This updated document provides information for the renewal of educator licenses; professional development for renewal; professional development providers; lapsed licenses; and other important components of Illinois Educator Licensure.
# LICENSE RENEWAL AND REGISTRATION BEGINNING WITH THE FIRST RENEWAL CYCLE AFTER JULY 1, 2014

Updated February 2016

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TEACHER RENEWAL REQUIREMENTS

If you are working 50% or more full-time equivalency in a position requiring a Professional Educator License (PEL), you must complete 120 hours of professional development (PD) during each 5-year renewal cycle (an average of 24 hours per year). This includes those of you who are Speech Language Pathologists (teaching) regardless of whether or not you hold a license issued by the Illinois Department of Financial and Professional Regulation (IDFPR).

I. You have the option to create a professional development plan to help identify topics for which professional development (PD) will be sought.

II. You must engage in PD activities in order to renew your license. If the license is endorsed in more than one area, you must satisfy the renewal requirements for the position in which you spent the majority of time working in any particular year, i.e., teacher, administrator, or school support personnel. For example, if you worked as a teacher for three years and a principal for two years in the same renewal cycle, you would complete 24 hours of PD for each year teaching and 20 PD hours plus one Administrators’ Academy course for each year working as a principal. If you worked 50% of the year as a teacher and 50% of the year as a principal you may choose the position for which you will complete PD. Only PD offered by approved providers will count (see the list of approved providers at http://www.isbe.net/licensure/requirements/prof-dev-provider-list.pdf). If you are working in a position that does not require educator licensure or working in a position less than 50% for any particular year, you are considered “exempt” from PD and only have to pay the registration fee for that time period.

Beginning July 1, 2014, the lists of professional development activities and “purposes” are no longer necessary. 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, you would not lose any credits earned. CPDUs and college coursework earned prior to July 1, 2014 will count toward renewal through June 30, 2019.

Beginning with the first full 5-year cycle after July 1, 2014, in which you have worked 50% or more in a position requiring a PEL, and if you hold an administrative endorsement but did not work in a position requiring that endorsement, you must complete one Administrators’ Academy course within each 5-year cycle in which the administrative endorsement was held for at least one year or you will not be able to renew your educator license.

III. For each PD activity for which you want renewal credit, you must enter electronically into ELIS the 1) name, 2) date, 3) location of the activity, 4) provider’s name, and 5) number of PD hours. Administrators’ Academy courses will be entered by the provider; do not enter those yourself.
If you are a School Service Personnel and you hold an active and current professional license issued by the Illinois Department of Financial and Professional Regulation (IDFPR) or a national license related to your endorsement area, it is deemed that you have met all renewal requirements. You should enter one activity into your PD page in ELIS that indicates the IDFPR license number and enter the number of hours for that one activity as 120, because holding the IDFPR license satisfies the entire renewal requirement.

Professional development activities must be entered into ELIS before the end of the renewal cycle in order to count.

IV. Exemptions should be recorded in ELIS under “Employment Status” for any semesters in which you did not work at least 50% in a position requiring educator licensure. You do not have to complete PD for the years in which your license is exempt.

If you work solely as a substitute teacher on a Professional Educator License (PEL), you do not have to complete PD for those semesters.

V. Between April 1 and June 30 of the last year of the cycle, you must renew your educator license using ELIS. In one step, you will 1) provide assurance that you have completed the required number of professional development hours for renewal; 2) respond to questions of a legal nature; and 3) pay the registration fee for the next renewal cycle using a credit card. If the professional development activities entered into ELIS do not meet the minimum requirement, you will not be able to renew.

*It is solely your responsibility to renew and register your license in a timely manner to prevent it from lapsing. The liability to a school district that employs an educator who does not hold a valid and registered educator license is significant. The State is not responsible for sending reminders to you, though courtesy email messages are sent to the email address you have on file in ELIS.*

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**ADMINISTRATOR RENEWAL REQUIREMENTS**

If you worked 50% or more full-time equivalency in a position requiring a Teacher Leader, General Administrative, Principal, or Superintendent endorsement, you must complete 100 hours of PD in each 5-year renewal cycle plus one Illinois Administrators’ Academy (IAA) course within each fiscal year.

