

Home My Credentials Educator Help

Welcome, [Redacted]

Primary Information

Full Name: [Redacted]
 IEIN: [Redacted]
 DOB: [Redacted]
 Gender: [Redacted]

Contact Information

Address: [Redacted]
 City, State Zip: [Redacted]
 Email: [Redacted]
 Primary Phone: [Redacted]
 Secondary Phone: [Redacted]

[Click Here to Edit Your Contact Information](#)

Profile

PD Status: Active

[Click Here to Update Your PD/Employment Status](#)

2018 Renewal Dates*: PELs and ELS-CTEs - April 1, 2018; ELS-PARAs - April 15, 2018; SUBS - May 1, 2018.

Beginning April 1, 2018, you will be able to renew your license by clicking the "Renewal" link in your action center. Your license should be renewed prior to August 31, 2018.

CREDENTIAL CENTER					
License / Approval Type	Applied	License Expires	License Registration Fees Expire	PD Recorded/PD Required	Status
Professional Educator License (PEL)	07/25/2013	08/30/2018	2018	0.00 /120	Issued
Endorsements		Applied	Issue Date	Status	
Early Childhood Education		07/25/2013	01/04/2006	Issued	
Early Childhood Education (Self Contained General Education)		07/25/2013	01/04/2006	Issued	
License / Approval Type	Applied	License Expires	License Registration Fees Expire	PD Recorded/PD Required	Status
Teacher Aide (TA) Approval				n/a/0	Issued

ACTION CENTER	
New Documents on File	0
Deficiencies	0
Registrations	0
Renewals	0
Reinstatements	0

*For 2018 Renewal Details, visit <https://www.isbe.net/Pages/EdLicRenewal.aspx>

- What do you want to do?
- [Enter Professional Development](#)
 - [Apply for Educator License with Stipulations](#)
 - [Apply for Substitute License](#)
 - [Apply for an Approval](#)
 - [Apply for an Endorsement](#)
 - [Apply for a Paraprofessional Endorsement](#)
 - [Register in Another Region](#)

Educators must have their PD entered before the Renewal wizard becomes an option. They can check the yellow box above, or the Professional Development screen shown below.

Primary Information

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Educator Professional Development Education

License: Professional Educator License (Issued) ▼

Start Date: 07/01/2013 End Date: 06/30/2018 Refresh

Requirements - 120.00

Edit	Name	Description	Provider	Hours	Begin Date	End Date	Create Info	Updated Info	Delete
No Records Found									

* 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](#)

Here they can enter their PD. If they do not believe the PD is correct, tell them to check their PD/Employment status by clicking the link circled in red.

Edit Educator Employment Profile

License: Professional Educator License (Issued) ▼

School Year	Fall Semester	Spring Semester
2013 - 2014	Active ▼	Active ▼
2014 - 2015	Active ▼	Active ▼
2015 - 2016	Active ▼	Active ▼
2016 - 2017	Active ▼	Active ▼
2017 - 2018	Active ▼	Active ▼

Future Cycle

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

On this page, the educator must choose their employment status for each semester. PD is based on this selection and the Assignments/Salary page.



Home My Credentials Educator Help

Educator Development

- Credentials
- Degrees
- Testing (1)
- Communications
- Images
- Fees
- Deficiency Letters
- Highly Qualified
- Assignments/Salary**
- Professional Development
- TCIS History

Contact Information

Address: [Redacted]
 City, State Zip: [Redacted]
 Email: [Redacted]
 Primary Phone: [Redacted]
 Secondary Phone: [Redacted]

[Click Here to Edit Your Contact Information](#)

Profile

PD Status: Active

[Click Here to Update Your PD/Employment Status](#)

Educator Professional Development Education

License: [Dropdown]

Start Date: 03/30/2018 End Date: 06/30/2018 Refresh

Edit	Name	Description	Provider	Hours	Begin Date	End Date	Create Info	Updated Info	Delete
No Records Found									

* Administrator's Academy credit only, not also counted for PD hours requirement.

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

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

Choose Assignments/Salary from the Educator drop down. Screen shown below.

