ILLINOIS STATE BOARD OF EDUCATION

Dr. Tony Sanders, State Superintendent of Education
Dr. Steven Isoye, Chair of the Board

100 N. First Street • Springfield, IL 62777
555 W. Monroe Street, Suite 900 • Chicago, IL 60661

isbe.net

2026 Educator License Renewal Frequently Asked Questions

General Renewal Questions

When can I renew my license?
You can begin renewing your license on April 1, 2026. It needs to be renewed on or before June 30, 2026.

What if I don't have the link to renew?
The link to renew will not populate in your Action Center on your homepage unless you have entered all your required professional development. Be sure you have entered all of your applicable professional development hours in your Educator Licensure Information System (ELIS) account. The Illinois Administrator Academy courses are entered into your account by the provider.

What does it mean if my license status says "lapsed"?
Your license lapsed due to either not completing the required professional development activities and/or the Administrator Academy courses or for not registering your license in a timely manner. You will need to reinstate and register your license. You can review your reinstatement options on the ISBE Reinstatement webpage.

How do I reinstate my lapsed license?
You have two options to reinstate your license.

Option 1: Complete nine semester hours of coursework in one or more of the endorsement areas listed on your license. Coursework must be completed within the last five fiscal years (on or after Sept. 1, 2020).

Option 2: Pay a $50 penalty fee in place of completing nine semester hours of coursework.

More information regarding reinstatement options can be found on the ISBE Reinstatement webpage.

What does it mean if my license status says "invalid"?
Only the Paraprofessional, Substitute, or Short-Term Substitute license will default to "invalid" status if they have not been renewed by the expiration date. You will need to renew and pay the applicable registration fees to move the license back to "issued" status. Please refer to the How to Renew Your Paraprofessional License guide for more information on how to renew your license.

I received an email to renew, but I thought I had already done so. Do I still need to do something?
Per Illinois statute, we are required to send renewal reminders to all educators eligible for license renewal in 2026. We are sending the renewal reminders in batches due to the large number of educators eligible for renewal; therefore, you may receive your renewal reminder after you have renewed your license. If this is the case, you may disregard the renewal reminder.

I received two emails to renew, but I already renewed my Professional Educator License (PEL). Do I still need to do something?
You may have an additional license up for renewal (e.g., you hold a PEL and a Substitute license). It is up to you if you want to renew the additional license. Please log in to your ELIS account to verify that all intended licenses and endorsements have been successfully renewed.

I received an email to renew my license, but my expiration date is not this year. Did I get this in error?
In the past, a shared email between family members has been the genesis of the renewal email reminder. If you share an email with another member of your family, the email was most likely directed to them for their license.

Why didn't I receive a reminder to renew my license?
Renewal reminders are being sent in waves. They are sent to an educator's primary email address as listed in ELIS. *Be sure to verify that the email address at the top of your screen in ELIS is accurate.*
`

Who can I contact if I need assistance renewing my license?
You may reach out to your local ROE/ISC.

How much will it cost to renew my license?
You can find costs to renew your specific license in the table below.

Type of License	Registration Fee
PEL	$50/ 5-year cycle
ELS-CSBO	$50/ 5-year cycle
ELS-CTE	$50/ 5-year cycle
ELS-Provisional CTE	$50/ 5-year cycle
ELS-Part Time CTE	$50/ 5-year cycle
Substitute	$50/ 5-year cycle
Paraprofessional	$30/ 5-year cycle

Professional Development

What do I do if I have more professional development hours I want to complete and use for rollover hours?
Educators have been allowed to carry over unused professional development hours completed between April 1 and June 30 of the final year of their renewal cycle to the next five-year renewal cycle since April 1, 2017.

- ELIS will not carry over professional development hours not entered by the educator before renewing their license.
- If an educator is planning to complete additional PD hours during their renewal cycle, they will need to wait to renew their license. This includes PD hours the educator plans to complete during the summer months.
- There is a grace period between June 30-Aug. 31 for educators who need more time to complete PD hours before they renew their license.
- Once an educator is finished recording **all** PD hours for their renewal cycle, ELIS will then automatically roll over any excess PD hours to the next cycle for educators **if** the professional development activity has a **start** and **end** date between April 1 and June 30 of the final year of their renewal cycle.

Why is my professional development provider not in the dropdown menu?
Only ISBE-approved professional development providers that have renewed their provider registration are included in the dropdown menu of approved PD providers in ELIS and PD+. If you cannot locate your professional development provider within the menu, please email the PD provider name and any relevant information to roe15@isbe.net.

