



DIRECTIONS ON HOW TO RENEW YOUR EDUCATOR LICENSE ON THE NEW ELIS SYSTEM

Log onto www.isbe.net/elis.

Click on the EDUCATOR ACCESS on the left side. (See screen below.) If you don't remember your login, follow the steps to create a new login and password.

Educator Licensure Information System (ELIS)

ATTENTION: Educator Certification System (ECS) is now Educator Licensure Information System (ELIS). Please read carefully to access your teacher credentials formerly found in ECS.

<p> The ELIS site is best viewed using a desktop PC with the latest version of Internet Explorer The use of mobile devices is not recommended. Also, the system will not work with the Google Chrome browser.</p>		
<p>Educator Access</p> <p>Click here to login to your ELIS account.</p>	<p>Public Search</p> <p>Click here to perform a search of public license information for educators in Illinois by using the City, District, School, or Educator Name.</p>	<p>Administrator Access </p> <p>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.</p>

Once you have logged in, click on CONTINUE to view your account.

Now you should see several links and you can click on the link that says CLICK HERE TO REVIEW YOUR PROFESSIONAL DEVELOPMENT. (see below which shows the link on the bottom right)

<p> View Your Credentials Your credentials are available online. You will be able to see all your current and previous credentials, documents received, and degrees on file. You will also be able to update professional development information.</p>	<p> View your deficiency letter(s) Click here to View your deficiency letter(s).</p>
<p> Register Your Credentials Click here to register your Illinois educator credentials. All registrations require a credit card payment.</p>	<p> Click here to review your professional development Click here to review your professional development. Once you have reviewed your professional development, you can submit it to start the renewal process.</p>
<p> Apply for an Illinois License, Endorsement, or Approval You can now apply for licenses online. All Illinois online applications require a credit card payment.</p>	

Next, you may see some previous professional development that was already listed in the boxes from the last time you renewed. This is the screen where you need to add your professional development for your renewal, so click at the bottom where it says, CLICK HERE TO ADD PROFESSIONAL DEVELOPMENT HOURS in blue.

Educator Professional Development Education

Edit	Name	Description	Provider	Purpose	Hours	Begin Date	End Date	Create Info	Updated Info	Delete
Edit	CPD	I participated at the Illinois Resource Center with their Spanish language institute. We went to Oaxaca, Mexico to expand vocabulary, develop oral language skills, practice writing skills, review structure of language.			35	07/25/2006	09/04/2006	hits.master - 10/14/2006	hits.master - 10/14/2006	Delete
Edit	Ind / Ment Prg				0	08/25/2005	05/29/2009	hits.master - 05/29/2009	hits.master - 05/29/2009	Delete

[Click Here to Add Professional Development Hours](#)

1. IF YOU WANT TO USE CPDU'S FROM ATTENDING D54 WEDNESDAY STAFF DEVELOPMENT, PLEASE FOLLOW THE DIRECTIONS BELOW.

Below is an example of what you will fill in for each calendar year you worked for D54 and attended Wednesday staff development.

1b. Please fill it in what is in the boxes (SEE SCREEN BELOW) (the dates will vary depending on which years you have worked in district.) PLEASE READ BELOW TO SEE WHICH DATES ARE APPLICABLE TO THIS RENEWAL CYCLE!!!!!!!!!!!!!!!!!!!!!!

The screenshot shows a web form titled "Professional Educator Development Hours" with a help icon in the top right corner. Below the title, it says "Please enter the Professional Development information below." The form contains the following fields:

- Activity Name: CPDU *
- Provider: Schaumburg School D54 *
- Purpose: A, B, C, E *
- Hours: 30 *
- Description: Each week I participated in 1.5 hours of staff development led by District 54 administrators and instructional personnel. Workshops covered literacy and math activities designed to meet the needs of all students, including those with special needs. *
- Begin Date: 09/01/2009 MM/DD/YYYY *
- End Date: 06/01/2010 MM/DD/YYYY *

For the activity name...list CPDU.

For the provider...list Schaumburg School District 54.

For the purpose, ALWAYS choose Purposes A, B, C, and E. Note: Purpose E - Regular education teachers using CPDUs for all or part of their professional development must claim Purpose E for a minimum of 20% of the CPDUs; special education teachers must have 50%. Checking Purpose E

shows that this professional development activity would serve “students in the least restrictive environment” or could be modified for all students, including those with special needs.

For the hours... list 30 cCPDU hours for one year of staff development.

For the description: If you are using our Wednesday staff development, please use this description. Just copy and paste this into the box.

Each week I participated in 1.5 hours of staff development led by District 54 administrators and instructional personnel. Workshops covered literacy and math activities designed to meet the needs of all students, including those with special needs.

For the dates: list the years you worked in District 54 and attended Wednesday staff development.

