ILLINOIS EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS)
LICENSE RENEWAL

Log onto the ISBE website (http://www.isbe.net/) via Internet Explorer or Firefox. Safari, Chrome, and other browsers can cause trouble with ELIS.

Click on **ELIS / Educator Credentials** at the top of the ISBE homepage.

Click on **Click here** under Educator Access.

**CAUTION:** The ELIS web site is best viewed with the latest version of Internet Explorer (IE).

- **Educator Access**
  - Click here to login to your ELIS account.
  - Notice: ACT Plus Writing or SAT score reports listed under a maiden name or previous name may not be credited to your account. Please log in to your account to add a maiden name or previous name if applicable.

- **Public Search**
  - Click here to perform a search of public license information for educators in Illinois by using the City, District, School, or Educator Name.

- **Administrator Access**
  - Click here to perform a credential search of educators in Illinois. For use by institutions of higher education, school districts, or prospective employers to verify credentials of a potential educator candidate or employee. Illinois Educator Identification Number (IEIN) required.
Enter the login name and password. Click **LOG IN**

Click **Continue >>**

Hello Susan, you last logged in 4/29/2015 10:24:30 AM.

Welcome to your personal IWAS for Educators account.

From this page you can click on the "Continue" button to access all of your credentials online.

Click **Continue >>**
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ELIS searches the database

On the homepage/dashboard, click on **Renewals** in the ACTION CENTER
Review and, if needed, update the information on the screen. To update information place the cursor in the applicable box, delete the old information, and type in the new information. Click Next.
Please answer the following required questions of the Criminal History Disclosure Statement.

Yes No Question

☐ Have you ever had a license or certificate (teaching, administrative, school support, etc.) formally denied, suspended, or revoked in Illinois or any other state?

☐ Have you ever been convicted of a felony in Illinois or any other state?

☐ Have you ever been convicted of any sex, narcotic, or drug offense in Illinois or any other state?

☐ 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?

☐ 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?

☐ Are you currently 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.

Once you have answered the background questions, click the "Next" button.

☐ Continue - Please continue the wizard

☐ Cancel - Please cancel the wizard
Select a registration region by clicking the down arrow circled below. Use the scroll bar to move up and down. Click on the applicable region. Click Next.

Respond to the questions. Click Next (Educators who were exempt from PD should respond “YES” to question #1.)

Review the information. Click Make Payment.
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: Susan R Bestteacher
Gender: F
Maiden: unknown
Birth Date: 9/13/1964

Contact Information
Address: 123 Any St
City State, Zip: Any Town IL, 54444
Country: US
Work Phone: (999) 999-9999
Primary Email Address: Irhoados@isbe.net

Region
Region: 15 - CITY OF CHICAGO

Payment
Amount: $50.00

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.
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Fill in the debit/credit card information. Click CONTINUE. ISBE does not administer. For technical assistance with the payment screen contact at 866-290-5400.
When the payment is processed, the system returns to the ELIS credentials screen. The new expiration and registered through dates are reflected on the credentials screen. **NOTE:** ISBE does not issue paper licenses. For a paper copy of the license, print the screen below.