

**ILLINOIS STATE BOARD OF EDUCATION (ISBE)  
PROFESSIONAL EDUCATOR LICENSE RENEWAL TIMELINES & PD/IAA REQUIREMENTS FOR IL PUBLIC SCHOOL EDUCATORS**

**TEACHERS, CAREER & TECH ED TEACHERS, & SCHOOL SUPPORT PERSONNEL/RENEWAL YEARS 2016, 2017, AND 2018**

CHECK/CHANGE PD/EMPLOYMENT STATUS IN ELIS	RECORD PD* IN ELIS	REGISTER THE LICENSE IN ELIS	LAPSES IF PD* WAS NOT RECORDED BY 8/31	INVALID FOR EMPLOYMENT IF PD* WAS RECORDED BUT LICENSE WAS NOT REGISTERED BY 8/31	LAPSES IF LICENSE WAS NOT REGISTERED BY 12/31	PD* HOURS REQUIRED PER 5-YEAR CYCLE
On/Before <b>August 31</b>	On/Before <b>August 31</b>	On/Before <b>August 31</b>	<b>September 1</b>	<b>September 1</b>	<b>January 1</b>	<b>Career/Tech Ed = 120** Bachelor's Degree = 120 One Advanced Degree = 80 Two+ Advanced Degrees = 40</b>

\*Professional Development (PD) must be completed through an Illinois Approved Professional Development Provider (<https://www.isbe.net/Documents/prof-dev-provider-list.pdf>).

\*\*Educators working on a career and tech ed endorsement must complete 120 hours of PD regardless the number of degrees held or of any other endorsements held.

**TEACHERS, CAREER & TECH ED TEACHERS, & SCHOOL SUPPORT PERSONNEL/RENEWAL YEARS 2019 AND AFTER**

CHECK/CHANGE PD/EMPLOYMENT STATUS IN ELIS	COMPLETE ONE IAA*	RECORD PD** IN ELIS	REGISTER THE LICENSE IN ELIS	LAPSES IF IAA* & PD** WERE NOT RECORDED BY 8/31	INVALID FOR EMPLOYMENT IF IAA* & PD** WERE RECORDED BUT LICENSE WAS NOT REGISTERED BY 8/31	LAPSES IF LICENSE WAS NOT REGISTERED BY 12/31	IAA*/PD** HOURS REQUIRED PER 5YEAR CYCLE
On/Before <b>August 31</b>	On/Before <b>August 31</b>	On/Before <b>August 31</b>	On/Before <b>August 31</b>	<b>September 1</b>	<b>September 1</b>	<b>January 1</b>	<b>IAA* = 1 PD** = 120</b>

\*Illinois Administrators Academy (IAA). Beginning with renewal at the end of the 2014-2019 renewal cycle and thereafter, teachers (including career and tech ed teachers) and school support services personnel who hold an administrative endorsement must complete one IAA per five-year renewal cycle even if they do not hold an administrative position at any time during the cycle.

\*\*Professional Development (PD) must be completed through an Illinois Approved Professional Development Provider (<https://www.isbe.net/Documents/prof-dev-provider-list.pdf>)

**ADMINISTRATORS/RENEWAL YEARS 2016 AND AFTER**

CHECK/CHANGE PD/EMPLOYMENT STATUS IN ELIS	COMPLETE REQUIRED IAAs*	RECORD PD** IN ELIS	REGISTER THE LICENSE IN ELIS	LAPSES IF IAA* & PD** WERE NOT RECORDED BY 8/31	INVALID FOR EMPLOYMENT IF IAA* & PD** WERE RECORDED BUT LICENSE WAS NOT REGISTERED BY 8/31	LAPSES IF LICENSE WAS NOT REGISTERED BY 12/31	IAA*/PD** REQUIRED PER 5-YEAR CYCLE
On/Before <b>August 31</b>	On/Before <b>August 31</b>	On/Before <b>August 31</b>	On/Before <b>August 31</b>	<b>September 1</b>	<b>September 1</b>	<b>January 1</b>	<b>IAA* = 5 PD** = 100</b>

\*Illinois Administrators Academy (IAA). One IAA is required between July 1 and June 30 of each fiscal year a licensee holds an administrative position. IAAs cannot be banked/carried over to future years. Licensees who fail to complete a required IAA in any given fiscal year must take 2 IAAs to make up for the missed IAA. To avoid a penalty IAA for last fiscal year of the five-year cycle, the required IAA must be completed and recorded in ELIS prior to June 30.

\*\*Professional Development (PD) must be completed through an Illinois Approved Professional Development Provider (<https://www.isbe.net/Documents/prof-dev-provider-list.pdf>)

**PARAPROFESSIONAL EDUCATORS/RENEWAL YEARS 2018 AND AFTER**

REGISTER LICENSE IN ELIS	INVALID FOR EMPLOYMENT IF NOT REGISTERED BY 8/31	PD* HOURS REQUIRED PER 5-YEAR CYCLE
On/Before <b>August 31</b>	<b>September 1</b>	<b>0 – NONE – NOT APPLICABLE</b>

\*Professional Development (PD)

Revised: 10/12/2016