

Retired Teachers

License Renewal Instructions: for those who are retired or retiring from an Illinois Public School

Step 1: Log into your ELIS account. Click on the pencil icon in the upper right of screen and select Update Your PD/Employment Status.

- If you retire this year select Retired for the last two semesters.
- If you are already retired, select the appropriate status for each of the 10 semesters, and click “Finish”. Substitute teaching doesn't count as active teaching.

Step 2: Enter required professional development hours if you have taught within the last five years.

Step 3: In the Action Center box, select Renewals and follow the prompts to renew.

- Due to your Retired status, you will not be charged a renewal fee however you must complete the online process at the end of each five-year cycle.
- One of the prompts will ask if you have completed the required professional development. Answer Yes even if no PD was required.
- Complete the entire process to move your license forward to the next cycle.

Step 4: Select the My Credential tab to view your updated license. If you wish to do so, you may print the Credential page.

You will not receive a certificate in the mail. The page you print is your official license.

