LICENSE RENEWAL INSTRUCTIONS

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, 2023. You may log in to your Educator Licensure Information System (ELIS) account to renew your license beginning April 1, 2023.

Follow the steps listed below 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.

1. Log in to your ELIS account.

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

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

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 dropdown menu, then press the enter key. Repeat for each semester that needs to be changed.

Click "Finish" when you are done updating your status.
# Edit Educator Employment Profile

**License:** [Professional Educator License (issued)]

<table>
<thead>
<tr>
<th>School Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tbody>
<tr>
<td>2014 - 2015</td>
<td>Active</td>
<td>Active</td>
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<td>2015 - 2016</td>
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<td>2018 - 2019</td>
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<tr>
<td>2019 - 2020</td>
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</tbody>
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- **Future Cycle**

  - **Active** - Employed in an IL public school for 50 percent or more of full-time equivalency in a school year and must complete professional development activities.
  - **Exempt** - The following educators are Exempt and do not have to complete professional development.
    - Educators NOT employed in an IL public, charter, or state-operated school
    - IL public, charter, or state-operated school educators during leave of absence
    - IL public, charter, or state-operated school paraprofessionals
    - IL public, charter, or state-operated school day-to-day substitutes
  - **Part-Time** - Employed in an IL public, charter, or state-operated school for less than 50 percent of full-time equivalency in a school year are "exempt" and do not have to complete professional development activities.
  - **Retired** - Retired (or retiring at/near the end of the current school year) from the IL Teachers Retirement System, the Chicago Teachers Retirement System, or another IL State Government retirement system. Does not apply if retired from a federal, out-of-state, or private retirement system.
  - **Military** - Educator is unavailable for employment due to military service, including service in any reserve capacity. License is on hold during period of unavailability due to military service. Copies of military orders required. This exemption does not apply to military spouse.

I certify under penalty of loss of my right to teach or work in the schools of Illinois that the answers to the questions are true and correct in every respect.

- Continue - click to save
- Cancel - Please cancel the wizard

[Finish]
4. Click on “Professional Development” in the menu on the left of the homepage to record professional development.

Record as many activities as needed to meet the number 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 “Renewals” in the Action Center.

❖ You will not be able to renew the license until you record the required amount of professional development and document all required Administrator Academies (if applicable).

ELIS will lead you through the renewal steps, which include answering legal background questions.
Select the appropriate region.

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.”
7. Click “Home” to take you back to your ELIS homepage.

➢ Please visit the ISBE License Renewal webpage for additional information regarding renewal requirements.

➢ Please refer to the ISBE Licensure Message Center webpage to contact your Regional Office of Education if you encounter a problem or have additional questions about renewal or registration.