I. You have the option to create a professional development plan to help identify topics for which professional development (PD) will be sought.
II. You must engage in PD activities in order to renew your license. If the license is endorsed in more than one area, you must satisfy the renewal requirements for the position in which you spent the majority of time working in any particular year, i.e. teacher, administrator, or school support personnel. For example, if you worked as a teacher for three years and a principal for two years in the same renewal cycle, you would complete 24 hours of PD for each year teaching and 20 PD hours plus one Administrators’ Academy course for each year working as a principal. If you worked 50% of the year as a teacher and 50% of the year as a principal, you may choose which one of the positions for which to complete PD. Only PD offered by approved providers will count (see the list of approved providers at http://www.isbe.net/licensure/requirements/prof-dev-provider-list.pdf).

If you work in a position that does not require educator licensure or work in a position less than 50% for any particular year, you are considered “exempt” from PD and must only pay the registration fee for that time period.

Beginning July 1, 2014, the lists of professional development activities and “purposes” are no longer necessary. 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, you will not lose any credits earned. CPDUs and college coursework earned prior to July 1, 2014 will count toward renewal through June 30, 2019.

If you worked in a position requiring an administrative or Teacher Leader endorsement, you must complete an Illinois Administrators’ Academy (IAA) course between July 1 and June 30 each year. Those who do not comply must complete an additional IAA course for each year missed as a penalty. The penalty course(s) must be completed before renewal.

III. For each PD activity that you want to count towards renewal, you must enter electronically into ELIS the 1) name, 2) date, 3) location of the activity, 4) provider’s name, and 5) number of PD hours. Administrators’ Academy courses will be entered by the provider or Regional Office of Education, never by you.

IV. Exemptions should be recorded in ELIS under “Employment Status” for any semesters in which you did not work at least 50% in a position requiring educator licensure. You do not have to complete PD for the years in which the licenses are exempt.

If you work solely as a substitute teacher on a Professional Educator License (PEL), you do not have to complete PD for those semesters.

V. Between April 1 and June 30 of the last year of the cycle, you must renew your educator license using ELIS. In one step, you will 1) provide assurance that you have completed the required number of professional development hours for renewal; 2) respond to questions of a legal nature; and 3) pay the registration fee
for the next renewal cycle using a credit card. If the professional development activities entered into ELIS do not meet the minimum requirement, you will not be able to renew.

_It is solely your responsibility to renew and register your license in a timely manner to prevent it from lapsing. The liability to a school district that employs an educator who does not hold a valid and registered educator license is significant. The State is not responsible for sending reminders to you, though courtesy email messages are sent to the email address you have on file in ELIS._

**SCHOOL SERVICE PERSONNEL RENEWAL REQUIREMENTS**

If you worked 50% or more full-time equivalency in a position requiring a School Support Personnel endorsement, and you do not also hold a license issued by Illinois Department of Financial and Professional Regulation (IDFPR), you must complete 120 hours of PD each 5-year renewal cycle.

I. You have the option to create a professional development plan to help identify topics for which professional development (PD) will be sought.

II. You must engage in PD activities in order to renew your license. If the license is endorsed in more than one area, you must satisfy the renewal requirements for the position in which you spent the majority of time working in any particular year, i.e. teacher, administrator, or school support personnel. For example, if you worked as a teacher for three years and a school psychologist for two years in the same renewal cycle, you would complete 24 hours of PD for each year teaching and 24 PD hours for each year working as a school psychologist. If you worked 50% of the year as a teacher and 50% of the year as a school psychologist, you may choose the position for which you will complete PD. **Only PD offered by approved providers will count** (see the list of approved providers at [http://www.isbe.net/licensure/requirements/prof-dev-provider-list.pdf](http://www.isbe.net/licensure/requirements/prof-dev-provider-list.pdf).

If you are working in a position that does not require educator licensure or working in a position less than 50% for any particular year, you are considered “exempt” from PD and only have to pay the registration fee for that time period.

