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How To Reinstate Your Professional Educator License and the Educator License with Stipulations (ELS) Endorsed in Career and Technical Education

9-Hour Option / \$50 Reinstatement Fee Option

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.



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Test Account 1299022

Professional Development

License: Start Date: End Date: [Refresh](#)

Edit	Name	Description	Provider	Hours	EffectiveDate (QA only)	Begin Date	End Date	Create Info	Updated Info
	Professional Development for Elementary Teachers	PD Description Here	Augustana College, 639 38th St, Rock Island, IL 61201	2.00	11/02/2021	11/01/2021	11/02/2021	testaccount2021 - 11/18/2021	testaccount2021 - 11/18/2021

*Apply TCIS Academy credit only, not also counted for PD hours requirement.

Hours Required: Total Hours: Hours Remaining:

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

Before you can reinstate the license, make sure you do not owe any Professional Development from the time you actively used your license. Click on the "Professional Development" tab. A "0" must appear in the "Hours Remaining" field. If not, you will need to complete the PD hours remaining.

Please refer to the video "How to Add Professional Development in Your ELIS Account".

NOTE: All professional development requirements must be met before you can reinstate your license.



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Action Center

New Documents on File	0
Notifications	0
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Renewals	0
Reinstatements	1

[Apply for a Credential](#)

All school personnel who are required to hold a license are responsible for securing, maintaining, registering, and renewing their license.

Once Professional Development has been met, click on your "Home" tab in the upper left corner, then select "Reinstatements."



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PEL - Professional Educator License Renewal

Legal Questions Coursework Choose Region Submit Payment

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

<input type="radio"/> Yes	<input type="radio"/> No	Has your license or certificate (teaching, administrative, school support, etc.) ever been formally denied, suspended, or revoked in Illinois or any other state?
<input type="radio"/> Yes	<input type="radio"/> 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 ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)
<input type="radio"/> Yes	<input type="radio"/> 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, narcotics, 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 ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)
<input type="radio"/> Yes	<input type="radio"/> No	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"/> Yes	<input type="radio"/> No	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"/> Yes	<input type="radio"/> No	Are you currently more than 30 days delinquent in complying with a child support order? <i>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.</i> <i>Yes, I am currently more than 30 days delinquent in complying with a child support order.</i>
<input checked="" type="radio"/> Yes	<input type="radio"/> 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.

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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."



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PEL - Professional Educator License Renewal

Legal Questions Coursework Choose Region Submit Payment

To reinstate your license, you must complete nine semester hours of coursework in areas aligning with your endorsement areas or pay a \$50 penalty fee. Please choose one of the following options:

- I have completed nine semester hours of coursework in the past five fiscal years in areas aligning with my endorsements.
- I will pay a \$50 penalty fee in lieu of completing nine semester hours of coursework.

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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 9 of this presentation.



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PEL - Professional Educator License Renewal

Legal Questions Coursework **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/Scott	02	If you work in Union, Alexander, or Pulaski County, choose Region 30
03 - Bond/Christian/Effingham/Fayette/Montgomery	10	If you work in Johnson or Massac County, choose Region 21
04 - BOONE/WINNEBAGO ROE	22	Choose Region 03
05 - Region 05 North Cook ISC 1	25	Choose Region 26
06 - Region 06 West Cook ISC 2	27	If you work in Jefferson County, choose Region 13
07 - Region 07 South Cook ISC 4	28	If you work in Hamilton County, choose Region 20
08 - CARROLL/JO DAVIESS/STEPHENSON ROE	38	Choose Region 33
09 - CHAMPAIGN/FORD ROE	39	If you work in Logan County, choose Region 17
11 - CLK/CLS/CMBN/DGLAS/EDGR/MLTR/SHLB	43	If you work in Menard County, choose Region 51
12 - CLAY/CWFORD/JSPER/LWRNCE/RHLD	46	If you work in Mason County, choose Region 53
13 - Clinton/Jefferson/Marion/Washington	55	If you work in Woodford County, choose Region 53
15 - CITY OF CHICAGO		If you work in Putnam or Marshall County, choose Region 35
16 - DE KALB ROE	46	Choose Region 01
	55	Choose Region 47

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Select a primary region in which you would like to register your license and click "Next" when finished. For this example, region "06-Region 06 West Cook" was selected.



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PEL - Professional Educator License Renewal

Legal Questions Coursework Choose Region Submit Payment

License	PEL - Professional Educator License
Region	06 - Region 06 West Cook ISC 2
Amount	\$0.00

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, or educators whose license does not require Professional Development, 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](#)

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**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.



Illinois State Board of Education

Darren Reisberg, Chair of the Board
Dr. Carmen I. Ayala, State Superintendent of Education

Educator Licensure Information System

Welcome, Test Account - IEIN: 1299022 [Sign Out](#)

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Your online application has been processed and your license is now pending review by a licensing specialist. Applications are processed in the order they are received.

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Once you complete the wizard, the above screen will appear. Please have your regionally accredited institution send your official transcripts verifying the nine-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 issuance, you will need to register your license to make it valid for employment.



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PEL - Professional Educator License Renewal

Legal Questions Coursework Choose Region Submit Payment

To reinstate your license, you must complete nine semester hours of coursework in areas aligning with your endorsement areas or pay a \$50 penalty fee. Please choose one of the following options:

- I have completed nine semester hours of coursework in the past five fiscal years in areas aligning with my endorsements.
- I will pay a \$50 penalty fee in lieu of completing nine semester hours of coursework.

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To reinstate your license via the \$50 reinstatement fee option, select the second option and then click “Next”.



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PEL - Professional Educator License Renewal

Legal Questions Coursework **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/Scott	02	If you work in Union, Alexander, or Pulaski County, choose Region 30
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15 - CITY OF CHICAGO		If you work in Putnam or Marshall County, choose Region 35
16 - DE KALB ROE	46	Choose Region 01
	55	Choose Region 47

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Select a primary region in which you would like to register your license and click "Next" when finished. For this example, region "06-Region 06 West Cook" was selected.



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PEL - Professional Educator License Renewal

Legal Questions Coursework Choose Region Submit Payment

License	PEL - Professional Educator License
Region	01 - Adams/Brown/Cass/Morgan/Pike/Scott
Amount	\$50.00

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, or educators whose license does not require Professional Development, 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](#)

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**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.
Both questions must be answered YES to continue.**



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You have successfully reinstated your educator license. To view your license, please click *My Credentials* after returning to the Home screen.

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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.

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.