How to Reinstate Your Professional Educator License and Career and Technical Educator

(Educator License with Stipulations – ELS)

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 “Reinstatements” on your “Home” tab.

Note: All Professional Development and/or Administrator Academy requirements must be met before you can reinstate your license. If the “Reinstatements” link is not available, please verify the “Hours Remaining” on your “Professional Development” tab display “0” and make sure your PD/Employment status is accurate.
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.”
To reinstate your license, you must have completed nine semester hours of coursework within the last five years in the areas aligning with your endorsement area OR pay the $50 reinstatement fee. First, let’s review the process for the “nine-hour option.” Select the first option and then click “Next.” If want to reinstate using the $50 option, please skip to Slide 8 of this tutorial.
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.”
Answer the two questions on this screen as they apply to you. Once you answer YES to both questions, the “Submit Payment” option will appear. The amount will show $0.00. Click “Submit Payment” then “Next.” NOTE: You will NOT need to submit any payment when choosing the nine-hour option.
Once you complete the wizard, the above screen will appear. Please have your regionally accredited institution send your official transcripts verifying the nine semester hours of completed coursework to transcripts@isbe.net. Transcripts received from educators are considered unofficial and will not be honored. A state evaluator will then review your application. Upon reinstatement, you will need to register your license to make it 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.
To reinstate your license via the $50 reinstatement fee option, select the second option and then click “Next.”
Select the area of licensure for which you are applying. Click “Next” when finished.

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.”
Answer the two questions on this screen as they apply to you. Once you answer YES to both questions, the “Submit Payment” option will appear. Click “Submit Payment” to 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. Both questions must be answered YES to continue.
Once you submit your payment information, the above screen will appear which verifies you have successfully reinstated your license. You will now need to register your license to make it valid for employment as shown on the next few slides.
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.