Beginning July 1, 2014, the lists of professional development activities and “purposes” are no longer necessary. **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, you would not lose any credits earned. CPDUs and college coursework earned prior to July 1, 2014 will count toward renewal through June 30, 2019.
III. For each PD activity for which you want renewal credit, you must enter electronically into ELIS the 1) name, 2) date, 3) location of the activity, 4) provider’s name, and 5) number of PD hours. If you completed any Administrators’ Academy courses, they will be entered by the provider or Regional Office of Education.

Professional development activities must be entered into ELIS before the end of the renewal cycle in order to count.

Licensees who are employed and performing services in public schools and hold an active and current professional license issued by the Illinois Department of Financial and Professional Regulation (IDFPR) related to the endorsement area are deemed to have met the renewal requirements. No additional PD hours are required.

If you are a School Service Personnel with an active and current professional license issued by IDFPR or hold a national license related to your endorsement area, you only need to enter one PD activity into ELIS. Include your IDFPR license number and enter the number of hours for that one activity as 120, because holding the IDFPR license satisfies the entire renewal requirement.

Beginning with the first full 5-year cycle after July 1, 2014, in which you have worked 50% or more in a position requiring a PEL, and if you hold an administrative endorsement but did not work in a position requiring that endorsement, you must complete one Administrators’ Academy course within each 5-year cycle in which the administrative endorsement was held for at least one year or you will not be able to renew your educator license. This is required even if you also hold the IDFPR or national license.

IV. Exemptions should be recorded in ELIS under “Employment Status” for any semesters in which you did not work at least 50% in a position requiring educator licensure. You do not have to complete PD for the semesters in which your license is exempt.

If you work solely as a substitute teacher on a Professional Educator License (PEL), you do not have to complete PD for those semesters.

V. Between April 1 and June 30 of the last year of the cycle, you must renew your educator license using ELIS. In one step, you will 1) provide assurance that you have completed the required number of professional development hours for renewal; 2) respond to questions of a legal nature; and 3) pay the registration fee for the next renewal cycle using a credit card. If the professional development activities entered into ELIS do not meet the minimum requirement, you will not be able to renew.

It is solely your responsibility to renew and register your license in a timely manner to prevent it from lapsing. The liability to a school district that employs an educator who does not hold a valid and registered educator license is significant. The State is not
responsible for sending reminders to you, though courtesy email messages are sent to
the email address you have on file in ELIS.

**NBPTS - MASTER TEACHER RENEWAL REQUIREMENTS**

If you hold a current NBPTS Master Teacher Designation, you must complete a total of 60
hours of PD for each 5-year renewal cycle. (The designation is issued only for the same
validity period as the NBPTS certification, and removed when you no longer hold that
certification.)

I. You have the option to create a professional development plan to help identify topics
for which professional development (PD) will be sought.

II. You must engage in PD activities in order to renew your license. If the license is
endorsed in more than one area, you must satisfy the renewal requirements for the
position in which you spent the majority of time working in any particular year, i.e.
teacher, administrator, or school support personnel. For example, if you worked as a
teacher for three years and a principal for two years in the same renewal cycle, you
would complete 12 hours of PD for each year teaching and 20 PD hours plus one
Administrators’ Academy course for each year working as a principal. If you worked
50% of the year as a teacher and 50% of the year as a principal you may choose the
position for which you will complete PD. *Only PD offered by approved providers will
count* (see the list of approved providers at [http://www.isbe.net/licensure/requirements/prof-dev-provider-list.pdf](http://www.isbe.net/licensure/requirements/prof-dev-provider-list.pdf)). If you are
working in a position that does not require educator licensure or working in a position
less than 50% for any particular year, you are considered “exempt” from PD and only
have to pay the registration fee for that time period.

Beginning July 1, 2014, the lists of professional development activities and “purposes” are
no longer necessary. *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, you would not lose any
credits earned. CPDUs and college coursework earned prior to July 1, 2014 will count
toward renewal through June 30, 2019.

