

# LICENSE RENEWAL

Revised April 16, 2015

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## BEGINNING JULY 1, 2014



# Authority For License Renewal

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- Public Act 98-610 became effective December 27, 2013 and placed into Section 21B-45 of the School Code the new license renewal process.
- Part 25 Administrative Rules have been approved by JCAR and will probably be filed before November.

# From Certificate to License

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Keep in mind this important distinction when reviewing the requirements.

**CERTIFICATE RENEWAL** refers to the renewal process for certificates that was eliminated July 1, 2014.

**LICENSE RENEWAL** is the process for renewing an Educator License that took effect July 1, 2014.

# Registration

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**REGISTRATION** refers to the act of paying the fees to the ROE or ISC to register the license for the renewal cycle. Licensees must login to their ELIS accounts, follow the prompts for registration, and pay the fees using a credit card. **The license is invalid for working if not registered.** Registration fees not paid within six months of renewal or issuance lapse.

# CERTIFICATE RENEWAL for Mid-Cycle

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- Licensees may participate in PD activities from State-approved providers.
- PD activities completed before December 31, 2014 must be entered into ELIS prior to the end of the renewal cycle if they are to count. CPDU credits should be converted to professional development clock hours.
  - ✦ 1 CPDU = 1 Clock Hour of PD
  - ✦ 1 Semester Hour of College Coursework = 15 Clock Hours

# CERTIFICATE RENEWAL for Mid-Cycle

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- Uniquely-qualifying activities will satisfy all renewal requirements if they were completed by August 31, 2014.
- Any degree earned must be conferred or any subsequent endorsement issued by December 31, 2014 to receive credit for the uniquely-qualifying activity.

# CERTIFICATE RENEWAL for Mid-Cycle

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- A licensee with a **School Support Personnel** endorsement who holds a current and valid license from one of the following has satisfied all professional development renewal requirements.
  - Nationally Certified School Psychologist;
  - Nationally Certified School Nurse;
  - Nationally Certified Counselor; or
  - Certificate of Clinical Competence from the American Speech-Language-Hearing Association.

# CERTIFICATE RENEWAL for Mid-Cycle

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Educators whose renewal cycles end in 2015, 2016, 2017, or 2018 and some NBPTS Master Teachers who renew after 2018 will have the same renewal requirements they did at the beginning of that cycle. PD that counts for the current cycle includes:

- 1) CPDU credit earned,
- 2) college coursework, or
- 3) uniquely-qualifying activities.



# CERTIFICATE RENEWAL for Mid-Cycle

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- The amount of PD for renewal remains the same for mid-cycle licensees as when the current cycle began, i.e. 40 CPDUs, 80 CPDUs, or 120 CPDUs which converted to PD Hours July 1, 2014.
- For example, a person who needed 80 CPDUs to renew in 2015 and who accrued 80 CPDUs by July 1, 2014 need not earn more. If the person only accrued 60 CPDUs, he/she needs 20 more PD Hours to renew in 2015.

# LICENSE RENEWAL Beginning 7/1/14

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- Licensees working 50% or more full-time equivalency must complete requirements specific to endorsements held or positions assigned.
- **Speech Language Pathologist (Teaching)** regardless of whether they hold an IDFPR license: 120 clock hours of PD.
- **Teaching** fields and **School Support Personnel** who do not also hold an IDFPR or national license: 120 clock hours of PD.

# LICENSE RENEWAL Beginning 7/1/14

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- **Teacher Leaders:** 100 Clock hours of PD plus one AA course each fiscal year in which the licensee is assigned to an administrative position for at least 50% of the school day.
- **Licensees holding administrative endorsements but NOT WORKING as administrators:** 120 clock hours of PD including one AA course during the first full 5-year renewal cycle in which the endorsement was held for at least one year. The AA course will count toward the total 120 hours.

# LICENSE RENEWAL Beginning 7/1/14

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- **Administrators:** 100 clock hours of PD plus one AA course each fiscal year working in an administrative position.
- **NBPTS Master Teachers:** 60 clock hours of PD if holding a current NBPTS Master Teacher Designation.
- **School Support Personnel:** No PD renewal requirements if holding a current and active IDFPR or national license related to the endorsement area.

# LICENSE RENEWAL Beginning 7/1/14

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- **Career & Technical Educators:** 120 clock hours of PD.
- Coursework completed for license renewal will be considered "related to education" if it leads to a PEL or,
- for individuals holding a PEL, an endorsement on that license for the skill area of instruction, or
- **if it relates to the field of an individual's current teaching assignment or any other field of teaching assignment.**

# LICENSE RENEWAL Beginning 7/1/14

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Educators who are not working as administrators, but hold an administrative endorsement, must complete a special **Administrators' Academy course within each 5-year cycle** or they will not be allowed to renew their licenses.

