




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, 2023.** You may log into your ELIS (Educator Licensure Information System) account to renew your license beginning April 1, 2023.

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 ▲

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

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
Professional Development
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

Start Date

End Date

Professional Educator License (Issued) ▼

07/01/2020

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

Educator Licensure Information System
Welcome, Timmy Coolteacher - IEIN: 808889
[Sign Out](#)

[Home](#)
[My Credentials](#)
[Help](#)

Home Page

Credentials

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Fees

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Deficiency Letters

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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
Renewals	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



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

[Home](#)
[My Credentials](#)
[Help](#)

Legal Questions

Choose Region

Submit Payment

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

<input type="radio"/> Yes	<input type="radio"/> No	Has your license or certificate (teaching, administrative, school support, etc.) ever been formally denied, suspended, or revoked in Illinois or any other state?
<input type="radio"/> Yes	<input type="radio"/> 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.)
<input type="radio"/> Yes	<input type="radio"/> 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.)
<input type="radio"/> Yes	<input type="radio"/> 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?
<input type="radio"/> Yes	<input type="radio"/> No	Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? <small>(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.)</small>
<input type="radio"/> Yes	<input type="radio"/> No	Are you currently more than 30 days delinquent in complying with a child support order? <small>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.</small>
<input type="radio"/> Yes	<input type="radio"/> 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**)

Illinois State Board of Education
Dorcas Baichang, 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

Region

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.

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

01 - Adams/Brown/Cass/Morgan/Pike/Scott
03 - Bond/Christian/Effingham/Fayette/Montgomery
04 - BOONE/WINNEBAGO ROE
05 - Region 05 North Cook ISC 1
06 - Region 06 West Cook ISC 2
07 - Region 07 South Cook ISC 4
08 - CARROLL/JO DAVIES/STEPHENSON ROE
09 - CHAMPAIGN/FORD ROE
11 - CLK/CLS/CMBN/DGLAS/EDGR/MLTR/SHLB
12 - CLAY/CWFORD/JSFER/LWRNCE/RHLAND
13 - Clinton/Jefferson/Marion/Washington
15 - CITY OF CHICAGO
16 - DE KALB ROE

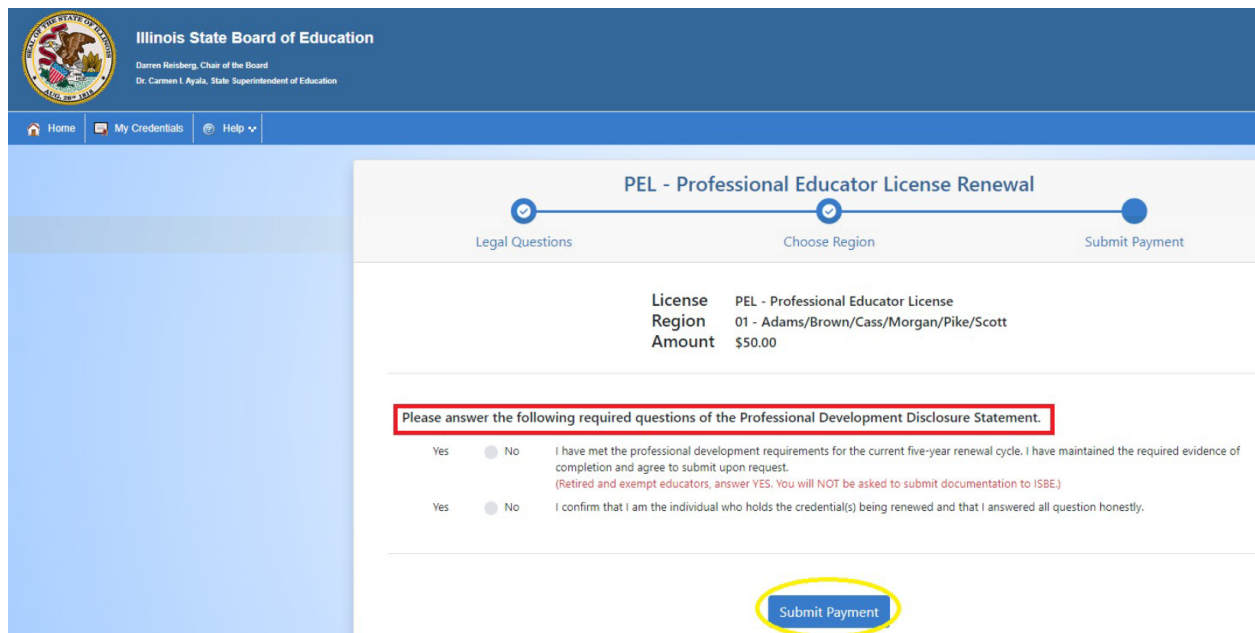
Previous Next

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)**

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 Reisberg, 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 or by calling 630-232-5955.