Assignment History

Primary Information

Full Name: [Redacted]
 IEIN: [Redacted]
 DOB: [Redacted]
 Gender: [Redacted]

Contact Information

Address: [Redacted]
 City, State Zip: [Redacted]
 Email: [Redacted]
 Primary Phone: [Redacted]
 Secondary Phone: [Redacted]

[Click Here to Edit Your Contact Information](#)

Profile

PD Status: Active

[Click Here to Update Your PD/Employment Status](#)

Assignment

Year	Region	County	District	Site	Create Date	Update Date
No Records Found						

Course Assignments for Year: 2018

School	Course Number	Course	Term	Section	Student Count
No Records Found					

Salary

School Year	RCDT	Position	FTE	Base Salary
No Records Found				

*If you notice an error with any of the above information, please contact your school district and ask for corrections to be made in the Employment Information System. The Illinois State Board of Education is unable to change your employment records.

Educator Development

Primary Information

Full Name: [REDACTED]
 IEIN: [REDACTED]
 DOB: [REDACTED]
 Gender: [REDACTED]

Contact Information

Address: [REDACTED]
 City, State Zip: [REDACTED]
 Email: [REDACTED]
 Primary Phone: [REDACTED]
 Secondary Phone: [REDACTED]

Profile

PD Status: Active

[Click Here to Edit Your Contact Information](#)

[Click Here to Update Your PD/Employment Status](#)

Educator Professional Development Education

License: Professional Educator License (Issued) ▼

Start Date: 07/01/2013 End Date: 06/30/2018 Refresh

Requirements - 120.00

Edit	Name	Description	Provider	Hours	Begin Date	End Date	Create Info	Updated Info	Delete
Edit	Test	test	Test	120.00	03/05/2018	03/06/2018	TomSeest1 - 03/27/2018	TomSeest1 - 03/27/2018	Delete

* Administrator's Academy credit only, not also counted for PD hours requirement.

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

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

After the correct amount of PD has been entered, Hours Remaining should show 0.

Welcome, Cassandra Simpson!

Primary Information
Full Name: [REDACTED]
IEIN: [REDACTED]
DOB: [REDACTED]
Gender: [REDACTED]

Contact Information
Address: [REDACTED]
City, State Zip: [REDACTED]
Email: [REDACTED]
Primary Phone: [REDACTED]
Secondary Phone: [REDACTED]

Profile
PD Status: Active

[Click Here to Edit Your Contact Information](#)

[Click Here to Update Your PD/Employment Status](#)

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License / Approval Type	Applied	License Expires	License Registration Fees Expire	PD Recorded/PD Required	Status
Teacher Aide (TA) Approval				n/a/0	Issued

ACTION CENTER	
New Documents on File	0
Deficiencies	0
Registrations	0
 Renewals	1
Reinstatements	0

*For 2018 Renewal Details, visit <https://www.isbe.net/Pages/EdLicRenewal.aspx>

What do you want to do?

- [Enter Professional Development](#)
- [Apply for Educator License with Stipulations](#)
- [Apply for Substitute License](#)
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Back on the home screen, you see the hours are complete (in yellow), and the Renewal wizard option is available (in red). Click on Renewals.



Educator License Renewal List

Licenses Eligible for Renewal

Renew	License	Status	Issue Date	Expire Date	Renew Date
Renew	PEL - Professional Educator License	Issued	07/01/2013	06/30/2018	07/01/2018

If the expiration date for your license on your "My Credentials" page is set to July 1st of this year or earlier, then you have licenses that can be renewed.

If you have already renewed online, then your "My Credentials" page will show either an issued credential with an expiration date past July 1st of this year or your old credential along with a new credential that is "pending review." If you have a license that is pending review (or a newly issued license with an expiration date past July 1st of this year), then you DO NOT have to do anything further to renew your credentials.

This page allows the educator to choose which license to renew. If they hold multiple licenses (PEL, SUB, PARA, etc.), they will be able to decide which one to renew.

Renew and Register an Educator License

Before your license reaches its expiration date, you must renew your license by verifying professional development requirements have been met. Completing the following steps will renew and register your license for another cycle. Registration fees are \$10 per year and will be collected for the license's validity period at the end of the renewal and registration process.