****Remember: YOU MUST COMPLETE THE ABOVE STEPS FOUR DIFFERENT TIMES, SO THAT YOU CAN ENTER IN EACH SCHOOL YEAR SEPARATELY. You need 120 CPDUs to renew. The four years are listed below:**

09/01/2009 ~ 06/01/2010

09/01/2010 ~ 06/01/2011

09/01/2011 ~ 06/01/2012

09/01/2012 ~ 06/01/2013

MAKE SURE THAT YOU GO BACK TO “CLICK HERE TO ADD PROFESSIONAL DEVELOPMENT HOURS” AND REPEAT THIS PROCESS FOR EACH OF THE 4 YEARS LISTED ABOVE. (Of course, if you have not worked for the district those last 4 years, you can only enter the years you have been employed by District 54. It will be up to you to provide other CPDUs to meet your renewal requirements.)

1. IF YOU WANT TO USE COURSEWORK, OR A MASTER’S DEGREE TO RENEW YOUR LICENSE, FOLLOW THESE DIRECTIONS:

2B. For the Activity Name: List “advanced coursework” or “advanced degree”

For the provider...list the name of whichever organization or university you went through.

For the purpose, ALWAYS choose Purposes A, B, C, and E. Note: Purpose E - Regular education teachers using CPDUs for all or part of their professional development must claim Purpose E

for a minimum of 20% of the CPDUs; special education teachers must have 50%. Checking Purpose E shows that this professional development activity would serve “students in the least restrictive environment” or could be modified for all students, including those with special needs.

For the hours: a 3-credit hour course = 45 cpdu’s, according to the ISBE website. So if you have taken 3 graduate courses, you have enough cpdu’s to renew. List 45 cpdu’s for each course you have taken in the past 5 years. **HOWEVER, If you are entering in a master’s degree, you can enter 0 (ZERO) cpdu hours for the master’s. You do not need to calculate the number of hours for an advanced degree—advanced degrees will automatically allow you to renew your license (see image below).

For the description: Write the name/title of each course or master’s degree with a short description of that course or degree.

For the dates: list the start date and end date of each course, or your master’s degree. The dates must be within the last 5 years.

Please enter the Professional Development information below.

Activity Name: *

Provider: *

Purpose: *

Hours: *

Description: *

Begin Date: MM/DD/YYYY *

End Date: MM/DD/YYYY *

.....

Once you have entered the required data, click on the "Next" button.

Save - I want to save this professional development information

Cancel - Please cancel the wizard

2. IF YOU WANT TO USE OTHER CPDU'S , OR WORKSHOPS YOU ATTENDED, FOLLOW THESE DIRECTIONS:

3B. For the Activity Name: LIST CPDU

For the provider...list the name of our district, or whichever organization or university you went through for that workshop.

For the purpose, ALWAYS choose Purposes A, B, C, and E. Note: Purpose E - Regular education teachers using CPDUs for all or part of their professional development must claim Purpose E for a minimum of 20% of the CPDUs; special education teachers must have 50%. Checking Purpose E shows that this professional development activity would serve “students in the least restrictive environment” or could be modified for all students, including those with special needs.

For the hours: list the number of credit hours you attended the workshop or course.

For the description: Write the name/title of the workshop or course with a short description.

For the dates: list the start date and end date of each workshop. (Again, the workshop dates must be within the last 5 years.)

**Remember: If you are listing different professional development, i.e., coursework you have taken or workshops attended, make sure you fill in all boxes correctly and have documentation to prove your attendance, if necessary.

NOTE: According to the ISBE website, 120 CPDU hours of Professional Development is required for all educators who are employed on their teaching endorsement for the 5-year period except holders of NBPTS, who need only 60 CPDUs. However, if you are using graduate coursework or an advanced degree, that will be enough to renew.

Here is a link to the ISBE website listing the value of different workshops and activities you may have participated in, i.e., mentoring, student teachers, etc., that would help you reach the 120 CPDU's, if you do not have enough Wednesday staff development to use.

http://isbe.net/licensure/pdf/cpdu_values_sm.pdf

NOW, when you have finished entering in your professional development, click on SUBMIT YOUR PROFESSIONAL DEVELOPMENT (in blue) at the bottom of the page.

You will then see this screen below, asking you for your region. Click on Region 05-North Cook ISC 1.

Select a Region for Professional Development Submission

Educator: ██████████

Select the region to which you wish to submit your Professional Development and then click the "Finish" button.

Region: 05 - Region 05 North Cook ISC 1

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Once you have entered the required data, click the "Save" button.

Save - Please save the Region

Cancel - Please cancel the wizard

Finish 

After clicking on FINISH, it will bring you back to the Educator Development Page, which shows all of the professional development you have just entered.

AFTER YOU HAVE DONE THE ABOVE STEPS, YOU ARE DONE FOR NOW. Soon after having completed this part of the renewal process, you will receive an email that says something like this: "There have been changes made to your ELIS account. Please check your account at www.isbe.net/elis " You have received that email because you have finished the steps above and have submitted your professional development for renewal.

