




REGIONAL OFFICE OF EDUCATION  
KANE COUNTY

## Licensure Renewal Guide:

**Professional Educator License (PEL)**  
**Career and Technical Educator (ELS-CTE)**  
**Chief School Business Official (ELS-CSBO)**

Your Illinois educator license **must be renewed and registered by August 31, 2021**. You may log into your ELIS (Educator Licensure Information System) account to renew your license beginning April 1, 2021.

To renew and register your PEL, ELS-CTE or ELS-CSBO, follow the steps below.

1. Login to your [ELIS](#) account
2. Be sure your PD/Employment status in the **"Profile"** box at the top right corner of the page is accurate.
3. To update your PD/Employment status, click on the pencil on the top of your profile box  and select **"Update Your PD/Employment Status"**

Timmy J. Coolteacher 808889 ▲

<b>Primary Information</b> Full Name: <b>Timmy J. Coolteacher</b> IEIN: <b>808889</b> SSN: <b>***-**-6666</b> DOB: <b>9/13/1964</b> Former Name: <b>Smith</b>	<b>Contact Information</b> Address: <b>123 Any St</b> City, State Zip: <b>Any Town, IL 65123</b> Email: <b>ctaylor@isbe.net</b> Phone: <b>(633) 333-3333</b> Phone 2:	<b>Profile</b> Flag: <input checked="" type="checkbox"/> PD Status: <b>Active</b>
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Click here to edit educator information 

- On the next screen, click the down arrow for each semester that needs to be changed and select the appropriate status in the drop-down menu for each year/semester.

## Edit Educator Employment Profile

License: Professional Educator License (Issued) ▼

School Year	Fall Semester	Spring Semester
2015 - 2016	Active ▼	Active ▼
2016 - 2017	Active ▼	Active ▼
2017 - 2018	Active ▼	Exempt ▼
2018 - 2019	Active ▼	Part Time ▼
2019 - 2020	Active ▼	IL State Teacher or Govt System Retiree ▼
2020 - 2021	Active ▼	Military ▼
		Active ▼

Future Cycle

- Click **"Finish"** when you are done updating your status.

- a. Active - Employed in an IL public school for 50 percent or more of full-time equivalency in a school year and must complete professional development activities.
- b. Exempt - The following educators are Exempt and do not have to complete professional development.  
Educators NOT Employed in an IL public, charter, or state-operated school  
IL public, charter, or state-operated school educators during leave of absence  
IL public, charter, or state-operated school paraprofessionals  
IL public, charter, or state-operated school day-to-day substitutes
- c. Part-Time - Employed in an IL public, charter, or state-operated school for less than 50% percent of full-time equivalency in a school year are "exempt" and do not have to complete professional development activities.
- d. Retired - Retired (or retiring at/near the end of the current school year) from the IL Teachers Retirement System, the Chicago Teachers Retirement System, or another IL State Government retirement system. **Does not apply if retired from a federal, out-of-state, or private retirement system.**
- e. Military - Educator is unavailable for employment due to military service, including service in any reserve capacity. License is on hold during period of unavailability due to military service. Copies of military orders required. This exemption does not apply to military spouse.

**I certify under penalty of loss of my right to teach or work in the schools of Illinois that the answers to the questions are true and correct in every respect.**

- Continue - click to save
- Cancel - Please cancel the wizard

**Finish** ▶

Credentials
Degrees
Fees
Tests
Communications
Deficiency Letters
Images
Assignments/Salary
<b>Professional Development</b>
TCIS History

4. Enter professional development (PD) by recording your hours. To record your PD hours, click on **“Professional Development”** within the tabs on the left hand side of your screen and then by clicking on the **“Click Here to Add Professional Development Hours”** hyperlink (*see image below*)

- Record as many activities as needed to meet the amount of professional development hours required in the box at the bottom of the screen.
- Record each professional development activity or college course as a separate entry.
- After entering your PD, click on the **“Home”** tab

in the upper left hand corner of your screen.



Timmy J. Coolteacher 808889 ▼



### Professional Development

Requirements 120.00 hours

License: Professional Educator License (Issued) Start Date: 07/01/2020 End Date: 06/30/2025 Refresh

Edit	Name	Description	Provider	Hours	EffectiveDate (QA only)	Begin Date	End Date	Create Info	Updated Info	Delete
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\* Administrator's Academy credit only, not also counted for PD hours requirement.

Hours Required: 120.00 Total Hours: 0.00 Hours Remaining: 120.00

[Click Here to Add Professional Development Hours](#)

**PLEASE NOTE:** You will not be able to renew the license until you record the required amount of professional development (PD) and all required Administrator Academies (if applicable), have been documented.

Illinois State Board of Education  
 Darren Reisberg, Chair of the Board  
 Dr. Carmen I. Ayala, State Superintendent of Education

JetPay is OFF  
 Educator Licensure Information System  
 Welcome, Timmy Coolteacher - IEIN: 808889 Sign Out

Home My Credentials Help

Home Page

Credentials  
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 Professional Development  
 TCIS History

Check notes on file for this educator.  
 Educator is not currently eligible for public school employment.  
 Attention: You hold a license that is not yet valid. Click "Registrations" in your action center to register your license.