*Beginning with the first full 5-year cycle after July 1, 2014, in which you have worked
50% or more in a position requiring a PEL, and if you hold an administrative
endorsement but did not work in a position requiring that endorsement, you must
complete one Administrators’ Academy course within each 5-year cycle in which the
administrative endorsement was held for at least one year or you will not be able to
renew your educator license.*

III. For each PD activity for which you want renewal credit, you must enter
electronically into ELIS the 1) name, 2) date, 3) location of the activity, 4) provider’s
name, and 5) number of PD hours. **Administrators’ Academy courses will be entered by the provider; do not enter those yourself.**

If you are a School Service Personnel, you should enter one activity that indicates you hold an active and current professional license issued by the Illinois Department of Financial and Professional Regulation (IDFPR) or a national license related to your endorsement area. Enter the license number and indicate the number of hours for that one activity as 120, because holding the IDFPR license satisfies the entire renewal requirement.

Professional development activities must be entered into ELIS before the end of the renewal cycle in order to count.

**IV. Exemptions** should be recorded in ELIS under “Employment Status” for any semesters in which you did not work at least 50% in a position requiring educator licensure. You do not have to complete PD for the semesters in which your license is exempt.

If you work solely as a substitute teacher on a Professional Educator License (PEL), you do not have to complete PD for those semesters.

**V.** Between April 1 and June 30 of the last year of the cycle, you must renew your educator license using ELIS. In one step, you will 1) provide assurance that you have completed the required number of professional development hours for renewal; 2) respond to questions of a legal nature; and 3) pay the registration fee for the next renewal cycle using a credit card. If the professional development activities entered into ELIS do not meet the minimum requirement, you will not be able to renew.

*It is solely your responsibility to renew and register your license in a timely manner to prevent it from lapsing. The liability to a school district that employs an educator who does not hold a valid and registered educator license is significant. The State is not responsible for sending reminders to you, though courtesy email messages are sent to the email address you have on file in ELIS.*
RETIRED EDUCATOR RENEWAL REQUIREMENTS

If you are a retired educator collecting benefits from a State retirement system, you do not have to complete any professional development (PD) or pay any registration fees. You simply must login to ELIS and renew each cycle. If you return to work as a substitute teacher on your PEL, you need not pay the registration fees, but the PEL will be valid.

1. Beginning July 1, 2014 if you are retired and qualify for benefits from a State retirement system, you must indicate this in the Educator Licensure Information System (ELIS) and your license will be maintained in “Retired” status.

If you retired during a cycle in which you worked full-time at least one semester, you must complete the PD for that period of time that you were not retired and then renew your license. Licenses in retired status for the entire 5-year cycle cannot lapse. However, if you worked full-time anytime during that cycle, you must complete all required PD or the license will lapse.

Once retired, you do not have to pay any more registration fees as long as your license is in retired status and you do not return to work for 50% or more of a school year.

2. If your license is in “retired” status and you return to work as a substitute teacher on your PEL, you need not pay the registration fees or complete any PD for renewal.

If and when you return to work for 50% or more of a school year in a position that requires a PEL, you must immediately change the license status in ELIS to “Active”, pay the registration fee, and complete renewal requirements for that year.

RENEWAL FOR THOSE IN MID-CYCLE

If your current renewal cycle ends in 2015, 2016, 2017, or 2018 (and some NBPTS Master Teachers who renew after 2018), you will have the same renewal requirements you did at the beginning of this cycle. PD that counts for the current cycle includes: 1) CPDU credit earned, 2) college coursework, and/or 3) uniquely-qualifying activities.

The amount of PD for renewal remains the same for you as when the current cycle began, i.e. 40 CPDUs, 80 CPDUs, or 120 CPDUs which converted to PD Hours on July 1, 2014. For example, if you need 80 CPDUs to renew in 2016 and you accrued 80 CPDUs by July 1, 2014, you need not earn any more. However, if you only accrued 60 CPDUs by 7/1/2014, you will need 20 more PD Hours to renew in 2016.

If you are an NBPTS Master Teachers who completed 40 CPDUs prior to July 1, 2014, you have met the renewal requirements for the renewal cycle.
You may participate in PD activities from past-approved Professional Development Providers only through December 31, 2014, if the PD aligns to the new requirements.

