

[CLICK HERE](#) to view
the tutorial video.

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.**

The screenshot shows the Illinois State Board of Education website. The navigation menu on the left includes: Home, My Credentials, PD Plus, Help, Credentials, Degrees, Fees, Tests, Communications, Deficiency Letters, Additional Credentials, Images, Assignments/Salary, Professional Development, and TCIS History. The main content area features an 'Action Center' box with the following items:

Item	Count
New Documents on File	0
Notifications	0
Deficiencies	0
Registrations	0
Renewals	0
Reinstatements	1

Below the Action Center is a blue button labeled 'Apply for a Credential' and a white button labeled 'Register in an Additional Region'. A red arrow points from the 'Reinstatements' link in the Action Center to the text below.

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.

Illinois State Board of Education

Home My Credentials PD Plus Help

PEL - Professional Educator License Renewal

Legal Questions Coursework Choose Region Submit Payment

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

- Yes No Have you ever had a professional license of any kind or a license or certificate (teaching, administrative, school support, etc.) formally denied, suspended, or revoked in Illinois or any other state?
- Yes 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 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.)
- Yes 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 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.)
- Yes 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?
- Yes 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.)
- Yes No 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.
- Yes 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.

Previous Cancel Next



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."

Illinois State Board of Education

Home My Credentials PD Plus Help

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.

Previous Cancel 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.

Type here to search

Windows taskbar icons: File Explorer, Excel, Word, PowerPoint, Outlook, OneDrive, Teams, Edge, Chrome

Illinois State Board of Education

Home My Credentials PD Plus Help

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.

01 - Adams/Brown/Cass/Morgan/Pike/Scott
 03 - Bond/Christian/Effingham/Fayette/Montgomery
 04 - BOONE/WINNEBAGO ROE
 05 - Region 05 North Cook ISC 1
 06 - Region 06 West Cook ISC 2
 07 - Region 07 South Cook ISC 4
 08 - CARROLL/JO DAVIESS/STEPHENSON ROE
 09 - CHAMPAIGN/FORD ROE
 11 - CLK/CLS/CMBN/DGLAS/EDGR/MLTR/SHLB
 12 - CLAY/CWFORD/JSPER/LWRNCE/RHLAND
 13 - Clinton/Jefferson/Marion/Washington
 15 - CITY OF CHICAGO
 16 - DE KALB ROE

Previous	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

Previous Cancel Next

**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."**

Illinois State Board of Education

Home My Credentials PD Plus Help

PEL - Professional Educator License Renewal

Legal Questions Coursework Choose Region Submit Payment

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

Both questions must be answered Yes to continue.

Previous Cancel 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.**

The screenshot shows a web browser window with the address bar displaying "Illinois State Board of Education". The navigation menu includes "Home", "My Credentials", "PD Plus", and "Help". A central white box contains the following text: "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." Below this text is a blue "Home" button. The Windows taskbar at the bottom shows the search bar and several application icons including File Explorer, Excel, Word, Edge, OneDrive, ISBE, Teams, PowerPoint, and Chrome.

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.

Illinois State Board of Education

Home My Credentials PD Plus Help

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.

Previous Cancel Next

Type here to search

Taskbar icons: File Explorer, Excel, Word, Edge, OneDrive, Teams, PowerPoint, Chrome

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

Illinois State Board of Education

Home My Credentials PD Plus Help

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.

- 01 - Adams/Brown/Cass/Morgan/Pike/Scott
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- 05 - Region 05 North Cook ISC 1
- 06 - Region 06 West Cook ISC 2
- 07 - Region 07 South Cook ISC 4
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- 09 - CHAMPAIGN/FORD ROE
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55	Choose Region 47

Previous Cancel Next

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."

Type here to search

Windows taskbar icons: File Explorer, Excel, Word, Outlook, OneDrive, iTunes, PowerPoint, Chrome

Illinois State Board of Education

Home My Credentials PD Plus Help

PEL - Professional Educator License Renewal

Legal Questions Coursework Choose Region Submit Payment

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

Both questions must be answered YES to continue.

Previous Cancel 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.

The screenshot shows a web browser window with the address bar displaying "Illinois State Board of Education". The navigation menu includes "Home", "My Credentials", "PD Plus", and "Help". A central white box contains the following text: "You have successfully reinstated your educator license. To view your license, please click *My Credentials* after returning to the Home screen." Below this text is a blue button labeled "Home". The Windows taskbar at the bottom shows the search bar and several application icons including File Explorer, Microsoft Excel, Word, Internet Explorer, OneDrive, and Google Chrome.

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.

Illinois State Board of Education

Home My Credentials PD Plus Help

PEL Registration

Legal Questions Choose Region Submit Payment

To be valid for employment in an Illinois public or state-operated school, an issued license must be registered in at least one region in the state. After completing the following steps, your license will be registered for its full validity period (for example: A professional educator license will be registered for five years.) Registration fees will be collected at the end of the registration process. Any applicable past registration fees that have not been paid will also be collected at this time. Please complete the following steps to register your license.

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

- Yes No Have you ever had a professional license of any kind or a license or certificate (teaching, administrative, school support, etc.) formally denied, suspended, or revoked in Illinois or any other state?
- Yes 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 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.)
- Yes 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 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.)
- Yes 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?
- Yes 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.)
- Yes No 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.
- Yes 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.