Timmy J. Coolteacher 808889

**Action Center**

New Documents on File	0
Notifications	0
Deficiencies	0
Registrations	0
<b>Renewals</b>	1
Reinstatements	0

Apply for a Credential  
 Register in an Additional Region

5. Click on **“Renewal”** in the Action Center

6. ELIS will lead you through the renewal process which includes answering legal background questions

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Home My Credentials Help

PEL - Professional Educator License Renewal

Legal Questions Choose Region Submit Payment

**Please answer the following required questions of the Criminal History Disclosure Statement.**

Yes  No Has your license or certificate (teaching, administrative, school support, etc.) ever been formally denied, suspended, or revoked in Illinois or any other state?

Yes  No Have you ever been convicted of a felony in Illinois or any other state, or are you subject to pending criminal charges for a felony in Illinois or any other state? (You are not obligated to disclose sealed and expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)

Yes  No Have you ever been convicted of any sex, narcotic, or drug offense in Illinois or any other state or are you subject to pending criminal charges for any sex, narcotics, or drug offense (whether felony or misdemeanor) in Illinois or any other state? (You are not obligated to disclose sealed and expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)

Yes  No Have you failed to (a)file an Illinois tax return, (b)pay the interest, penalty, or tax shown on an Illinois filed return, or (c)pay any final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue which was not subsequently resolved to the Department's satisfaction?

Yes  No Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? (Note: You must answer "Yes" to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer "No" to this question if the finding was reversed on appeal.)

Yes  No Are you currently more than 30 days delinquent in complying with a child support order? No, I am not more than 30 days delinquent in complying with a child support order. I certify under penalty of perjury that this information is true and correct. I understand that failure to respond to this question may result in disciplinary action and that making a false statement with regard to this question may subject me to disciplinary action and contempt of court. Yes, I am currently more than 30 days delinquent in complying with a child support order.

Yes  No I certify, under penalty of loss of my right to teach or work in the schools of Illinois, the answers to these questions are true and correct in every respect.

Next

7. Next, select the appropriate region. (**Kane County ROE is ROE-31**)

The screenshot shows the Illinois State Board of Education website. The header includes the logo and the name of the board, along with the names of the Chair and State Superintendent of Education. The main navigation bar contains 'Home', 'My Credentials', and 'Help'. The central content area is titled 'PEL - Professional Educator License Renewal' and features a progress bar with three steps: 'Legal Questions', 'Choose Region', and 'Submit Payment'. The 'Choose Region' step is currently active. Below the progress bar, there is a 'Region' section with instructions: 'Please select the primary region in which you would like to register your license and click the "Next" button. You will have an opportunity to add additional regions at no charge in the "Credentials" section.' A list of regions is displayed, with region 31 highlighted in yellow. To the right of the list is a 'Previous' and 'New Region' table. At the bottom of the page, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted in yellow.

Previous	New Region
02	If you work in Union, Alexander, or Pulaski County, choose Region 30 If you work in Johnson or Massac County, choose Region 21
10	Choose Region 03
22	Choose Region 26
25	If you work in Jefferson County, choose Region 13 If you work in Hamilton County, choose Region 20
27	Choose Region 33
38	If you work in Logan County, choose Region 17 If you work in Menard County, choose Region 51 If you work in Mason County, choose Region 53
43	If you work in Woodford County, choose Region 53 If you work in Putnam or Marshall County, choose Region 35
46	Choose Region 01
55	Choose Region 47

8. After clicking "**Next**", you will be prompted to enter your credit/debit card information to pay the applicable registration fee along with the handling fee.

- **Registration fees are \$10 per year (\$50 per five-year cycle)**
- **IF** you have not yet registered your license from the 2020 extension, you **will be** required to pay your \$10 2019-2020 registration fee as this time as well (totaling \$60 for the 6 years)

9. Answer the next set of questions required for the **Professional Development Disclosure Statement**.

10. Once finished, please click **“Submit Payment”** located at the bottom of the screen.

Illinois State Board of Education  
Darren Reisinger, Chair of the Board  
Dr. Carmen I. Ayala, State Superintendent of Education

Home My Credentials Help

PEL - Professional Educator License Renewal

Legal Questions Choose Region Submit Payment

License	PEL - Professional Educator License
Region	01 - Adams/Brown/Cass/Morgan/Pike/Scott
Amount	\$50.00

Please answer the following required questions of the Professional Development Disclosure Statement.

Yes  No  I have met the professional development requirements for the current five-year renewal cycle. I have maintained the required evidence of completion and agree to submit upon request.  
(Retired and exempt educators, answer YES. You will NOT be asked to submit documentation to ISBE.)

Yes  No  I confirm that I am the individual who holds the credential(s) being renewed and that I answered all question honestly.

Submit Payment

**Congratulations!** You have successfully completed your renewal! Please click on the “Home” button to take you back to your ELIS Home Page where you will be able to view and print your credentials.



If you encounter a problem or have additional questions about your renewal or registration, please contact our Licensure Specialists at; [licensure@kaneroe.org](mailto:licensure@kaneroe.org) or by calling 630-232-5955.