NOW, PLEASE WAIT FOR ABOUT 2 WEEKS OR SO. After about 2 weeks, you should receive a SECOND (2ND) email that says something like this again: "There have been changes made to your ELIS account. Please check your account at www.isbe.net/elis " **THIS 2ND EMAIL MEANS THAT YOUR SUBMISSION HAS BEEN LOOKED AT AND YOU HAVE BEEN APPROVED. SO YOU WILL NEED TO LOG ON TO FINISH THE RENEWAL PROCESS AND PAY FOR YOUR NEW LICENSE.** (Note: the sooner you start the renewal process, the faster it will be for you to be able to pay for your new license. Please try to start this process ASAP. If you wait until June, you may wait several weeks at least.)

Once you have received that 2nd email, please log onto ELIS again. www.isbe.net/elis and log onto your educator's account. You will see your homepage that should look something like this below:

The screenshot shows three main action buttons on the ELIS homepage:

- View Your Credentials:** Your credentials are available online. You will be able to see all your current and previous credentials, documents received, and degrees on file. You will also be able to update professional development information.
- Register Your Credentials:** Click here to register your Illinois educator credentials. All registrations require a credit card payment.
- Apply for an Illinois License, Endorsement, or Approval:** You can now apply for licenses online. All Illinois online applications require a credit card payment.

Click on REGISTER YOUR CREDENTIALS. This will allow you to pay for your new license. Then you will see your license listed, and under that, you will see a blue link.

Educator Licenses Requiring Registration

Licenses Requiring Registration

License Code	License	Status Code	Status Desc	Application Date	Issued	Expires	Register
PEL	Professional Educator License	I	Issued	06/22/2009	07/01/2013	06/30/2018	Register This License Only
PARA	Paraprofessional Educator Endorsement	I	Issued	07/01/2013	07/01/2013	06/30/2018	Register This License Only

[Click Here to Register these Licenses](#)

You want to look for the blue link that says [CLICK HERE TO REGISTER LICENSE](#) at the bottom, if you have only one license. The example above shows two licenses. **However, this person does NOT need to renew their PARAPROFESSIONAL EDUCATOR ENDORSEMENT because she is working as a teacher.** So, if you have more than one license, **please choose to renew the one entitled PROFESSIONAL EDUCATOR LICENSE. Either click on that one only, or click at the bottom to register your only license.**

After that, there will be a series of screens that ask questions verifying who you are. Go through all the screens, pressing CONTINUE if all information is correct. Change anything that isn't correct, or that is missing. Make sure that you click SAVE if you change any information and then CONTINUE to complete these steps.

On one of the next screens, you will be able to add in your credit card information. Please fill this out carefully because you will pay for your new license at this time. See below.

Register Unregistered Licenses

Please enter your payment information and click "Next".

Fee Type: *

Payment Type: *

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: *

Billing Street: *

Billing City: *

Billing State: *

Billing Zip: *

Amount: *

Registration Fee: *

Processing Fee: *

Total App Fee: *

Once you have entered the required data, click the "Next" button.


Save - Please save the fee information

Cancel - Please cancel the wizard

In the boxes above, it should show a REGISTRATION FEE OF \$50.00 (which is \$10/year for a 5-year period), so your TOTAL APP FEE should equal \$51.75. Click NEXT after completing all credit card information.

Then you will AGAIN come to a screen that asks you what region you are in. District 54 is part of "05-Region 05 North Cook ISC 1" so please choose that region before pressing SAVE and then NEXT.

Finally, you will then come to a review page like this:

Register Unregistered Licenses 

Please review the information below. Once you have reviewed the information, click the "Register" button. By clicking the "Register" button, you are electronically registering your licenses and authorizing the Illinois State Board of Education to charge your credit card for the listed amount. All payments are non-refundable.

[Profile](#) [\(edit\)](#)


Below the profile, will be all of your information, like a summary sheet. Your name, address, contact, payment info and region will be listed on this page. If everything is correct, please click REGISTER at the bottom of the page.

[Region](#) [\(edit\)](#)

Region: 05 - Region 05 North Cook ISC 1

Once you have reviewed the information, click the "Register" button to register your licenses. After clicking the "Register" button, 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.

Register - Please register my licenses
 Cancel - Please cancel the wizard

[Previous](#) [Register](#) 

You should then be re-routed back to your CREDENTIALS page. You will see your license listed as shown below.

Licenses

Show All

Select	License ID	License	Status Code	Status Desc	Entitlement	Application Date	Issued	Expires	ROE	Registered Thru	Register
Select	2021277	Professional Educator License	I	Issued			07/01/2013	06/30/2019	05	2019	Register in an Additional Region

As you can see, it displays your license #, and you should see that your new expiration date should be 2019, and it is REGISTERED THRU 2019. The "EXPIRES" box should say: 6/30/2019...and the REGISTERED THRU should be 2019. They need to have the same date in them...2019.

When you have registered your certificate please send an email to lpdc@sd54.org with **SUCCESS – 2019** in the subject field. You do not need to include a message.

Then I know that you have completed your license renewal. Thanks!