicable.</p>	<h3>Public Search</h3> <p><a href="#">Click here</a> to perform a search of public license information for educators in Illinois by using the City, District, School, or Educator Name.</p>	<h3>Administrator Access</h3> <p><a href="#">Click here</a> to 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.</p>
---	---	--

**HOT TOPICS**

# Login to or Register for ELIS acct



The screenshot shows the Illinois State Board of Education (ISBE) website's login page for the Educator Licensure Information System (ELIS). The page features a blue header with the ISBE logo and the names of the Chairman and Superintendent. A navigation menu on the left includes links for Home, Sign Up Now, Get Password, Contact ROE, and Help. The main content area is divided into two columns. The left column contains a login form with fields for Login Name (filled with 'susancollins') and Password (masked with dots), a 'Remember Login Name' checkbox, and a 'LOG IN' button. Below the form are links for 'Forgot Your Password?' and 'Find Login/Password?'. The right column contains a link for 'FORMER ECS USERS CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM', a paragraph explaining that ELIS is replacing ECS, and a 'Need Help?' section with a link to 'Help'. At the bottom, there is a footer with a browser optimization notice and icons for Internet Explorer and Firefox.

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

*IWAS for EDUCATORS    IWAS for EDUCATORS    IWAS for EDUCATORS    IWAS for EDUCATORS*

**ISBE Home**  
**Home**  
**Sign Up Now**  
**Get Password**  
**Contact ROE**  
**Help**

[IWAS User Guide](#)   
[IWAS Training Video](#)

[About SSL Certificates](#)

**Already have an account? Login Here:**

**Login Name**   
**Password**    
 Remember Login Name

**LOG IN**

**Forgot Your Password?**

If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

**FORMER ECS USERS CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM**

ELIS (Educator Licensure Information System) is now replacing ECS (Educator Certification System).

You will be directed to create an IWAS for Educators account to instantly access ELIS and view your credentials. After successfully creating your account, you will be able to log in on the left side of this page anytime to access your information.

**Need Help?**


If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

This web site has been optimized for Internet Explorer 9.0 or above / Firefox 18.0 or above. You can download the latest version of these browsers by clicking on the following icons.

# Continue...



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

*IWAS for EDUCATORS    IWAS for EDUCATORS    IWAS for EDUCATORS    IWAS for EDUCATORS*

Login: SADCOLLINS82    Hello Susan, you last logged in 4/8/2015 3:09:13 PM.

**Welcome to your personal IWAS for Educators account.**

From this page you can click on the "**Continue**" button to access all of your credentials online.

[Continue >>](#)

[Home](#)

[Edit Profile](#)

[Change Password](#)

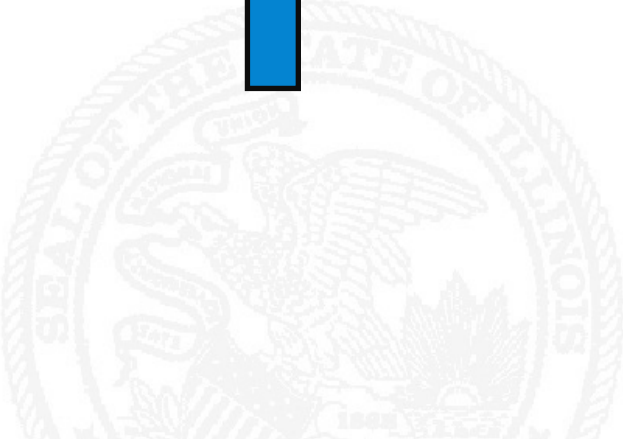
[Contact ROE](#)

[Help](#)

[Logout](#)

[IWAS Training Video](#)

[About SSL Certificates](#)



# Enter Professional Development

Educator Licer  
Welcome, 5

### Contact Information

Address:   
 City, State Zip:   
 Email:   
 Primary Phone:   
 Secondary Phone:

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

### Profile

PD Status: Active

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

### CREDENTIAL CENTER

Applied	Expires	Registered Thru	PD Hours	Status
	06/30/2015	2015	50.00	Issued
Applied	Issue Date	Status		
ment	10/04/2000	10/07/1998	Issued	
	10/04/2000	07/24/1998	Issued	
	10/04/2000	08/03/1998	Issued	
	10/04/2000	10/04/2000	Issued	
ained General Education)	10/04/2000	10/04/2000	Issued	
	10/04/2000	10/04/2000	Issued	
	10/04/2000	08/13/1996	Issued	
	10/04/2000	08/18/2003	Issued	
	10/04/2000	08/18/2003	Issued	

### ACTION CENTER

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

What do you want to do?

