



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, 2024**. You may log into your ELIS (Educator Licensure Information System) account to renew your license beginning April 1, 2024.

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

First, login to your [ELIS](#) account at isbe.net.

Next, ensure your PD/Employment status in the “**Profile**” box at the top right corner is accurate. To update your PD/Employment status, click on the pencil at the top of

your profile box  and select “**Update Your PD/Employment Status**”



Timmy J. Cookbecher 808885

Primary Information		Contact Information		Profile	
Full Name	Timmy J. Cookbecher	Address	123 Any St.	Flag	Active
LEN	808885	City, State, Zip	Any Town, IL 60123	PD Status	
SSN	***-**-8888	Email	timmy@isbe.net		
DOB	9/13/1984	Phone	(800) 333-3333		
Former Name	None	Phone 2			

You can adjust your PD status by clicking the down arrow for each semester that needs to be changed. Select the appropriate status in the drop-down menu for each year/semester. Use the key at the bottom of the page to determine which status is appropriate for your employment.

## 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 ▼
		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 ▶



4. Enter professional development (PD) by selecting **“Professional Development”** from the tabs on the left. Then select the button that says **“Click Here to Add Professional Development Hours”** (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 at the top left corner of the screen.

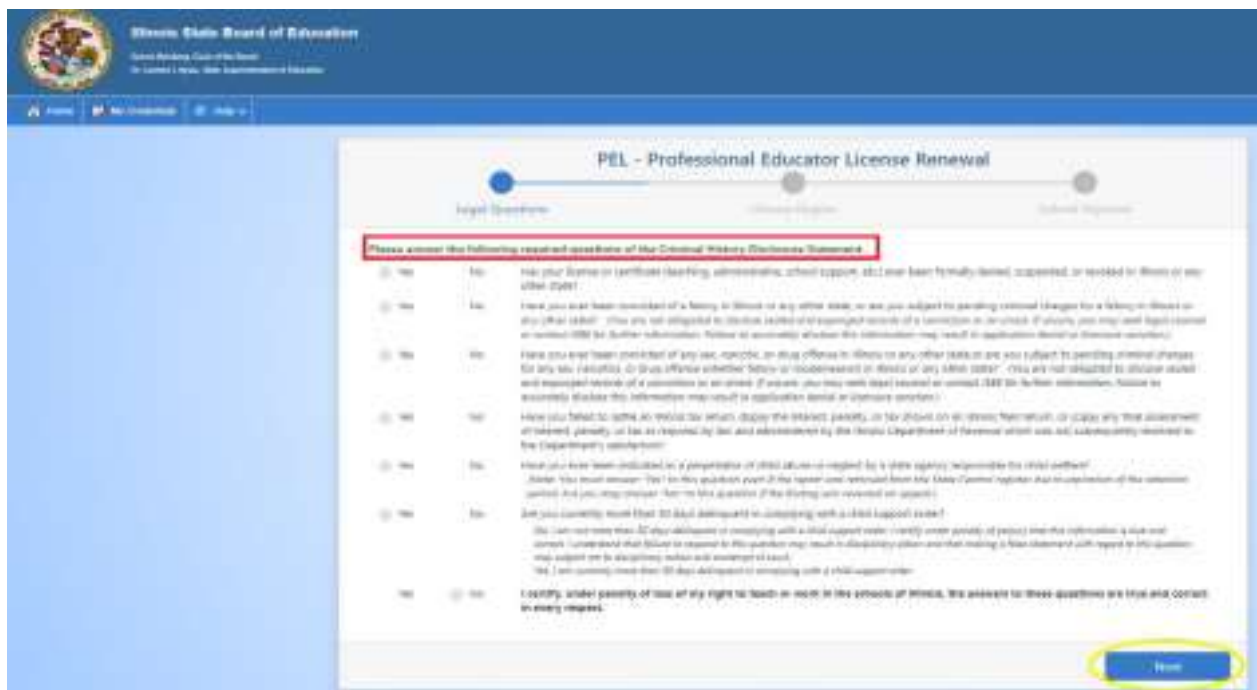


**PLEASE NOTE:** You will not be able to renew your license until you record the required amount of professional development (PD) and all required Administrator Academies (if applicable), have been documented.

