School Service Personnel Renewal

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**First Step: Create or login to an existing ELIS account**

All Licensure Renewal process is completed through ELIS (Educator Licensure Information System).

To create an account please follow the steps listed below:

1. Create an ELIS account: [http://www.isbe.net/ELIS/default.htm](http://www.isbe.net/ELIS/default.htm)
2. Click on “Educator Access”
3. Click on “Sign Up Now” (located on the left side of the screen)
4. Enter your data and click on “Continue”

ELIS holds information about your license, your history, your assignment, your personal information, and your license renewal. Please take some time to familiarize yourself with the site.

**Second Step: Verify your exemption status**

Check the accuracy of your employment status (active, exempt, part-time, retired, military) located under your profile information, click on “Click Here to Update Your PD/Employment Status.” If there is a discrepancy please modify your exemption status.

1. **Employed as a School Service Personnel 50% or more full-time equivalency**
   - Enter status as ACTIVE
     - PD required

2. **Not actively employed in an Illinois Public school as a School Service Personnel**
   - Enter status as EXEMPT
     - No PD required

3. **Employed less than 50% percent of full-time equivalency in a school year**
   - Enter status as PART TIME
     - No PD required

*Please Note: Periods of exemption shall be established in one-year increments. A one-year period of exemption shall be available only for a school year during which a licensee is employed and performing services for fewer than 50 percent of full-time equivalency*

4. **Retired and qualify for benefits from a State retirement system**
   - Enter status as RETIRED
     - PD required up to your retirement date
     - No PD required after retirement date
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5. Educator is unavailable for employment due to military service, including service in any reserve capacity. Enter status as MILITARY
   • No PD required

**Third Step: Enter Professional Development Activities:**

As a School Service Personnel employed on a Professional Educator License (PEL) endorsed as a School Social Worker, School Counselor, School Psychologist, School Nurse, and Speech-Language Pathologist (non-teaching) you are required to complete professional development

To enter your activities, please follow the steps listed below:

1. Login to your existing ELIS account: [http://www.isbe.net/ELIS/default.htm](http://www.isbe.net/ELIS/default.htm)
2. Click on “Enter Professional Development”
3. Click on “Add Professional development and enter each activity individually

Professional Development Credits.
   • 15 semester hours shall be credited for each semester hour of college coursework earn from an Illinois college/university (graduate or undergraduate courses)
   • All other activities must be from approved provider

**Professional Development-Approved Provider List**

To view the most current PD approved provider list, please click the following link: [https://www.isbe.net/Documents/prof-dev-provider-list.pdf](https://www.isbe.net/Documents/prof-dev-provider-list.pdf)

**Illinois Department of Financial and Professional Regulations (IDFPR)**

If you are a school service personnel with an active, current IDFPR license related to your endorsement area, you may use this license to meet your PD requirement. You will enter one activity as 120 hours. List the license number and license name in your PD screen.

**American Speech-Language –Hearing Association (ASHA)**

If you renew in 2018, and hold ASHA certification, you may claim ASHA certification toward this renewal. This will satisfy the entire PD requirement for this cycle.

**Please note:** After this renewal you may no longer claim ASHS certification for PD hours.

**Fourth Step: Submit Professional Development and Renew License**

Once your required professional development activities have been recorded, you may renew your license as early as April 1, of the last year in your cycle.
Login to your existing ELIS account: http://www.isbe.net/ELIS/default.htm
Click on “Renewal” and follow the prompts ($51.75 renewal fees)

Audits
Retain your documentation for each recorded activity for a period of 6 years after your renewal date. If your PD activity was completed after January 1, 2015 it is your responsibility for obtaining an Evidence of Completion from the approved provider or presenter. This includes your school district. This form verifies participation in the specific event, the date, and the number of hours earned.

License Renewal Beginning 7/1/14 (educators that are up for renewal 2019, 2020, 2021...ect)
- Any licensee who holds the professional educator license endorsed for school support personnel and does not hold an IDFPR license shall complete 120 hours of professional development activities

New Changes
- Educators that are up for renewal in 2019 and forward, no longer have a reduction for holding an advanced degree. 120 Professional Development hours will be required regardless of the degree held.

- Roll over unused PD credit. Beginning 1/1/17 a person can obtain PD hours beginning April 1 of the last year of renewal to carry over to the next renewal; as long as they have not been used for that current renewal period.

If you owed professional development and you fail to renew by September 1 of the year in which the 5-year renewal cycle ends your license will lapse. An unregistered license is invalid after September 1 for employment and performance of services in an Illinois public or State-operated school or cooperative and a charter school.