[Enter Professional Development](#)

[Apply for Educator License with Stipulations](#)



# PD hours required, have, need

**Educator Professional Development Education**


License: Professional Educator License (Issued) ▼

Start Date:  End Date:

	Provider	Hours	Begin Date
Learning and collaborating to determine the optimal school day for the u-46 community.	School Dist. u-46	5.00	07/03/2012
Learning and collaborating to develop the optimal day for the u-46 community.	School Dist. u-46	4.00	09/07/2012
Learning and collaborating to determine the optimal school day for the u-46 community.	School Dist. u-46	2.00	10/22/2012
Learning and collaborating to determine the optimal day for the u-46 community.	School Dist. u-46	5.00	11/13/2012
Learning and collaborating to determine the optimal school day for the u-46 community.	School Dist. u-46	18.00	02/28/2013
Examples for secondary grading adopted by u-46. Build background knowledge and discuss implications with colleagues.	IL School Dist. u-46	2.00	06/02/2014
Identify, understand the strength and weaknesses of formative and summative assessment tools, and translate those methods into Infinite Campus.	School Dist. u-46	14.00	06/04/2014

Hours Required:  Total Hours:  Hours Remaining:

[Click Here to Add Professional Development Hours](#)





# Enter PD; click finish, repeat

Professional Educator Development Hours

Educator: **Susan D. Collins.**  
Please enter the Professional Development information below.

Activity Name: CPDU \*

Provider: School District u-46 \*

Hours: 5.25 \* - Use quarter hour increments

Description: Global Compliance Network 13 tutorials \*

Begin Date: 9/1/2014 MM/DD/YYYY \*

End Date: 10/24/2014 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

Finish



# Note the change in PD hours

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

---


**Educator Professional Development Education**

License:  ▼

Start Date:       End Date:      

	Provider	Hours	Begin Date
Learning and collaborating to determine the optimal school day for the u-46 community.	School Dist. u-46	5.00	07/03/2012
Learning and collaborating to develop the optimal day for the u-46 community.	School Dist. u-46	4.00	09/07/2012
Learning and collaborating to determine the optimal school day for the u-46 community.	School Dist. u-46	2.00	10/22/2012
Learning and collaborating to determine the optimal day for the u-46 community.	School Dist. u-46	5.00	11/13/2012
Learning and collaborating to determine the optimal school day for the u-46 community.	School Dist. u-46	18.00	02/28/2013
ples for secondary grading adopted by u-46. Build background knowledge and discuss implications with colleagues.	IL School Dist. u-46	2.00	06/02/2014
nt, understand the strength and weaknesses of formative and summative assessment tools, and translate those methods into Infinite Campus.	School Dist. u-46	14.00	06/04/2014
Global Compliance Network 13 required tutorials	School District u-46	5.25	09/01/2014

**Hours Required:**       **Total Hours:**       **Hours Remaining:**

[Click Here to Add Professional Development Hours](#) 

# Renewal

- You may renew your license on, or after, April 1<sup>st</sup> during the last year of your license validity period.
- Once all of your PD is entered, click on the link: “Click Here to Renew”
  - If you have not entered all of your required PD, the link will not appear.
  - No one checks & approves the PD anymore. However, you are responsible for maintaining a record of all PD entered.

Weekly team meetings for planning and implementing curriculum	IL School Dist. u-46	4.00
Monthly dept. meetings for planning and implementing ELA curriculum	IL School Dist. u-46	0.50
weekly team meetings for planning and implementing of curriculum	IL School dist. u-46	2.00
Introduction to new works of Non-fiction; Getting Boys Engaged in Reading	IL School Dist. u-46	5.50
Review the 7 guiding principles for secondary grading adopted by u-46. Build background knowledge and discuss implications with colleagues.	IL School Dist. u-46	2.00
Clarify the purpose of assessment, understand the strength and weaknesses of formative and summative assessment tools, and translate those methods into Infinite Campus.	School Dist. u-46	14.00
Global Compliance Network 13 mandatory tutorials	School District u-46	5.25

ed for PD hours requirement.