How much professional development do I owe?
Please review the ISBE Renewal and Professional Development for Educators webpage to help you determine the amount of professional development that you owe.

What if I do not have the reduction in professional development hours, per Public Act 102-0852, that was given to educators who were reported as working 50% or more full-time equivalency (FTE) during fiscal year 2022?
This reduction of professional development hours will need to be manually added to your account by ISBE. Please email roe15@isbe.net.

I have a National Board designation, but ELIS still shows the full professional development hour requirements. Shouldn't I have a reduction in hours?
If you hold a valid National Board Certificate, you will need to manually enter your National Board Certification as an activity on your professional development page. You will title the activity as "National Board Certification," select the National Board Resource Center as the approved provider, and add 60 hours for the activity. This will enable the 60-hour reduction.

I am employed as school support personnel and have a valid Illinois Department of Financial and Professional Regulation (IDFPR) license, but ELIS still shows the full professional development hour requirements. Shouldn't my IDFPR license satisfy my professional development requirements?

If you hold a valid IDFPR license or other National Certification, you will need to manually enter the credential information as an activity on your PD+ professional development page. Please follow these steps:

1. You will need to select the PD+ tab on the top menu of your ELIS homepage.
2. This will redirect you to the new PD+ page. Select the icon at the top of that page that looks like a lightbulb that says "PD" next to it.
3. Click "+Enter New PD" on the right side of the screen and then "yes" to start the PD Wizard.
4. You will then be prompted to choose what type of PD you are entering; select "IDFPR License or National Certification."
5. Continue through the wizard until the screen prompts you to save this information on your PD page.
6. Please note that the Professional Development page on ELIS and the PD+ pages are synced so you will not need to enter this information in ELIS.

How can mentoring or supervising a clinical student or student teacher be counted for professional development?

Anyone who is part of a mentoring program — whether the mentor or the mentee — or an individual who supervised a clinical student or student teacher can use this time for professional development. Professional development hours are awarded on a 1:1 basis; one hour of learning/attendance will equal one hour of professional development. The professional development hours awarded need to be documented on the required Evidence of Completion form by the approved provider (either the school district or Illinois institute of higher education).

Can planning for remote learning be counted for PD?

Yes, planning for remote learning may be used as professional development for licensure renewal if it is offered by the school district. PD hours are typically awarded 1:1, and the district shall determine the number of hours to be awarded. Remote teaching cannot count toward PD.

What is the PD/employment status, and why is it important?

The PD/employment status indicates if you are actively working for at least 50% or more FTE in an Illinois public, charter, or state-operated school and required to complete PD or are exempt from completing PD due to being retired, working part time, or not employed in an Illinois public, charter, or state-operated school, or unavailable for employment due to military service. ELIS will recalculate the total professional development hours required based on the PD/employment status. All ELIS accounts default to active status when they are created and again after each license renewal. If you have had employment changes or retired during a license cycle, you will need to manually update your PD/employment status for part, or all, of

the cycle before you renew your license. Please be sure to verify your PD/employment status is accurately marked **after** you renew your license.

How do I update my PD/employment status?
Please see the How to Update Your PD/Employment Status guide to assist you with updating your PD/employment status.

I just renewed my PEL; my PD/employment status was marked as "exempt" for my previous cycle. Why is ELIS still showing my status as "exempt" for my new cycle?
Your PD/employment status will not automatically update to "active" until your cycle begins on July 1 of the first year of the new license cycle.

I am logged in to ELIS, but I do not have the option to enter my PD hours. What should I do?
You must enter professional development using a desktop or laptop computer. It is recommended to use Google Chrome or Firefox while working in ELIS. Clear your browsing history and cookies within your web browser. The start and end dates of the activities must both be within the five-year license cycle. If you still experience issues, you can contact your local ROE/ISC.

What if I cannot delete or edit professional development?
You must delete or edit professional development using a desktop or laptop computer. It is recommended to use Google Chrome or Firefox while working in ELIS and clear your browsing history and cookies within your web browser. If you still experience issues, you can contact your local ROE/ISC.

I was entering my professional development activities, and the system added the same activity multiple times. Why did this happen, and what do I do about it?
Clicking the "Finish" button multiple times when entering an activity may cause the activity to be added multiple times. You should be able to click the delete link on the duplicate activity, verify that you want to delete the item, and click "Finish" to remove the duplicate entries. You will need to repeat this process for each duplicate entry. If you still experience issues, you can contact your local ROE/ISC.