Type the link to ELIS – https://sec3.isbe.net/IWASNET/login.aspx – into the computer web browser.
Type in the login name and password and click on **LOG IN**

Click **Continue >>**

ELIS is redirecting you to your dashboard (homepage).

Click on [⚠ **Reinstatements**   **1**]

🏠 Home	📝 My Credentials	📝 Educator ▾	❓ Help ▾

Welcome, John Q. Smith!

Primary Information
Full Name: **John Q. Smith**
IEIN: **780939**
DOB: **12/12/1912**
Gender: **Female**

Contact Information
Address: **123 Main St**
City, State Zip: **Chicago, IL 90210**
Email: **none@none.com**
Primary Phone: **(999) 999-9999**
Secondary Phone:

Click Here to Edit Your Contact Information

Profile

PD Status: **Active**

Click Here to Update Your PD/E

CREDENTIAL CENTER

License / Approval Type	Applied	Expires	Registered Thru	PD Hours	Status
Professional Educator License (PEL)		06/30/2015	2008	**0**	Lapsed

Endorsements	Applied	Issue Date	Status
Biology	07/14/2010	07/14/2010	Lapsed
Elementary Education	06/25/2003	10/06/2008	Lapsed
Elementary Education (Self Contained General Education)	06/25/2003	10/06/2008	Lapsed

ACTION CENTER

New Documents on File	0
Deficiencies	0
Registrations	0
Renewals	0
⚠ **Reinstatements**	**1**

Click on **Click Here to Reinstate License**

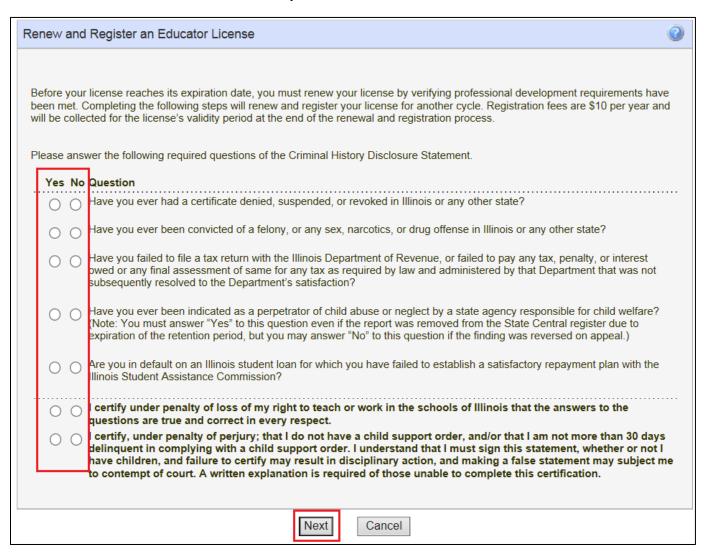| Educator ⌄	⑦ Help ⌄		
instatement List			
Licenses Eligible for Reinstatement			
	Status	**Issue Date**	**Expire Date**
PEL – Professional Educator License	Lapsed	07/01/2013	06/30/2015
Click Here to Reinstate License			

Carefully read and respond to the background questions by clicking Yes or No– click Next .
NOTE: If there are any problems related to the background questions ELIS will not reinstate the license. You will receive a deficiency notice with further instructions.

Renew and Register an Educator License

Before your license reaches its expiration date, you must renew your license by verifying professional development requirements have been met. Completing the following steps will renew and register your license for another cycle. Registration fees are $10 per year and will be collected for the license's validity period at the end of the renewal and registration process.

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

Yes	No	Question
○	○	Have you ever had a certificate denied, suspended, or revoked in Illinois or any other state?
○	○	Have you ever been convicted of a felony, or any sex, narcotics, or drug offense in Illinois or any other state?
○	○	Have you failed to file a tax return with the Illinois Department of Revenue, or failed to pay any tax, penalty, or interest owed or any final assessment of same for any tax as required by law and administered by that Department that was not subsequently resolved to the Department's satisfaction?
○	○	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.)
○	○	Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?
○	○	**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.**
○	○	**I certify, under penalty of perjury; that I do not have a child support order, and/or that I am not more than 30 days delinquent in complying with a child support order. I understand that I must sign this statement, whether or not I have children, and failure to certify may result in disciplinary action, and making a false statement may subject me to contempt of court. A written explanation is required of those unable to complete this certification.**

