



Educator Audit Frequently Asked Questions

Q. *What if I can't find my documentation?*

- Educators must be able to document that they completed the amount of professional development required for renewal.
- Educators who cannot find documentation of the activities they recorded in the Educator Licensure Information System (ELIS) will not be able to count them.
- Contact the providers of the PD you took (most likely the school district). It should have attendance records.

Q. *What must be entered into educators' ELIS accounts for each activity?*

- A licensee shall enter any professional development credit earned prior to renewal. The licensee shall enter electronically into the ELIS the name, date, and location of the activity; the number of professional development hours earned; and the provider's name (Section 21B-45(e) of the School Code), except that 1) any Illinois Administrator Academy course completed shall be entered by the provider rather than the licensee; 2) a licensee who holds both a Professional Educator License endorsed in school support personnel and one of the professional licenses listed under Section 25.805(b)(2) shall enter the license as an activity on the Professional Development page of ELIS and upload a copy of the valid license into ELIS; and 3) a licensee who completes applicable higher education coursework shall enter the coursework using the semester-to-hour conversion set forth in Section 25.805(c) and upload a copy of the transcript into ELIS

Q. *What actions do educators need to take by February 20, 2023?*

1. Print or save a copy of your list of professional development activities.
2. Number the activities and corresponding documentation.
3. Make copies of your ISBE 77-21B Evidence of Completion forms for each activity. For college coursework, make copies of your transcripts.
4. Number the 77-21B forms/transcripts to correspond with the applicable activity number on the list.
5. Add your Illinois Educator Identification Number (IEIN) to all documents. You can find your IEIN in the top section of your Credentials page.
6. Upload your numbered list of activities, your numbered 77-21B Evidence of Completion forms, and, if applicable, numbered copies of your graded transcripts to your ELIS account **no later than February 20, 2023**. Only documents in PDF format can be uploaded in ELIS.
7. If you hold a valid Illinois Department of Financial and Professional Regulation license, please upload it to your account.

Q. *Can activities not entered into educators' ELIS accounts be used/counted?*

- No. A licensee who fails to enter completed professional development into ELIS prior to renewal shall be unable to include credit for those activities among the clock hours needed to satisfy renewal requirements (per Administrative Rule 25.830 (c)).

Q. *What if I can't find all my documents by the due date?*

- Educators who do not meet required professional development hours or who do not provide sufficient evidence of completion will be notified that their license has lapsed and has been put into a "hold" status until evidence of completing the required professional development has been submitted. A license in "hold" status is not valid for employment in an Illinois public, charter, or state-operated school. Upon submission of the required audit documents, the license status shall be changed to "lapsed" and the educator may reinstate the license. A lapsed license may be reinstated by meeting the requirements set forth in Section 21B-45(b) of the School Code.

Q. How much PD do I need?

- Educators are required to complete 24 hours of PD per year while employed 50% or more full-time equivalency (FTE) in an Illinois public, charter, or state-operated school for a total of 120 hours for the five-year cycle. However, [Public Act 102-0852](#) allowed for a 20% reduction for any renewal cycle that includes the 2021- 22 school year
- Educators employed on an administrative endorsement for 50% or more FTE in an Illinois public, charter, or state-operated school must complete 20 hours of PD each year for a total of 100 hours for the five-year cycle. However, Public Act 102-0852 allowed for a 20% reduction for any renewal cycle that includes the 2021-22 school year
- The PD reduction was automatically added to educators’ professional development screen in their ELIS account. It appears in the description as *“Per PA 102-0852 effective May 13, 2022, active educators are eligible for a professional development reduction in FY 2022.”* No documentation is required for this deduction and no action is required by the educator.

Q. ELIS stated that I only needed 80 hours when I renewed last cycle. When I adjust my cycle, why it is saying I need 120?

- ELIS automatically defaults back to 120 hours for the last cycle. The system should preclude educators from renewing if they have not completed the required amount of PD.

Q. What is the timeline for the audit?

Date	Action
Jan 13, 2023	Notice of Intent to audit is sent to educator’s primary and secondary email addresses. Read receipts and delivery confirmations are included
Feb 20, 2023	Audit docs must be uploaded into ELIS by educator
May 31, 2023	Audit is complete Final audit report sent to ISBE legal by COB Status of licenses put in “HOLD” for those that did not clear Educator is notified via certified mail Respective ROEs/ISCs are notified of educators who did not clear Respective building/district leadership is notified of educators who did not clear