**Hours Required:**  **Total Hours:**  **Hours Remaining:**

[Click Here to Add Professional Development Hours](#)

[Click Here to Renew](#)



“Click Here to Renew”

## Department of Education

Superintendent of Education

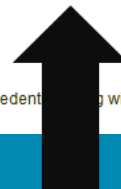
### Licenses Eligible for Renewal

	Status	Issue Date	Expire Date
PEL - Professional Educator License	Issued	07/01/2013	06/30/2015

[Click Here to Renew License](#)

If your license expiration date is set to July 1st of this year or earlier, then you have licenses that can be renewed.

If your license expiration date is past July 1st of this year or your old credential is expiring with a new credential that is "pending review." If you have a license that is pending review (or a newly issued credential), the "Renew License" page will show either an issued credential with an expiration date past July 1st of this year or your old credential expiring with a new credential that is "pending review."



# “Click Here to Renew” #2

# Certifying your integrity

- READ and answer all the questions.
- The final 2 questions contain the caveat:  
“I certify, under penalty of perjury,…”
- Be sure to register your license in KANE ROE
- Pay the \$50.00 registration fee in ELIS  
(plus the service fee)

# Renew and Register

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

## Renew and Register an Educator License

Before your license reaches its expiration date, you must renew your license by verifying professional development requirements have been met. Completing the following steps will renew and register your license for another cycle. Registration fees are \$10 per year and will be collected for the license's validity period at the end of the renewal and registration process.

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

Yes	No	Question
<input type="radio"/>	<input type="radio"/>	Have you ever had a certificate denied, suspended, or revoked in Illinois or any other state?
<input type="radio"/>	<input type="radio"/>	Have you ever been convicted of a felony, or any sex, narcotics, or drug offense in Illinois or any other state?
<input type="radio"/>	<input type="radio"/>	Have you failed to file a tax return with the Illinois Department of Revenue, or failed to pay any tax, penalty, or interest owed or any final assessment of same for any tax as required by law and administered by that Department that was not subsequently resolved to the Department's satisfaction?
<input type="radio"/>	<input type="radio"/>	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.)
<input type="radio"/>	<input type="radio"/>	Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?
<input type="radio"/>	<input type="radio"/>	I certify, under penalty of perjury; that I do not have a child support order, and/or that I am not more than 30 days delinquent in complying with a child support order. I understand that I must sign this statement, whether or not I have children, and failure to certify may result in disciplinary action, and making a false statement may subject me to contempt of court. A written explanation is required of those unable to complete this certification.
<input type="radio"/>	<input type="radio"/>	I certify under penalty of loss of my right to teach or work in the schools of Illinois that the answers to the questions are true and correct in every respect.



Next

Cancel

# Registration = pay



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.

Region:

Previous Region	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 26
38	If you work in Logan County, choose Region 17 If you work in Menard County, choose Region 51 If you work in Mason County, choose Region 53
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

Please answer the following required questions of the Professional Development Disclosure Statement.

**Yes No Question**

- I have met the professional development requirements for the current fiscal year. I have maintained the required evidence of completion and agree to submit upon request.
- I confirm that I am the individual who holds the credential(s) being renewed and that I answered the above question honestly.

Payment Type:  \*

Credit Card #:  \* no spaces or dashes

Expiration Date:  \* (Example: 08/2011)

Verification Code:  \*

Please provide the name on the credit card. You must also provide the billing address for the credit card being used, and this address must match the address on the credit card statement (the holder of the credit card's address, not the bank's address).

Name on Credit Card:  \*

Billing Street:  \*

Billing City:  \*

Billing State:  \*

Billing Zip:  \*

Amount: \$0.00 \*

Registration Fee: \$50.00 \*

Processing Fee: 1.75 \*



# Non-renewed licenses lapse

- **You must complete renewal by  
June 30, 2015.**
- **If not renewed, your License will  
LAPSE on September 1, 2015.**
  - You will be removed from your position
  - To reinstate your license, you will either pay a \$500.00 penalty or take 9 semester hours of college course work related to your position AND complete the PD deficiency.

