How to Register Your License

Handheld devices, tablets and Macs are not compatible with our system. Please make sure you are using a desktop or laptop computer for the most optimal experience.

CLICK HERE to view the tutorial video.
Click on “Registrations” in your “Action Center” on your “Home” tab.
Answer each of the background questions as they apply to you. The last question must be answered “Yes” as this verifies you have answered the background questions truthfully. When finished, click “Next.”

(Please note the example used in this demonstration is for a Professional Educator License. However, these same steps can be used to register other licenses, as well – such as the CTE, PARA, SUB, etc.)
You will now select the primary region you would like to register your license. Scroll down the list in the left box and click on a region. You can only select one at this time. You will have an opportunity to add additional regions at no charge once this wizard is complete. When finished, click “Next.”
Click “Submit Payment” after you review the information on this screen.
You will enter your debit, credit, or prepaid card information on the next screen.
If you're using a prepaid card, ensure that the card balance covers both the application fee and the processing fee.
Congratulations!
Your license is registered and valid for employment.

Have questions about licensure? Contact your nearest Regional Office of Education or Intermediate Service Center. Visit our ISBE License Renewal page for additional information regarding renewal requirements.