Next   Cancel

Click on the circle next to the second option to reinstate a license immediately by paying $500 plus all back and current registration fees.
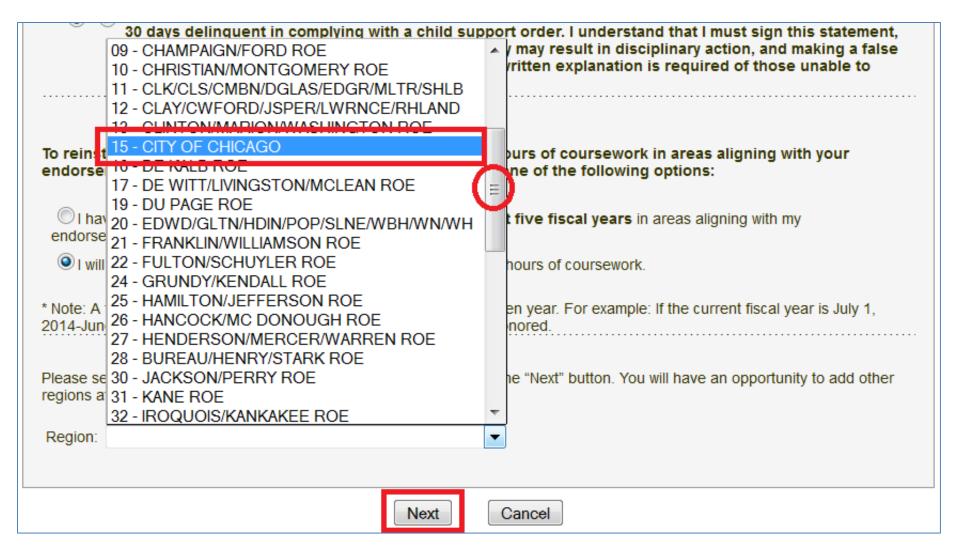Click Next .

statement may subject me to contempt of court. A written explanation is required of those unable to complete this certification.

To reinstate your license, you must complete nine semester hours of coursework in areas aligning with your endorsement areas or pay a $500 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 $500 penalty fee in lieu of completing nine semester hours of coursework.

* Note: A fiscal year is the period between July 1 and June 30 of a given year. For example: If the current fiscal year is July 1, 2014-June 30, 2015, coursework taken July 1, 2009 or later will be honored.

Next   Cancel

Select the region in which you are employed by clicking the down arrow to reveal the list of regions.

Note: A fiscal year is the period between July 1 and June 30 of a given year. For example: If the current fiscal year is July 1, 2014-June 30, 2015, coursework taken July 1, 2009 or later will be honored.

Please select the region in which you are employed or live and click the "Next" button. You will have an opportunity to add other regions at no cost on your Credentials page.

Region: [   ] ▼

Next   Cancel

Use the scroll bar - ▤ - to move up and down the list. Locate your region and click on it.
Click Next .

30 days delinquent in complying with a child support order. I understand that I must sign this statement, may result in disciplinary action, and making a false written explanation is required of those unable to

09 - CHAMPAIGN/FORD ROE
10 - CHRISTIAN/MONTGOMERY ROE
11 - CLK/CLS/CMBN/DGLAS/EDGR/MLTR/SHLB
12 - CLAY/CWFORD/JSPER/LWRNCE/RHLAND
13 - CLINTON/MARION/WASHINGTON ROE
15 - CITY OF CHICAGO
16 - DE KALB ROE
17 - DE WITT/LIVINGSTON/MCLEAN ROE
19 - DU PAGE ROE
20 - EDWD/GLTN/HDIN/POP/SLNE/WBH/WN/WH
21 - FRANKLIN/WILLIAMSON ROE
22 - FULTON/SCHUYLER ROE
24 - GRUNDY/KENDALL ROE
25 - HAMILTON/JEFFERSON ROE
26 - HANCOCK/MC DONOUGH ROE
27 - HENDERSON/MERCER/WARREN ROE
28 - BUREAU/HENRY/STARK ROE
30 - JACKSON/PERRY ROE
31 - KANE ROE
32 - IROQUOIS/KANKAKEE ROE

To reinst... ours of coursework in areas aligning with your
endorse... ne of the following options:

○ I hav... t five fiscal years in areas aligning with my
endorse...

◉ I will... hours of coursework.

* Note: A ... en year. For example: If the current fiscal year is July 1,
2014-Jun... nored.