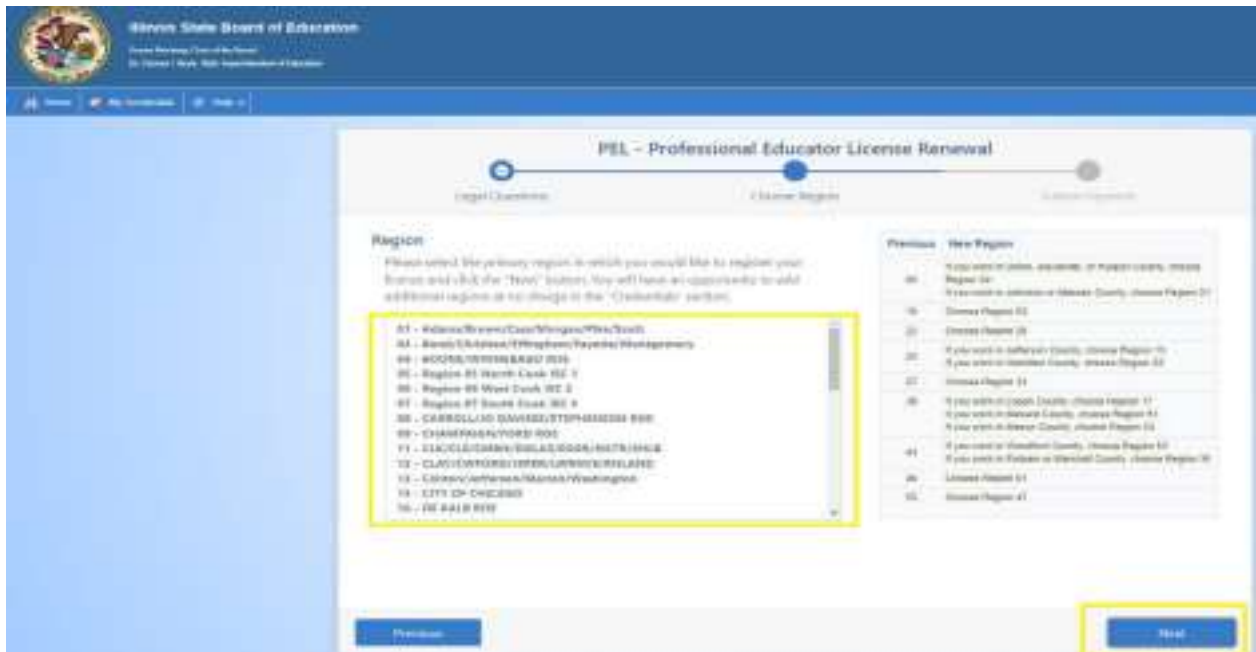
Click on **“Renewal”** in the Action Center



The system will lead you through the renewal process which includes answering legal background questions.



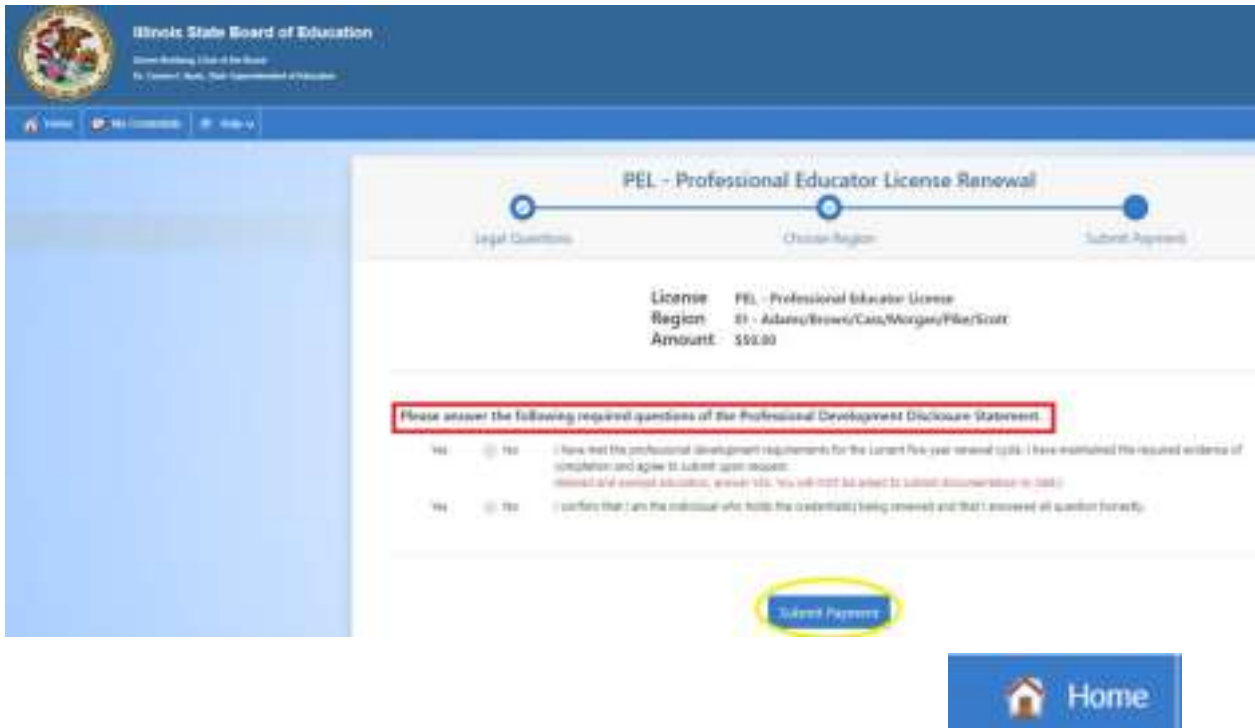
Next, select the appropriate region. **Kane County ROE is ROE-31**



After clicking **Next**, you will be prompted to enter your card information to pay the applicable registration and handling fee. **Registration** fees are \$10 per year (\$50 per five-year cycle).

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

Once finished, please click **Submit Payment** at the bottom of the screen.



**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.