Administrative Renewal

Maricela Jimenez, Chief Licensure Officer

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First Step: Create or login to an existing ELIS account

All Licensure Renewal processes is completed through ELIS (Educator Licensure Information System). To create an account please follow the steps listed below:

1. Create an ELIS account: https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx
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 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. Working as an administrator
   Enter status as ACTIVE
   • PD Hours
   • 1 Academy Per Fiscal Year
   • Pay registration fees

2. Retired and not working for the entire 5-year cycle
   Enter status as RETIRED
   • No PD
   • No Academy
   • No Registration fees

   Please Note: If a licensee in Retired status want to substitute teach, he/she may do so without changing his or her status.

3. Retired and working less than 50% in a position that requires the administrative endorsement
   Enter status as EXEMPT
   • No PD
   • No Academy
   • Pay registration fee

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

As an administrator employed on a Professional Educator License (PEL) endorsed in Superintendent, General Administrative, Principal, Director of Special Education, Chief School Business Official, or Teacher Leader you are required to complete one Administrator Academy course during each fiscal year (July 1-June 30) and 100 PD hours per cycle.

Enter Professional Development

- Log in the ELIS system: [https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx](https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx)
- Click on “Enter Professional Development”
- Click on “Add Professional Development”
- Enter each activity individually

For each PD activity for which you want renewal credit, you must enter electronically into ELIS the 1) name, 2) date, 3) location of the activity, 4) provider’s name, and 5) number of PD hours. If you completed any Administrators’ Academy courses, they will be entered by the provider or Regional Office of Education.

**Professional Development Credits**

- 15 hours shall be credited for each semester hour of college earned from an Illinois institution (graduate or undergraduate course).

Please note:

- If employed as an administrator for 2013-2014, the only requirement this year is to take one Administrator Academy. No other professional development hours will be required for this school year only.
- To receive AA credit for Principal Evaluation, all 5 modules must be completed. If the person completed another AA course 15 hours is awarded for PD renewal requirements. If the person did not complete all 5 modules, no partial credit may be claimed.
- To receive AA credit for Teacher Evaluation, 5 modules must be completed. If the administrator completes another AA course within the same fiscal year, 40 hours of credit goes toward PD renewal. If the individual does not complete all 5 modules, AA credit is not earned, and therefore, no portion of the course may be used toward PD renewal.

**Academy**

Academies are recorded by the ROE or one of a handful of other entities that are authorized to post Administrators’ Academies in ELIS. Allow at least 6 weeks for an academy to be posted after the date when the application/dissemination activities are due. Additional approved academies taken in a given year will be credited with your Professional Development hours, when you submit your professional development, with the shortest Academy remaining in the Required Academies section. Academies cannot be banked to fulfill future years’ requirements. If you miss the yearly Academy requirements, (July 1 to June 30), you must take the current year’s Academy, plus the missed Academy before your cycle ends.
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**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)

Any PD activity offered by an approved provider is acceptable

**Administrative Academy Providers:**
- Educational Services Division (ESD): [http://www.lake.k12.il.us/256/Workshops](http://www.lake.k12.il.us/256/Workshops)
- Illinois Association of IASA School Administrators: [http://www.iasedu.org/domain/30](http://www.iasedu.org/domain/30)

**Fourth Step: Renew License**

Once the professional development activity hours are recorded and the required Academies are completed for all years in the cycle, you may renew your license after April 1, of the last year of the validity of your cycle.

- 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” and follow the prompts ($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 were completed after January 1, 2015, it is your responsibility for obtaining an Evidence of Completion form from the approved provider or presenter. This form verifies participation in the specific event, the date, and the number of hours earned.

**Proportionate Reduction/Special Circumstances**
An individual who holds an administrative endorsement, but is not employed in a position requiring that endorsement is not subject to the administrative license renewal requirements. However, the individual must apply for license renewal and pay the applicable registration fee every five fiscal years.

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

Those license 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.

**Penalties for Not Completing Professional Development Requirements**

Administrators who fail to complete an Administrators’ Academy during each fiscal year of employment as an administrator in an Illinois public school entity must complete two Administrators’ Academy (one to make up for the missed one and one as a penalty for each year one was missed). He or she may complete these courses at any time during the remainder of the 5-year renewal cycle or prior to the reinstatement of a license that has lapsed.

**Individual who are employed on a full time basis in each 5-year renewal cycle but are NOT actively employed under their Administrative endorsement:**

- Beginning in his or her first full 5-year renewal cycle (example: license expires 2019, 2020, 2021, 2022…), any licensee holding a professional educator license endorsed in an administrative field who has held the administrative endorsement for at least one year and who is employed in an Illinois public or State-operated school or cooperative or charter school and is not working in a position requiring the administrative credential shall complete an Administrators Academy course during each 5-year renewal cycle.

**Teacher Evaluator Renewal Information:**

Evaluators who have taken the initial evaluator training (Growth Through Learning Modules or district developed) must complete retraining “once within the next renewal cycle” (105 ILCS 5/24A-3)). The chart below provides a guide for determining when retraining must be completed. Please note that retraining is connected to the renewal cycle of the license (PEL).

Two academies are required to meet the retraining requirement. One will address teacher practice, and the other will address student growth. The academies neither need to be taken in any particular order, nor do they have to be taken together.
Sample Scenarios for First Retraining

<table>
<thead>
<tr>
<th>Renewal Cycle</th>
<th>Date of Retraining</th>
</tr>
</thead>
<tbody>
<tr>
<td>As a teacher evaluator, if I took the initial training in 2012 and renewed my license by July 1st, 2013.</td>
<td>My retraining must be completed by June 30th, 2018.</td>
</tr>
<tr>
<td>As a teacher evaluator, if I renewed my license by July 1st, 2014</td>
<td>My retraining must be completed by June 30th, 2019</td>
</tr>
<tr>
<td>As a teacher evaluator, if I renewed my license by July 1st, 2015</td>
<td>My retraining must be completed by June 30th, 2020</td>
</tr>
<tr>
<td>As a teacher evaluator, if I renewed my license by July 1st, 2016</td>
<td>My retraining must be completed by June 30th, 2021</td>
</tr>
<tr>
<td>As a teacher evaluator, if I renew my license by July 1st, 2017</td>
<td>My retraining must be completed by June 30th, 2022</td>
</tr>
</tbody>
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Helpful Resources:

- Instructional Guides – License Renewal in ELIS Instructions: [https://www.isbe.net/Documents/license-renewal-elis.pdf](https://www.isbe.net/Documents/license-renewal-elis.pdf)
- License Renewal Chart: [https://www.isbe.net/Documents/license-renewal-chart.pdf](https://www.isbe.net/Documents/license-renewal-chart.pdf)
- License Renewal and Registration Beginning with the First Renewal Cycle after July 1, 2014: [https://www.isbe.net/Documents/prof-dev-requirements140701.pdf](https://www.isbe.net/Documents/prof-dev-requirements140701.pdf)

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.