

# LICENSE RENEWAL HOW-TO:

Substitute (SUB)

Paraprofessional (ELS-PARA)

Your Illinois educator license must be renewed and registered by June 30, 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 **substitute teaching** or **paraprofessional license**, **follow the steps below. Failure to renew and register the license by June 30, 2020 will cause it to be changed to an Invalid status on July 1, 2020.**

You can still renew the license at any time. However, if you renew and register your substitute teaching or paraprofessional license after June 30, you will receive a new license cycle.

Renewals of an Invalid license completed between July 1, 2020 and June 30, 2021, will charge an extra year and have an expiration date of June 30, 2026. i.e. \$60 for a Sub and \$30 for a PARA.

1. **Login to your ELIS account** (<https://sec3.isbe.net/IWASNET/login.aspx>).
2. **Click on "Renewals" in the Action Center**

The screenshot shows the ELIS user interface. At the top, there is a navigation bar with 'Home', 'My Credentials', and 'Help v'. Below this is a 'Home Page' header. On the left, a vertical menu lists various options: Credentials, Degrees, Fees, Tests, Communications, Deficiency Letters, Highly Qualified, Images, Assignments/Salary, Professional Development, and TCIS History. The user's name 'Scott Y. Evans 1274407' is displayed in the top right. The main content area features an 'Action Center' box with a lightbulb icon. Inside this box, a table lists several categories with their respective counts: 'New Documents on File' (0), 'Notifications' (0), 'Deficiencies' (0), 'Registrations' (0), 'Renewals' (1), and 'Reinstatements' (0). The 'Renewals' row is highlighted with a yellow background. Below the table, the text 'What do you want to do?' is followed by a list of links: 'Enter Professional Development', 'Apply for Professional Educator License', 'Apply for Educator License with Stipulations', 'Apply for an Approval', 'Apply for a Paraprofessional License (Teacher's Aide)', and 'Register in an Additional Region'.

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

### 3. ELIS will lead you through the renewal steps which include answering legal background questions.

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

Home My Credentials Help

### PEL - Professional Educator License Renewal

Legal Questions Choose Region Submit Payment

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

- Yes  No Has your license or certificate (teaching, administrative, school support, etc.) ever been 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 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.)
- 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 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.)
- 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.

Next

### 4. Select the appropriate region.

Click Next at the bottom of the page.

Illinois State Board of Education  
Darren Reisberg, Chair of the Board  
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### PEL - Professional Educator License Renewal

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.

- 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 Next

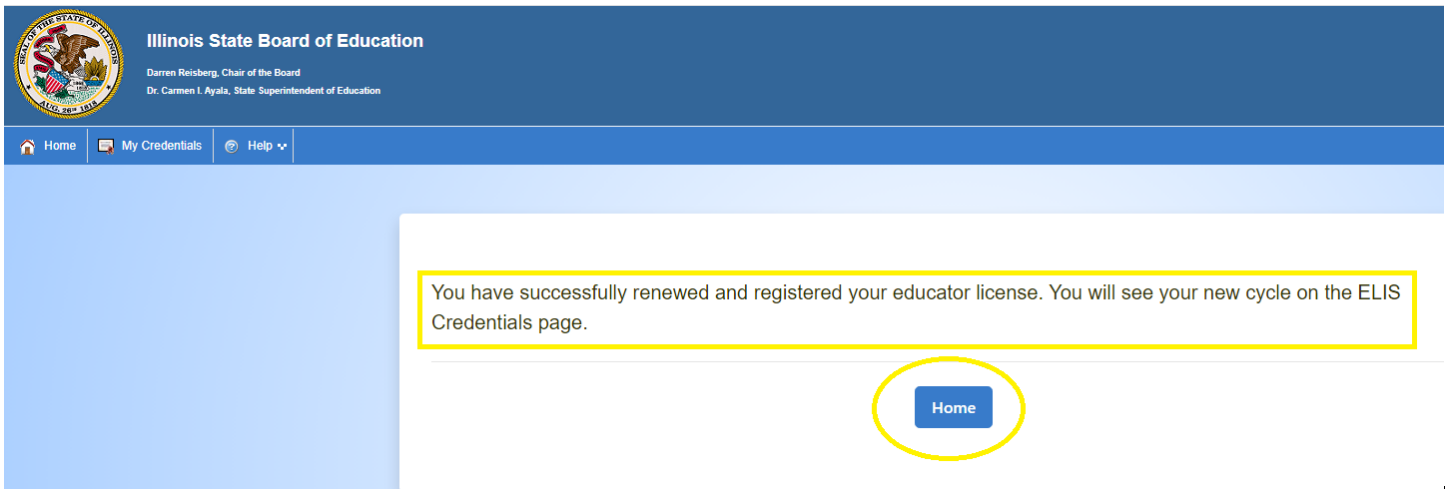
5. Enter a credit/debit card to pay the applicable registration and handling fees.

❖ Registration fees are:

- \$10 per year for Subs, i.e. \$50 per five-year cycle for a Sub
- \$5 per year for PARAs, i.e. \$25 per five-year cycle for a PARA

Click Submit Payment.

6. Click Home to take you back to your ELIS Home Page.



- Please visit the Renewal page on our website at <https://www.isbe.net/Pages/Educator-Renewal.aspx>, for additional information regarding specific 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](mailto:renewal@isbe.net).