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

Yes	No	Question
<input type="radio"/>	<input type="radio"/>	Have you ever had a license or certificate (teaching, administrative, school support, etc.) formally denied, suspended, or revoked in Illinois or any other state?
<input type="radio"/>	<input type="radio"/>	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? (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"/>	<input type="radio"/>	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? (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"/>	<input type="radio"/>	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"/>	<input type="radio"/>	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.)
<input type="radio"/>	<input type="radio"/>	Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?
<input type="radio"/>	<input type="radio"/>	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.

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 Cancel

The next screen is background questions. Once they answer these, select Next. Each additional section will appear below the current questions, so they will need to scroll down.

Yes, I am currently more than 30 days compliant in complying with a child support order.

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.

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 Region	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

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

Yes No Question

- 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.)
- I confirm that I am the individual who holds the credential(s) being renewed and that I answered the above question honestly.

Choose the Region in which they want to register and answer the 2 questions. Select Next.

The next screen will be PAYMENT INFO (not pictured)

Please review the information below. Once you have reviewed the information, click the "Continue" button. By clicking the "Continue" button you are electronically signing this renewal application and authorizing the Illinois State Board of Education to charge your credit card for the listed renewal amount.

Primary Information

Name: [REDACTED]
Gender: [REDACTED] Maiden: unknown
Birth Date: [REDACTED]

Contact Information

Address: [REDACTED]
City State, Zip: [REDACTED]
Country: [REDACTED]
Work Phone: [REDACTED]
Primary Email Address: [REDACTED]

Region

Region: 06 - Region 06 West Cook ISC 2

Payment

Amount: \$50.00

Note: A convenience fee will be charged when making payment. The Illinois State Board of Education has contracted with FORTE, a third-party company, to provide credit card processing services. The non-refundable fee will be assessed by FORTE and will appear as a separate charge on your credit card statement.

Once the payment is complete, they will get this confirmation screen. Select Continue.

Renew and Register an Educator License

Please review the following information.

You have successfully renewed and registered your educator license. You will see your new cycle on the ELIS Credentials page.

.....

Continue - Please continue the wizard
 Cancel - Please cancel the wizard

Select Finish.

Primary Information
 Full Name: [REDACTED]
 IEIN: [REDACTED]
 DOB: [REDACTED]
 Gender: [REDACTED]

Contact Information
 Address: [REDACTED]
 City, State Zip: [REDACTED]
 Email: [REDACTED]
 Primary Phone: [REDACTED]
 Secondary Phone: [REDACTED]

Profile
 PD Status: Active

[Click Here to Edit Your Contact Information](#)

[Click Here to Update Your PD/Employment Status](#)

Show All

Licenses

Select	License ID	License	Status Code	Status Desc	Entitlement	Application Date	Orig Issued	Issued	Expires	ROE	Registered Thru	Register	Reg. Fees Due	Apply
Select	79621	Professional Educator License	I	Issued		11/12/2013	01/04/2006	07/01/2013	06/30/2023	06	2023	Register in an Additional Region	\$0.00	Apply for Endorsement

Illinois Approved Program / Endorsements For Selected License

Description	Grade	Status Description	Issued	Entitlement	Application Date
Early Childhood Education	Birth through Grade 3	Issued	01/04/2006	IL-CSU (12/23/2005)	09/05/2013
Early Childhood Education (Self Contained General Education)	Birth through Grade 3	Issued	01/04/2006	IL-CSU (12/23/2005)	09/05/2013

Approvals

Approval Code	Approval	RCDT	Endorsement	Grade	Application Received	Status	Approval Granted Date	End Date
TA	Teacher Aide	05000000000				Approved	02/19/1997	

Designations

Source	Status	Designation	Grade	Issued	Expires	Completed On
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Back on the home screen, verify the "Expires" and "Registered Thru" dates show 2023 (shown above in yellow).

Things to remember:

- Retired educators will NOT have to pay a fee to renew. They only have to complete the wizard and answer the questions. Prior to renewing, retired educators must ensure the PD status in their yellow profile box is set to "retired." Retired educators are still responsible for PD for the years they were actively teaching 50% or more FTE during their current cycle.
- Educators do NOT have to renew all licenses held. They may choose which licenses they would like to renew.
- If educators had a SUB or ELS-PARA issued but never registered the license, they will NOT be responsible for paying back fees to bring the license's registration up-to-date. They will only owe \$50 to register the license through June 30, 2023.