PD activities completed before December 31, 2014 must be entered into ELIS prior to the end of the renewal cycle (not within 60 days of the activity) if they are to count toward license renewal. 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 of PD, 1 quarter hour = 10 PD hours.

With the exception of degrees earned and endorsements issued, uniquely-qualifying activities will satisfy all renewal requirements if they were completed by August 31, 2014.

Any degree earned must have been conferred or any subsequent endorsement issued by December 31, 2014 to receive credit as a uniquely-qualifying activity. If you completed college coursework towards an advanced degree, but did not attain the degree within the renewal cycle, you may count the individual semester hours toward renewal (1 semester hour = 15 PD hours; 1 quarter hour = 10 PD hours).

If you hold a current and valid PEL with a School Support Personnel endorsement and you currently hold one of the following, it is deemed that you have 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, or
- An IL Department of Financial and Professional Regulation (IDFPR) license.

**FAILURE TO MEET RENEWAL REQUIREMENTS**

As always, your educator license is scheduled to renew on July 1 of the last year of the renewal cycle. You may complete all deficient PD hours and any applicable Illinois Administrators Academy (IAA) courses while continuing to work in a position that requires your license through August 31 of that year. In other words, if you have not completed renewal requirements by June 30, you may continue accruing PD to meet the requirements through August 31. **Educator licenses lapse on September 1 if you do not record your PD activities in ELIS by August 31 of the last year of the renewal cycle.** However, if IAA courses were not completed by June 30, an additional course will be required as a penalty for each fiscal year missed. Penalty courses must be completed by August 31 to renew.

If you do not fulfill the PD renewal requirements at the end of the renewal cycle, you are ineligible to register the educator license.
Even if the required PD was recorded or you were exempt from PD, licenses not registered (registration fees are not paid) by December 31 of the renewal year, lapse on January 1.

*An unregistered license is invalid for employment or providing services in an Illinois public or state-operated or cooperative and in a charter school.*

If PD opportunities were unavailable to you, proof that opportunities were not available and a request for an extension of time beyond August 31 to complete the renewal requirements may be submitted between April 1 and June 30 of the renewal year to the State Educator Preparation and Licensure Board (SEPLB). If an extension is approved, the license will remain valid during the extension period.

### EDUCATOR LICENSES WITH STIPULATIONS

**Endorsed for Provisional Career and Technical Educator (CTEP)*** issued on or after 7/01/2013 may be renewed for one five-year period, provided you have passed an Illinois' test of basic skills and have completed a minimum of 20 semester hours of coursework from a regionally accredited institution.

**Endorsed for Career and Technical Educator (CTE)*** issued before 7/1/2013 may be renewed provided you completed 120 hours of professional development activities OR 60 hours of professional development activities for any licensee holding a current National Board for Professional Teaching Standards (NBPTS) master teacher designation.

An educator License with Stipulations endorsed for Career and Technical Educator (CTE) for which renewal requirements have not been completed by August 31 of the year in which it expired will lapse on September 1 of that year.

**Provisional Educator (PEDU)** will not be renewed for an individual who holds an ELS and who has held a position in a public school or nonpublic school recognized by ISBE.

### LAPSED LICENSES

A Professional Educator License (PEL) or Educator License with Stipulations (ELS) that lapses on September 1, 2015 or thereafter for failure to complete PD requirements may be reinstated by completing any deficient PD hours **AND** paying a $500 penalty fee or completing 9 semester hours of college coursework from a regionally accredited institution of higher education in a content area related to the educator’s endorsement area(s). Any coursework used to satisfy deficient PD may not be applied to the 9 semester hours for reinstatement. Coursework must have been completed within the five-fiscal years immediately preceding the reinstatement year.
Educator Licenses that lapse only for failure to pay registration fees may be reinstated after January 1 of the year following the lapse by paying a $500 penalty or completing 9 semester hours of coursework from a regionally accredited institution of higher education in a content area related to the educator’s endorsement area(s). Coursework must have been completed within the five-fiscal years immediately preceding the reinstatement year. The licensee may not work on an unregistered license.