# LICENSE RENEWAL Beginning 7/1/14

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Administrators and Teacher Leaders who do **not complete an Administrators' Academy** course within each fiscal year must complete an additional AA course for each year missed as a penalty. The penalty course(s) must be completed before renewal.

# LICENSE RENEWAL Beginning 7/1/14

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- Licensees do not have to complete PD for the years in which the licenses are exempt.
- Working solely as a substitute teacher on a PEL does not require PD for renewal.
- **Licensees in “retired” status who return to work as a substitute teacher need not pay registration fees or complete PD for renewal.**



# LICENSE RENEWAL Beginning 7/1/14

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- There is no longer a list of professional development activities and purposes.
- Any PD activity offered by an approved provider is acceptable.
- If it is found that a provider is not offering PD that aligns to the new requirements, that entity must immediately comply or sanctions may be imposed. However, educators will not lose any credits earned.

# LICENSE RENEWAL Beginning 7/1/14

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- Beginning July 1, 2015, licensees who complete PD activities must enter each one into ELIS within 60 days of completion or they will not receive credit.
- **Administrators' Academy courses will** continue to be entered by the ROEs/ISCs.

# LICENSE RENEWAL Beginning 7/1/14

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- Licensees must **renew** and **register** licenses between April 1 and June 30 of the last year of the renewal cycle, but licenses are valid for working in the public schools through August 31.
- **Licenses will lapse on September 1** of the last year of the cycle if not renewed

# Professional Development

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The following are approved providers by statute:

- ISBE
- ROEs/ISCs
- Regionally-accredited Institutions of Higher Education that offer Illinois-approved preparation programs
- Illinois Public School Districts
- Charter Schools
- Joint Educational Programs providing career & technical education or special education services

# Professional Development

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Unlike the previous process which included dozens of activities with a set amount of credit, **license renewal provides flexibility to educators** to engage in activities that meet the criteria.

Educators, working with approved providers, should determine the **activities that will help them grow as professionals, as well as contribute to the quality of their knowledge and skills in a meaningful way, and connect to and improve the work in which they engage.**

# Professional Development

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- Both educators and approved providers are responsible for using the flexibility wisely and appropriately. PD hour credits must never be offered as a reward for doing work or as an incentive for attending an event.
- The sole purpose of professional **development is to increase educators'** knowledge and skills specifically to impact student growth, achievement, and well-being.

# Professional Development

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Graduate and undergraduate coursework may be counted if it is from an IL institution of higher education that has a preparation program. Individuals wanting to complete coursework from an out-of-state institution are advised to contact an approved provider who may approve that institution under its authority.

# Professional Development

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PD Activities must meet one or more of the following criteria

- Engage participants over a sustained period of time allowing for analysis, discovery, and application as they relate to student learning, social or emotional achievement, or well-being;
- **Align to the licensee's performance (evaluation);**
- Include outcomes that relate to student growth or district improvement;
- Align to State-approved standards;
- Are higher education courses.



# Professional Development

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- Activities will count for renewal purposes if they meet at least one of the following criteria:
  - Increase the knowledge and skills of school and district leaders who guide continuous professional development; or
  - Improve the learning of students; or
  - Organize adults into learning communities whose goals are aligned with those of the school and district; or
  - Deepen educator's content knowledge; or
  - Use learning strategies appropriate to the intended goals; or

# Professional Development

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- Provide educators with research-based instructional strategies to assist students in meeting rigorous academic standards; or
- Prepare educators to appropriately use various types of classroom assessments; or
- Provide educators with the knowledge and skills to collaborate; or
- Prepare educators to apply research to decision-making.

# Professional Development

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Educators are responsible for procuring from the approved provider or its presenter an Evidence of Completion form which verifies participation in that specific event, the date, and the number of hours earned.

These should be kept for one year after the **educators' current renewal cycle and must be** submitted to ISBE when requested in an audit.

# Professional Development

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**Illinois Administrators' Academy courses** may be used for PD hours. When more than one course is completed in any fiscal year, the one with the least number of hours satisfies the annual requirement.

- To receive AA credit for Principal Evaluation, all 5 modules must be completed.
- To receive AA credit for Teacher Evaluation, 4 **modules must be completed; Module 5 “Student Growth” is optional.**

# Lapsed Licenses

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- Educator licenses will lapse on **September 1** if licensees **do not complete PD requirements** by August 30. Licensees may continue to work in the public schools through August 30.
- Licenses not **registered** (registration fees not paid) for 6 months after the renewal or issue date will lapse.

# Lapsed Licenses

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- PELs that lapse on September 1, 2014 and thereafter, for failure to complete PD requirements may be reinstated by completing any deficient PD hours **AND** paying a \$500 penalty or completing 9 semester hours of coursework.
- Any coursework used to satisfy deficient PD may not be applied to the 9 semester hours for reinstatement.

