



Licensure Renewal Walkthrough

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

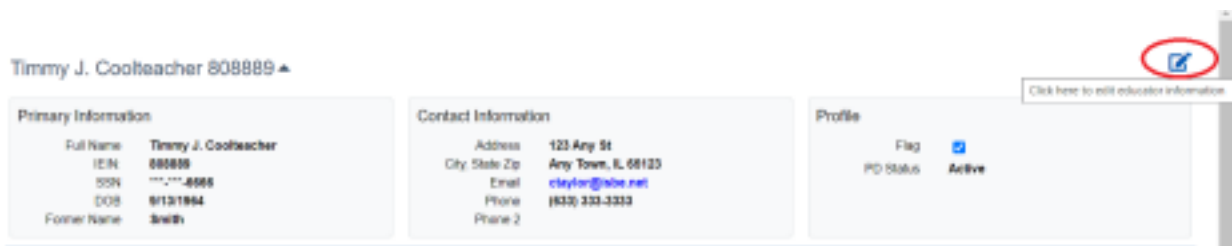
Your Illinois educator license **must be renewed and registered by August 31, 2024**. You may log into your ELIS (Educator Licensure Information System) account to renew your license beginning April 1, 2024.

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. Coolteacher 808889 ▲

Primary Information		Contact Information		Profile	
Full Name	Timmy J. Coolteacher	Address	123 Any St	Flag	
IEIN	808889	City/State/Zip	Any Town, IL 60133	PD Status	Active
SSN	***-**-6666	Email	ctaylor@isbe.net		
DOB	8/12/1984	Phone	(832) 333-3333		
Former Name	Smith	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 ▼	Active ▼
2018 - 2019	Active ▼	Active ▼
2019 - 2020	Active ▼	Active ▼
2020 - 2021	Active ▼	Active ▼

Future Cycle

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

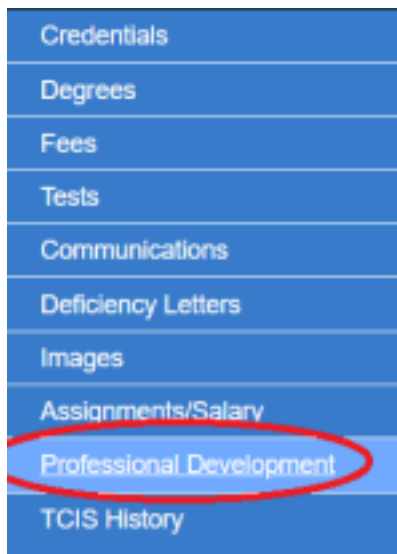


- a. Active - Employed in an IL public school for 50 percent or more of full-time equivalency in a school year and must complete professional development activities.
- b. Exempt - The following educators are Exempt and do not have to complete professional development.
Educators NOT Employed in an IL 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.



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 (SA only)	Begin Date	End Date	Create Info	Updated Info	Delete
<small>*Administrator's Academy credit only, not also counted for PD hours requirement.</small>										
				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 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



REGIONAL OFFICE OF EDUCATION
KANE COUNTY

Patricia Dal Santo, Regional Superintendent

The screenshot shows the user's dashboard with several warning banners at the top: a red banner to "Check notes on file for this educator," a yellow banner stating "Educator is not currently eligible for public school employment," and another yellow banner with an attention icon stating "Attention: You hold a license that is not yet valid. Click 'Renewals' in your action center to register your license." The user's name "Timmy J. Coolteacher 808589" is displayed. The "Action Center" shows 1 renewal and 0 reinstatements. Buttons for "Apply for a Credential" and "Register in an Additional Region" are visible.

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

The screenshot shows the "Legal Questions" step of the "PEL - Professional Educator License Renewal" process. A red box highlights the instruction: "Please answer the following required questions of the Criminal History Disclosure Statement." The questions are as follows:

- Q: No. No. Have your license or certificate teaching, administrative, school support, etc.) ever been formally denied, suspended, or revoked 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 ISE for further information. Failure to accurately disclose this information may result in application denial or licensure expiration.)
- Q: 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 ISE for further information. Failure to accurately disclose this information may result in application denial or licensure expiration.)
- Q: No. 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, narcotic, 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 ISE for further information. Failure to accurately disclose this information may result in application denial or licensure expiration.)
- Q: Yes. No. Have you failed to file an Illinois tax return, display the interest, penalty, or tax shown on an Illinois tax return, or copy 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?
- Q: Yes. No. Have you ever been indicated on 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 or appeal.)
- Q: Yes. No. Are you currently more than 30 days delinquent in complying with a child support order? (If 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. If I am currently more than 30 days delinquent in complying with a child support order.)
- Q: 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.

A "Next" button is highlighted with a yellow circle at the bottom right.



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

Illinois State Board of Education
Cecilia Brooking, Chair of the Board
Dr. Carmen I. Reeb, 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.

Region	Previous	New Region
01 - Adams/Brown/Cass/Morgan/Pike/Suix	30	If you work in James, Jasper, or Pulaski County, choose Region 30
02 - Bond/Christian/Effingham/Payne/Montgomery	18	If you work in Johnson or Mexico County, choose Region 21
04 - BOONVILLE/BOONVILLE ROE	20	Choose Region 20
05 - Region 05 North Cook I	21	Choose Region 21
06 - Region 06 West Cook I	22	If you work in Jefferson County, choose Region 19
07 - Region 07 South Cook I	23	If you work in Hamilton County, choose Region 20
08 - CARROLL/DAVIDSON/STEPHENSON ROE	27	Choose Region 27
09 - CHAMPAIGN/VANDERBILT ROE	28	If you work in CLASH COUNTY, choose Region 17
11 - CLAY/CLAYTON/DOLAN/EDGE/MILLS/SHLB	41	If you work in Howard County, choose Region 41
12 - CLAY/CWYFORD/ISPER/LAWRENCE/SHLAND	42	If you work in Wilson County, choose Region 42
13 - Clinton/Jefferson/Martin/Washington	46	Choose Region 46
14 - CITY OF CHICAGO	51	Choose Region 51
16 - DE KALB ROE	52	Choose Region 47

Previous Next

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.



Illinois State Board of Education
Exam Review, Chair of the Board
Dr. Carmen I. Ayala, State Superintendent of Education

Home My Credentials Help v

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	\$59.00

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

Home

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.