A professional educator license (PEL) or an educator license with stipulations (ELS) endorsed for paraprofessional educator that has not been registered for a period of six or more months since the expiration of its last registration lapses.

THE FOLLOWING EDUCATOR LICENSES DO NOT LAPSE:
1) A PEL exchanged for a certificate that was issued between July 1, 1929 and July 1, 1951,
2) A substitute teaching license,
3) AN ELS endorsed in an area other than career and technical educator, and
4) AN ELS endorsed only for paraprofessional educator (effective 7/16/2015).

APPEALS

If you did not fulfill the renewal requirements by the end of the renewal cycle and your educator license lapsed, you may submit an appeal to the State Superintendent of Education for reinstatement of the license.

If the State Superintendent makes a determination that the educator license should not be reinstated, you may file a second appeal to the State Educator Preparation and Licensure Board (SEPLB).

Appeals to the (SEPLB) must be made within 30 days after receipt of notice from the State Superintendent of Education that the educator license will not be renewed based upon failure to complete renewal requirements. The appeal must state the reasons why the State Superintendent's decision should be reversed.

The SEPLB will review each appeal within 90 days after receiving it in order to determine whether you have met the renewal requirements. The board may hold an appeal hearing or may make its determination based upon the record of review, which consists of the following: the regional superintendent of education’s rationale for recommending nonrenewal of the license, if applicable; any evidence submitted to the State Superintendent along with the electronic Statement Of Assurance for renewal; and the State Superintendent’s rationale for nonrenewal of the license.

The SEPLB will notify you of its decision regarding the license renewal by mail no later than 30 days after reaching a decision. Upon receipt of notification of renewal, you must
pay the applicable registration fee for the next cycle using ELIS and a form of credit or debit card.

**VOLUNTARY SURRENDER OF EDUCATOR LICENSE OR ENDORSEMENT**

You may voluntarily surrender any educator license or endorsement (except a Substitute license) except if you are subject to an ongoing investigation conducted by the State Board of Education or if there is evidence or allegation of misconduct. In those instances, you must wait until the case is closed.

If you are interested in surrendering an **endorsement**, you must complete ISBE Form 73-76 Request for Voluntary Removal of Endorsements [http://www.isbe.net/licensure/pdf/73-76-req-vol-removal-end.pdf](http://www.isbe.net/licensure/pdf/73-76-req-vol-removal-end.pdf) between January 1 and May 1 of any calendar year, and submit it to ISBE General Counsel as provided in the instructions. The endorsement requested to be surrendered will be removed no later than July 1 of the same calendar year. If you decide you would like the same (or equivalent) endorsement back, you must wait at least ten (10) years before applying for it, and meet all of the requirements in place at the time of application.

When an **educator license** is voluntarily surrendered, it is identified as a revocation and you may never again apply for that license. Furthermore, the license is listed as revoked in the database.

**PROFESSIONAL DEVELOPMENT ACTIVITIES**

There is no definitive list of acceptable professional development activities anymore.

All 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;
- Prepare educators to appropriately use various types of classroom assessments;
- Use learning strategies appropriate to the intended goals;
- Provide educators with the knowledge and skills to collaborate; or
- Prepare educators to apply research to decision-making.
PROFESSIONAL DEVELOPMENT PROVIDERS

The following entities are designated in statute as approved to provide professional development activities for the renewal of PELs:

1) Illinois State Board of Education;
2) Regional Offices of Education and Intermediate Service Centers;
3) The Illinois Resource Center (IRC);
4) Regionally accredited institutions of higher education that offer Illinois-approved educator preparation programs;
5) Illinois public school districts, charter schools, and joint educational programs providing career and technical education or special education services;
6) Illinois professional associations representing A) school administrators, B) principals, C) school business officials, D) teachers, including special education teachers, E) school boards, F) school districts, G) parents, and H) school service personnel;
7) Illinois public community colleges;
8) Museums that are subject to the Museum Disposition of Property Act; and
9) Illinois State agencies, State boards, and State commissions.