# Lapsed Licenses

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- PELs that lapse only for failure to pay registration fees may be reinstated after January 1 by paying a \$500 penalty or completing 9 semester hours of coursework.
- Individuals holding an Educator License with Stipulations (ELS) with a paraprofessional educator endorsement only may reinstate by paying a \$150 fee or completing 9 semester hours of coursework.

# Lapsed Licenses

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- Substitute licenses do not lapse. There are no PD renewal requirements and if the registration is not paid, the license expires June 30 of the final year of registration.
- Individuals who are renewing the Substitute License must have passed a test of basic skills.



# APPROVED PROVIDERS

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- The PD provider application form is available on the ISBE website under **“Forms” and “Educator Licensure.”**
- Approved providers may offer PD activities for License Renewal after January 1, 2015

# APPROVED PROVIDERS

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The State Superintendent may approve Illinois professional associations that represent any of the following groups: school administrators, principals, school business officials, teachers, including special education teachers, school boards, school districts, parents, and school service personnel.

# APPROVED PROVIDERS

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Approved providers may, at their discretion, identify other PD providers to offer activities under their approval. For instance, an approved provider may wish to offer its teachers a seminar conducted by a noted authority on a specific topic relevant to district improvement. On the Evidence of Completion Form the approved **provider would list the presenter's company or organization as the "Provider" working under its authority.**

# APPROVED PROVIDERS

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Approved providers **must do the following**:

- Align professional development activities to the *Learning Forward* standards;
- Meet the PD criteria for Illinois license renewal;
- Produce a rationale for each activity that explains how it aligns to the State standards and identify the expected impact on student learning or school improvement;
- Maintain original documentation; and
- Provide license holders with evidence of completion.

# APPROVED PROVIDERS

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Annually submit to ISBE

- An explanation of how the PD activities most likely impacted one or more of the following:
  - educator and student growth in regards to content knowledge or skills, or both;
  - educator and student social and emotional growth; or
  - district or school improvement.

# APPROVED PROVIDERS

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- **Must submit a list of “subcontractors” to ISBE every June 30 beginning in 2015.**
- Are subject to annual audits conducted by The State Board of Education.
- School districts will be audited by ROEs and ISCs.

# Special Circumstances

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The CTE and CTEP endorsements on the ELS may be renewed for one, five-year period provided the licensee has passed the Test of Academic Proficiency (TAP) or has a sufficient composite score on the ACT or SAT with a writing component.

# Special Circumstances

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- In addition to passing a test of basic skills, the ELS (CTEP) will be renewed one time if the holder has completed **20 semester hours** of coursework in the content area of the **individual's assignment or in pedagogy**.
- The ELS (CTE) will be renewed if the holder has completed **120 hours of PD** within the 5-year renewal period (60 hours if the holder has a Master Teacher designation).



# Special Circumstances

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Individuals who hold valid and registered PELs with General Administrative (GA) endorsements issued prior to September 1, 2014, and have served for at least one full year during the 5 years prior in a position requiring a GA endorsement may, upon request to ISBE, have the GA endorsement converted to a Principal endorsement by completing one of the following pathways:

# Special Circumstances

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- 1) Passage of the State principal assessment;  
or
- 2) Completion of a State-approved principal preparation program.

Individuals who do not choose to convert the GA endorsement will continue to be able to serve in any position previously allowed.

NEW!

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PA 98-0917 (HB 5286) provides that 4 years of working in the capacity of school support personnel will be counted towards a principal endorsement on a Professional Educator License until June 30, 2019.

Effective immediately.

# NEW!

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PA 98-0751 (SB 587) removes the requirement that an applicant pass a test of basic skills in order to be issued a CTE endorsement on an ELS. It provides instead, that a CTE endorsement on an ELS may be renewed if an individual passes a test of basic skills. This legislation became effective January 1, 2015.

# NEW!

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PA 98-0872 (SB 2972) allows a superintendent endorsement to be affixed to the PEL of a holder who has had at least 2 years of experience employed full-time in a general administrative position, among other qualifications.

# NEW!

46

PA 98-0947 (SB 2989) allows a psychologist who holds a valid Nationally Certified School Psychologist (NCSP) certificate and has such additional qualifications as may be required by the State Board of Education to meet the definition of school psychologist.

NEW!

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PA 98-0918 (HB 5288) provides that school counseling services in public schools may be provided by school counselors, or by individuals who hold a PEL with a school support personnel endorsement in the area of school counseling and includes a list of school counseling services. (next page)

# NEW!

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It further provides that school districts may employ a sufficient number of school counselors to maintain the national and State recommended student-counselor ratio of 250 to 1 and that school districts may have counselors spend at least 80% of his or her work time in direct contact with students. Effective immediately.



NEW!

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PA 98-0739 (HB 5588) Provides that waivers may not be requested from laws, rules, and regulations pertaining to educator licensure.

Effective July 1, 2014

# The Transition Has Begun

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More information will be made available on the ISBE website [www.isbe.net](http://www.isbe.net) under ***Educator Licensure*** when applicable.

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