Teacher Renewal

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First Step: Create account if first time user - Existing user login to ELIS account

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

To create an account (only if you have not yet done so) please follow the steps listed below:

2. Click on “Sign Up Now” (located on the left side of the screen)
3. Enter your data and click on “Continue”

ELIS holds information about your license, your teaching history, your teaching 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 teacher 50% or more full-time equivalency
   Enter status as ACTIVE
   • PD required

2. Not actively employed in an Illinois Public school as a certified teacher
   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 is required up to your retirement date
   • No PD required after you retire

Please Note: If a licensee in Retired status wants to substitute teach, he/she may continue to have a “RETIRED” status.
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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:**

If you are actively employed for 50 percent or more in an Illinois Public school as a certified teacher, you are required to complete professional development.

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

1. Login to your existing ELIS account: [https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx](https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx)
2. Click on “Enter Professional Development”
3. Click on “Add Professional Development” enter each activity individually

For each PD activity in which you want renewal credit, you must enter in ELIS on your PD screen.

**Professional Development Credits**

- 15 hours shall be credited for each semester hour of college coursework earned from an Illinois institution (graduate or undergraduate course). **Must be an Illinois institution to earn PD credit.** All other PD activities are hour for hour.

**Professional Development-Approved Provider List**

Illinois Professional Development Providers: [https://www.isbe.net/Documents/prof-dev-provider-list.pdf](https://www.isbe.net/Documents/prof-dev-provider-list.pdf)

PD activity offered by an Illinois approved provider is acceptable. Retain evidence of completion form for a period of 6 years in the event of an audit.

**Fourth Step: Renew License**

Once the required professional development activities are recorded, you may renew your license as early as April 1st, of your renewal year.

- Login to your existing ELIS account: [https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx](https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx)
- Click on “Renewal” located in the Action Center Box and follow the prompts.  
  Renewal fee paid by debit/credit only ($50 plus a service fee)

**Audits**

Retain ISBE form 77-21B: Evidence of Completion for Professional Development [https://www.isbe.net/Documents/77-21B_evidence_completion.pdf](https://www.isbe.net/Documents/77-21B_evidence_completion.pdf) for a period of six (6) years.  
This form must be produced if requested as part of an audit.
If your PD activity was completed after January 1, 2015, it is your responsibility to obtaining an Evidence of Completion form from the approved provider or presenter. That includes your school district. This form verifies participation in the specific event, the date, and the number of hours earned.

**Proportionate Reduction/Special Circumstances**

Individuals who hold a teaching endorsement but are **not employed** in a position requiring that endorsement, are **not** subject to the professional development requirements. However, the individual must apply for license renewal and pay the applicable registration fee at the end of each 5-year cycle to maintain the license.

Individuals who hold a teaching endorsement and are actively employed as a Substitute Teacher or Paraprofessional are exempt from professional development requirements. Please modify your status to EXEMPT.

Those certificate holders who are employed as teacher and administrator during the same semester(s), should complete PD for the area in which the majority of work is done. For example, an individual who teaches 3 classes out of a 5-period day (3/5) and is an administrator the other 2 periods must complete the recertification process for teachers.

A certificate holder **working 50% as a teacher and 50% as an administrator** during the **same semester(s)** may choose either renewal process to complete.

Those certificate holders who are **employed as a teacher during some semesters and as an administrator for other semesters** within the same 5-year validity period must complete teacher requirements for those semesters employed as a teacher and administrator requirements for those semesters employed as an administrator. For example, an individual who teaches 2 years and becomes an administrator for the next 3 years must complete the requirements for teacher renewal for the first two years and for administrator renewal for the next three years of the validity period.

**No certificate holder must complete the renewal process for both teacher and administrator for any given semester. One or the other are required as identified above.**

**Speech Language Pathologist (Teaching)**

Educators endorsed as Speech Language Pathologist -**Teaching** (SPL Teaching) who renew in 2019 and beyond may no longer claim ASHA certification.

Any licensee who holds a professional educator license endorsed in a teaching field and for speech-language pathologist but does not hold a school support personnel endorsement shall complete 120 hours of professional development activities regardless of whether he or she also holds a current and active IDFPR license.
Reduction for Advanced Degree-Renewing 2020 and beyond
- Educators renewing in 2020 and beyond, will no longer have a reduction for holding an advanced degree.
- All educators will be required to enter 120 PD hours in a five-year cycle.

Rollover PD Credit
As of April 1, 2017, educators may carry over unused professional development hours completed between April 1st and June 30th of the final years of their renewal cycle to the next five-year renewal cycle.
- Completed between April 1st and June 30th of your renewal year
- Has not been used for previous cycle
- Educators may not record unused professional development in ELIS until July 1st of the next renewal cycle.

If you owed professional development and you fail to renew by August 31, of the year in which the 5-year renewal cycle ends, your license will lapse.

An unregistered license is invalid for employment and performance of services in an Illinois public or State-operated school or cooperative and a charter school.