Please se... e "Next" button. You will have an opportunity to add other
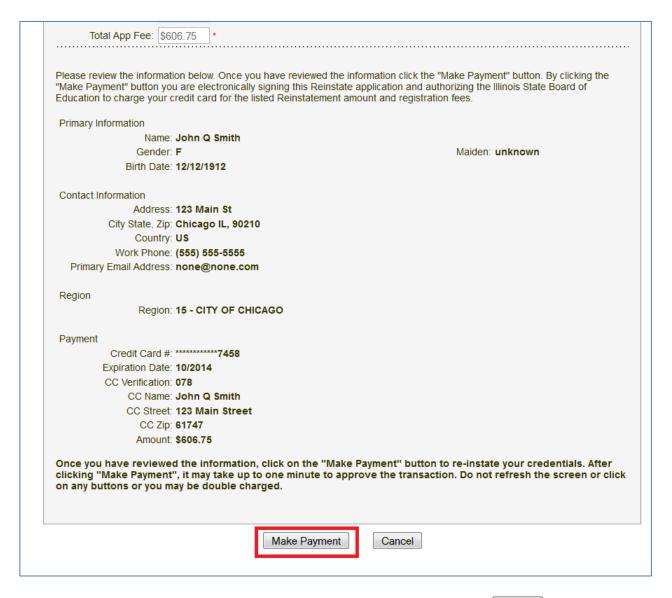regions a...

Region: [   ]

Next   Cancel

Enter the credit/debit card information.
Note: Do not change the billing name even if using someone else's card.

Please select the region in which you are employed or live and click the "Next" button. You will have an opportunity to add other regions at no cost on your Credentials page.

Region: 15 - CITY OF CHICAGO

Payment Type: Credit Card *

Credit Card #: _____ * no spaces or dashes

Expiration Date: _____ * (Example: 08/2011)

Verification Code: ____ *

Please provide the name on the credit card. You must also provide the billing address for the credit card being used, and this address must match the address on the credit card statement (the holder of the credit card's address, not the bank's address).

Name on Credit Card: John Q Smith *

Billing Street: _____ *

Billing City: _____ *

Billing State: _____ *

Billing Zip: ____ *

Reinstatement fee: $500.00 *

Registration Fee: $105.00 *

Processing Fee: 1.75 *

Total App Fee: $606.75 *

Review the information. Click [Make Payment] .

Total App Fee: $606.75 *

Please review the information below. Once you have reviewed the information click the "Make Payment" button. By clicking the "Make Payment" button you are electronically signing this Reinstate application and authorizing the Illinois State Board of Education to charge your credit card for the listed Reinstatement amount and registration fees.

Primary Information
        Name: **John Q Smith**
        Gender: **F**   Maiden: **unknown**
        Birth Date: **12/12/1912**

Contact Information
        Address: **123 Main St**
        City State, Zip: **Chicago IL, 90210**
        Country: **US**
        Work Phone: **(555) 555-5555**
        Primary Email Address: **none@none.com**

Region
        Region: **15 - CITY OF CHICAGO**

Payment
        Credit Card #: **************7458**
        Expiration Date: **10/2014**
        CC Verification: **078**
        CC Name: **John Q Smith**
        CC Street: **123 Main Street**
        CC Zip: **61747**
        Amount: **$606.75**

Once you have reviewed the information, click on the "Make Payment" button to re-instate your credentials. After clicking "Make Payment", it may take up to one minute to approve the transaction. Do not refresh the screen or click on any buttons or you may be double charged.

[Make Payment]   [Cancel]

ELIS displays the message below. Click [Finish] .

Reinstate an Educator License

Please review the following information.

You have successfully reinstated your license and it is registered for the current renewal cycle.

....
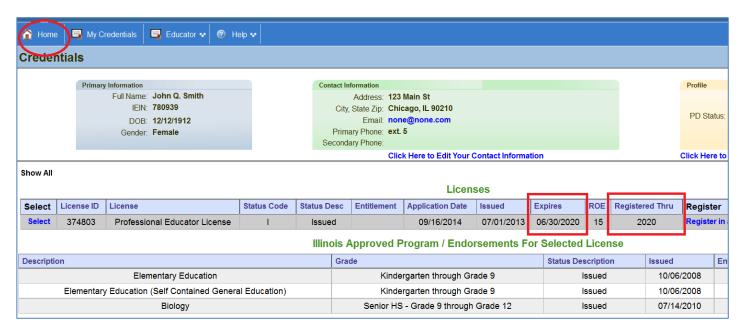
◉ Continue - Please continue the wizard
◯ Cancel - Please cancel the wizard

[Finish]

ELIS redirects the user to the Credentials screen. The screen reflects the new expiration and registered through dates.

To return to the dashboard (homepage), click on [🏠 Home] near the top left of the screen.

The dashboard (homepage) also reflects the new expiration and registered through dates.

NOTE: ISBE does not issue paper licenses. If a paper credential is needed educators may print a copy of their homepage or their credentials page.