# License Renewal Mid-Cycle

- Educators whose renewal cycles end in 2015, 2016, 2017, or 2018 and some NBPTS Master Teachers who renew after 2018 will have the same renewal requirements they did at the beginning of that cycle.
- PD that counts for the current cycle includes:
  - 1) CPDU credit earned,
  - 2) college coursework, or
  - 3) uniquely-qualifying activities.

## License Renewal Mid-Cycle, p. 2

- The amount of PD for renewal remains the same for mid-cycle licensees as when the current cycle began, i.e. 40 CPDUs, 80 CPDUs, or 120 CPDUs which converted to PD Hours July 1, 2014.
- For example, a person who needed 80 CPDUs to renew in 2015 and who accrued 80 CPDUs by July 1, 2014 need not earn more. If the person only accrued 60 CPDUs, he/she needs 20 more PD Hours to renew in 2015.

# Changes to PD effective July 1, 2014

- Beginning July 1, 2015, PD activities not entered into ELIS within 60 days will not count.
  - Within 60 days of the conclusion of a PD activity, licensees must enter electronically into ELIS the 1) name, 2) date, 3) location of the activity, 4) the provider's name, and 5) the number of PD hours.

If the license is endorsed in more than one area, the licensee must satisfy the renewal requirements for the position in which he/she spends the majority of time working in any particular year.

# More changes effective July 1, 2014

- **NEW!** Beginning with the first full 5-year cycle in which a licensee holds an administrative endorsement and *is not working in a position requiring that endorsement*, she/he must complete one Administrators' Academy course within each 5-year cycle in which the administrative endorsement was held for at least one year or she/he will not be allowed to renew the license. **NEW!**
- There are no more "Type 75" certificates. Each licensed staff member holds only one license. Without the Administrators' Academy course, the PEL will not be eligible for renewal.

# Still more changes...

- Courses from out-of-state colleges or universities will not be accepted for licensure renewal
- Only course work from Illinois colleges or universities *with educator preparation programs* will be accepted
  - Courses from community colleges not accepted, i.e. Elgin Community College (for now)
  - Courses from universities in Illinois such as DeVry or Robert Morris University will not be accepted.

# HOWEVER:

- This change in coursework requirements for license renewal **DOES NOT** affect the rules in **the Elgin Agreement** for movement on the salary scale.
  - Course work taken outside Illinois to move up on the salary schedule continues to be accepted.
  - See the Elgin Agreement, **Section 27.52**, for details. (Page 90 in the current agreement)

# 2015 and beyond

- Begin accumulating professional development to renew in 2020 and later.
  - If renewing in 2015, you can't begin accumulating new PD for your 2015-2020 renewal cycle until July 1, 2015.
- Licensees working 50% or more full-time equivalency in any particular year in a teaching field must complete 120 hours of PD each 5-year renewal cycle (or an average of 24 hours per year).
- This includes Speech Language Pathologists (Teaching) regardless of whether or not they hold an IDFPR license



# Retired & Retiring Educators

- Licensees who are retired and qualify for benefits from a State retirement system have no PD, renewal, or registration requirements.
- If returning to work as a substitute teacher on the PEL, they need not pay the registration fees, but the PEL will be valid.
- 1. Beginning July 1, 2014 licensees who are retired and qualify for benefits from a State retirement system must indicate this in the Educator Licensure Information System (ELIS) and the license will be maintained in “Retired” status.
- Retirees must complete PD and renew the license for the cycle in which they worked full-time, even if it was only one semester before retiring.

# Retired Educators, p. 2

- Once retired, there are no more registration fees as long as the license is in retired status and the individual does not return to work for 50% or more of a school year. Licenses in retired status cannot lapse.
- 2. If and when a retired educator returns to work in a position that requires a EL, he/she must immediately change the license status in ELIS to Active, pay the registration fee for that year, and complete renewal requirements for that year.
- Licensees in “retired” status who return to work as a substitute teacher need not pay the registration fees or complete PD for renewal.

# For additional information

- The link below will take you to the ISBE site, and a 7-page, fairly easy to understand chart of the new PD requirements.

<http://www.isbe.net/licensure/requirements/prof-dev-requirements140701.pdf>

- This link will take you to a much more detailed 50 slide ppt that covers far more than license renewal.

<http://isbe.net/licensure/ppt/lic-renewal-140701.pdf>