LICENSE RENEWAL HOW-TO:
Professional Educator License (PEL)
Career and Technical Educator (ELS-CTE)
Chief School Business Official (ELS-CSBO)

Your Illinois educator license must be renewed and registered by August 31, 2020. You may login to your Educator Licensure Information System (ELIS) account to renew your license beginning April 1, 2020.

To renew and register your professional educator license or educator license with stipulations endorsed for a career and technical educator field or chief school business official, follow the steps below.

1. **Login to your ELIS account** [https://sec3.isbe.net/IWASNET/login.aspx](https://sec3.isbe.net/IWASNET/login.aspx).

2. Be sure your PD/Employment status is accurate.

   Click the error next to your name and IEIN to verify your current PD status, located in the Profile box.
3. To update your PD/Employment Status, click the pencil/paper icon at the top right of the page.

Then you will click on the “Update Your PD/Employment Status” link.

On the next screen, click the down arrow for each semester that needs to be changed.

Click on the appropriate status in the drop-down menu, then press the enter key on your keyboard. Repeat for each semester that needs to be changed.

Click "Finish" when you are done updating your status.
4. Enter professional development. To record professional development, click on "Enter Professional Development" under the question "What do you want to do?" on your home page.
Record as many activities as needed to meet the amount of professional development hours in the box at the bottom of the screen labeled Hours Required.

Record each professional development activity or college course as a separate entry.

After entering your professional development, click the Home tab - the one with a picture of a house on it - in the upper left corner of the screen.

5. Click on "Renewal" in the Action Center
❖ You will not be able to renew the license until you record the required amount of professional development and all required Administrator Academies (if applicable), have been documented.

ELIS will lead you through the renewal steps which include answering legal background questions.
6. Enter a credit/debit card to pay the applicable registration and handling fees.

❖ Registration fees are $10 per year, i.e. $50 per five-year cycle.
Answer the next set of questions for the required Professional Development Disclosure Statement.

Click Submit Payment.

➢ Please visit the Renewal page on our website at https://www.isbe.net/Pages/Educator-Renewal.aspx, for additional information regarding renewal requirements.

➢ If you encounter a problem or have additional questions about renewal or registration, please contact our office by email at renewal@isbe.net.