Administrator Renewal

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

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

To create your account please follow the steps listed below:

1. Create an ELIS account: [https://sec3.isbe.net/IWASNET/login.aspx](https://sec3.isbe.net/IWASNET/login.aspx)
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. **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

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 equivalency.

**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, Teacher Leader, Chief School Business official you are required to complete one Administrator’s 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://sec3.isbe.net/IWASNET/login.aspx](https://sec3.isbe.net/IWASNET/login.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 this into your ELIS account under the Professional Development screen. Administrator Academy courses will be entered to your account directly by the provider.

**Professional Development Credits**
- 15 hours shall be credited for each semester hour of college coursework earned from an Illinois college/university (graduate or undergraduate course).

**Please note:**
- STUDENT DEAN: If educator is employed as Student Dean and holds an administrative endorsement, they are required to complete 100 PD hours and one AA course per fiscal year if employed in said position for 50% or more FTE. This is required even if the district does not consider this an administrative position.

**Academies**
Academies are managed by the ROE or one of a handful of other entities that are authorized to provide Administrators’ Academies. For the AA to post, the educator must login to their ELIS account and click on “PD Evaluations” located in your ACTION CENTER on your home page and complete this process. Additional approved academies taken in a given year will be credited as Professional Development hours, with the shortest Academy remaining in the Required Academies section. Academies cannot be banked for use in future years. If you miss the yearly Academy requirements, (July 1 to June 30), you must take the missed Academy, plus an additional penalty Academy before your cycle ends.

**Administrative Academy Providers**
- Educational Services Division of the ROE [http://www.lake.k12.il.us/256/Workshops](http://www.lake.k12.il.us/256/Workshops)
- Illinois Association of Regional Superintendent of Schools (IARSS)
Administrative License Renewal

- Illinois Association of School Administrators (IASA)
- Illinois Principal Association
- Illinois Association of School Business Officials
- Chicago Principals and Administrators Association

**Professional Development-Approved Provider List**
To view the most current PD approved provider list, please visit the following website:
[https://www.isbe.net/Documents/prof-dev-provider-list.pdf](https://www.isbe.net/Documents/prof-dev-provider-list.pdf)

**Fourth Step: Renew License**

Once Professional Development activity hours are recorded and the required Academies are completed for all years in the cycle, you may complete the renewal process after April 1, of the last year of the validity of your cycle.

- Login to your existing ELIS account: [https://sec3.isbe.net/IWASNET/login.aspx](https://sec3.isbe.net/IWASNET/login.aspx)
- Click on “Renewal” and follow the prompts ($50 plus service fee)

**Audits**
Retain your documentation for a period of 6 years after the renewal cycle. ISBE runs a random audit of Administrator License Renewal.

**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 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.

A license holder 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 license holder must complete the renewal process for both teacher and administrator for any given semester. One or the other are required as identified above. The same examples apply if you are working as an administrator and school service personnel.

**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 for the regular academy requirement missed, and one academy 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.

**Teacher Evaluator Renewal Information**

Evaluators who have taken the initial evaluator training, must complete retraining in each renewal cycle” (105 ILCS 5/24A-3) The chart below provides a guide for determining when retraining must be completed.

Two Academies are required to meet the retraining requirements. One will address Professional Practice, and the other will address Student Growth. The academies do not need to be taken in any order, nor do they have to be taken together.

You may contact our Educational Services Division for additional information regarding Administrator Academies or Teacher Evaluator and Principal training  847-223-3400
<table>
<thead>
<tr>
<th>Renewal Cycle</th>
<th>Date of Retraining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewed license in 2014 and need to renew again, by June 30, 2019</td>
<td>Retraining must be completed by June 30&lt;sup&gt;th&lt;/sup&gt;, 2019</td>
</tr>
<tr>
<td>Renewed license in 2015 and need to renew again, by June 30, 2020</td>
<td>Retraining must be completed by June 30&lt;sup&gt;th&lt;/sup&gt;, 2020</td>
</tr>
<tr>
<td>Renewed license in 2016 and need to renew again, by June 30, 2021</td>
<td>Retraining must be completed by June 30, 2021</td>
</tr>
<tr>
<td>Renewed license in 2017 and need to renew again, by June 30, 2022</td>
<td>Retraining must be completed by June 30, 2022</td>
</tr>
<tr>
<td>Renewed license in 2018 and need to renew again, by June 30, 2023</td>
<td>Retraining must be completed by June 30, 2023</td>
</tr>
</tbody>
</table>

If you owed Professional Development or Administrator Academies, and you fail to renew by August 31, of the year in which your renewal cycle ends, your license will lapse on September 1. An unregistered license is invalid for employment and performance of services in an Illinois Public, or State operated school, cooperative or charter school.