Previous Cancel Next

Type here to search

Windows taskbar icons: File Explorer, Excel, Word, Edge, OneDrive, Teams, PowerPoint, Chrome

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.)

Illinois State Board of Education x +

Home My Credentials PD Plus Help

PEL Registration

Legal Questions 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.

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Previous Cancel Next

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."

Type here to search

File Explorer Excel Word Outlook OneDrive PowerPoint Chrome

Illinois State Board of Education

Home My Credentials PD Plus Help

PEL Registration

Legal Questions Choose Region Submit Payment

Please review the information below. Once you have reviewed the information, click "Submit Payment." By clicking "Submit Payment," you are electronically signing this application and authorizing the Illinois State Board of Education (ISBE) to charge your credit card for the listed application amount. **Refund requests can only be considered for applications that are still in Pending status AND the request is received within 7 days of the application date. ISBE form 95-10 must be used to request a refund.**

Name
Birth Date
Amount
Registration For
Region

Once you click "Submit Payment" you will be redirected to a payment processing page. Once your payment information has been entered, you will be redirected back to this page to complete the application process. Do NOT close this window until you receive your confirmation.

*A non-refundable convenience fee will be added by NCR Corporation, a third party processing company, and will appear as a separate charge on your credit card statement.

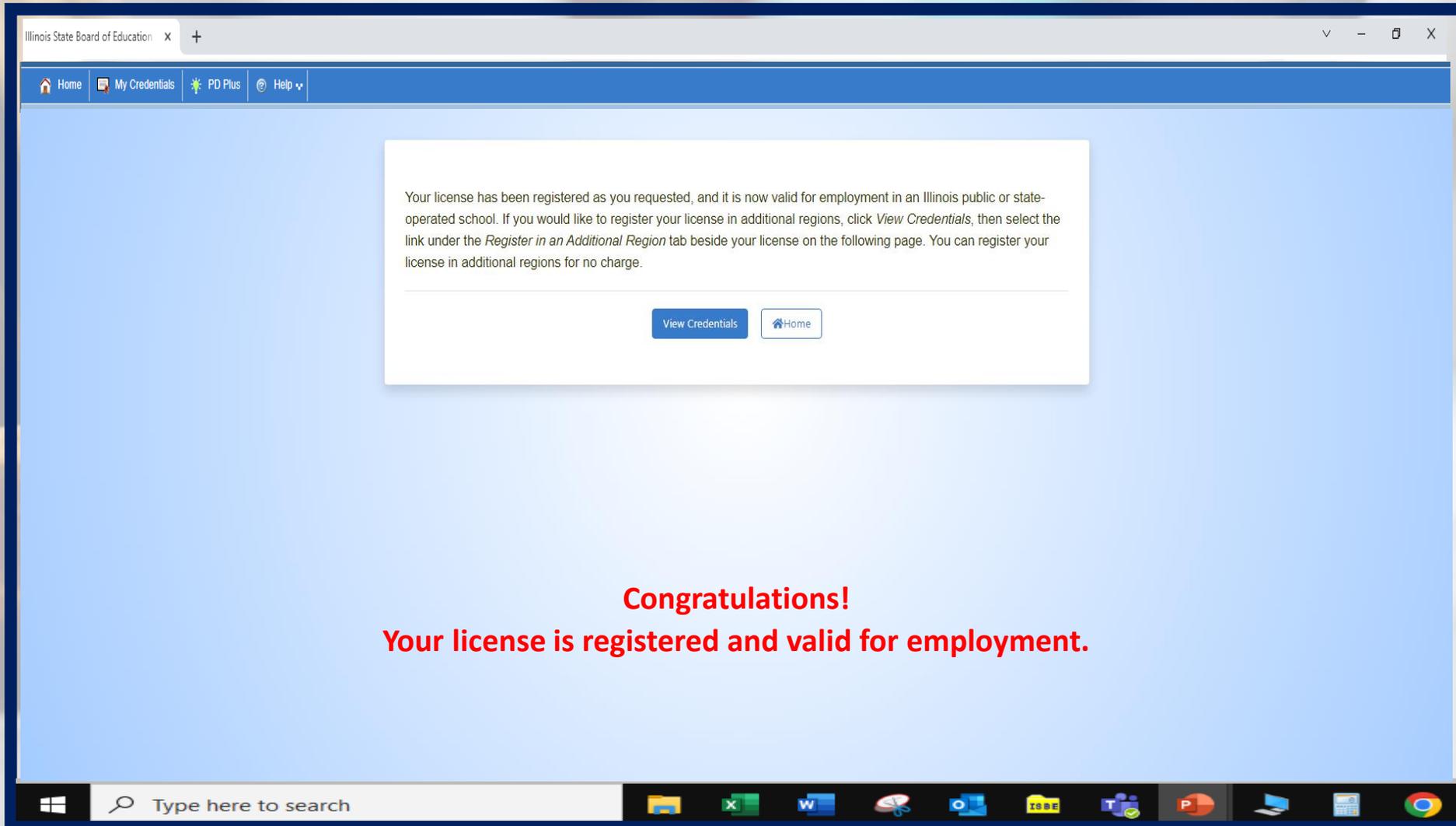
Submit Payment

Previous Cancel Next

Type here to search

File Explorer Microsoft Word Microsoft Edge Google Chrome

**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.