The State Superintendent may approve Illinois professional associations that represent any of the following groups: 1) school administrators, 2) principals, 3) school business officials, 4) teachers, including special education teachers, 5) school boards, 6) school districts, 7) parents, and 8) school service personnel. "Represent" means advocating for a group or advocating for or representing a group’s interests in local, State or federal legislative processes; acting for, in place of or on behalf of a group; and/or serving as a spokesman, proxy or attorney for a group. "Represent" also refers to Illinois professional associations whose primary purpose is to provide support to or promote the goals of a group of educators or conduct research about issues of interest to a group.

Approved providers may identify other PD providers to offer activities under their approval. For instance, a district (which is 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. Likewise, a school district may approve a teacher to offer professional development to its other educators. The teacher would be listed as the “Provider” and the district would be listed as the “Approved Provider” on the Evidence of Completion Form.

Approved providers must annually submit to ISBE an explanation of how the PD activities most likely impacted one or more of the following: 1) educator and student growth in regards to content knowledge or skills, or both; 2) educator and student social and emotional growth; or 3) district or school improvement.

Approved providers must submit a list of “subcontractors” to ISBE every June 30 beginning in 2015, and are subject to annual audits conducted by the State Board of Education.
School districts are subject to audit by Regional Offices of Education and Intermediate Service Centers. Audits of providers are scheduled to begin in 2016.

**RESPONSIBILITIES OF APPROVED PROFESSIONAL DEVELOPMENT PROVIDERS**

Approved providers **must do the following:**

- Align professional development activities to the *Learning Forward* State-approved national standards for professional learning;
- Meet the professional development criteria for Illinois licensure renewal;
- Produce a rationale for each activity that explains how it aligns to State standards and identify the expected impact on student learning or school improvement;
- Verify attendance at PD activities;
- Maintain the attendance records (registration, sign-in sheets, etc.) for each event or activity for which credit is awarded for a period of not less than six years;
- Provide to each participant an Evidence of Completion Form;
- Provide to each participant an Evaluation Form, require its completion, and collect the evaluations;
- Maintain the Evaluation Forms for a period of not less than three years and make them available for review upon request by ISBE;
- Annually submit to the State Board of Education a list of subcontractors used for delivery of professional development activities for which renewal credit was issued and other information as required.
- Annually submit to the State Board of Education data demonstrating how the professional development activities were expected to impact one or more of the following: 1) educator and student growth in regards to content knowledge or skills, or both; 2) educator and student social and emotional growth; or 3) alignment to district or school improvement.

Approved providers must maintain a description linking each professional development activity to the following purposes:

- increase the knowledge and skills of school and district leaders who guide continuous professional development;
- improve the learning of students;
- organize adults into learning communities whose goals are aligned with those of the school and district;
- deepen educator’s content knowledge;
- provide educators with research-based instructional strategies to assist students in meeting rigorous academic standards;
- Prepare educators to appropriately use various types of classroom assessments;
- Use learning strategies appropriate to the intended goals;
- Provide educators with the knowledge and skills to collaborate; and
- Prepare educators to apply research to decision-making.
Completing and maintaining an Approved Professional Development Provider Activity Summary form [http://www.isbe.net/licensure/pdf/73-58-approved-pd-provider-activity-summary.pdf]. For each PD activity offered is the best and simplest way for PD Providers to organize their records, and may be used if audited by the Illinois State Board of Education.

Providers are approved to issue credit for clock hours completed in increments of at least one-quarter hour for any given type of activity, only if the activities it sponsors or conducts have been developed and presented by persons with education and experience in the applicable content areas; and there is an apparent correlation between the proposed content of the professional development activities, the relevant standards; and one or more of the required criteria.

The State Superintendent of Education will review the annual data collected by ISBE, regional offices of education, and intermediate service centers in audits, to determine if the approved provider has met the criteria and should continue to be an approved provider, or if further action should be taken.

RESOURCES

If you have any questions you should first contact your Regional Office of Education or Intermediate Service Center. The Directory is online at [http://www.isbe.net/regionaloffices/pdf/roedirectory.pdf].

To contact the Educator Licensure Division at the Illinois State Board of Education, you may email [Renewal@isbe.net](mailto:Renewal@isbe.net) or call 217/557-6763.