

# HOW TO INPUT STAFF DEVELOPMENT OR OTHER CPDUs INTO THE ELIS SYSTEM

It is your responsibility as an Illinois educator to enter in your staff development or any other CPDUs that you accrue **within a 60-day period**. Please follow the directions below to do that.

Log onto [www.isbe.net/elis](http://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.

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

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

Now you should see the screen below. In the bottom right corner, you will see **Enter Professional Development** as your first choice. Click that (see below)

CREDENTIAL CENTER					
License / Approval Type	Applied	Expires	Registered Thru	PD Hours	Status
Professional Educator License (PEL)		06/30/2019	2019	0	Issued
Endorsements			Applied	Issue Date	Status
Elementary Education			11/02/2004	09/06/2000	Issued
Elementary Education (Self Contained General Education)			11/02/2004	09/06/2000	Expired
English As A Second Language			11/02/2004	11/01/2004	Issued
License / Approval Type	Applied	Expires	Registered Thru	PD Hours	Status
Teacher Of English As A Second Language (ESL)				n/a	Exchanged
License / Approval Type	Applied	Expires	Registered Thru	PD Hours	Status
Non-Jeopardization: Bilingual Spanish (JBSP)				n/a	
License / Approval Type	Applied	Expires	Registered Thru	PD Hours	Status
Teacher Aide (TA)				n/a	Issued

**ACTION CENTER**

New Documents on File	0
Deficiencies	0
Registrations	0
Renewals	0
Reinstatements	0

**What do you want to do?**

- [Enter Professional Development](#)
- [Apply for Educator License with Stipulations](#)
- [Apply for Substitute License](#)
- [Apply for an Approval](#)
- [Apply for an Endorsement](#)
- [Apply for a Paraprofessional Endorsement](#)

Next, you will see your personal information at top and then below that, you will see this screen.

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**Educator Professional Development Education**

Start Date:  End Date:

Edit	Name	Description	Provider	Hours	Begin Date	End Date	Create Info	Updated Info	Delete
No Records Found									

Hours Required:  Totals Hours:  Hours Remaining:

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

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Click at the bottom where it says, [CLICK HERE TO ADD PROFESSIONAL DEVELOPMENT HOURS](#) in blue.

Now, you will see a screen like this below. Your name will be at the top of the page.

Please enter the Professional Development information below.

Activity Name:  \*

Provider:  \*

Hours:  \* - Use quarter hour increments

Description:  \*

Begin Date:  MM/DD/YYYY \*

End Date:  MM/DD/YYYY \*

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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

[Finish](#) 

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

Below is an example of what you would fill in for each month you worked for District 54 and attended Wednesday staff development. Remember that you must do this within 60 days, so please change your dates accordingly.

For the activity name: list CPDUs FROM DISTRICT STAFF DEVELOPMENT.

For the provider: list Schaumburg School District 54.

For the hours: list 6 hours for **one month** of staff development. We get 1.5 hours a week (4 weeks x 1.5 = 6 hours)

For the description: If you are using our Wednesday staff development, please use this basic description, or tweak this description to suit your needs.

*In the month of \_\_\_\_\_, 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, based on Common Core Standards. We also focused on school improvement and our school's scores and goals. All of these activities were designed to meet the needs of all students, including those with special needs.*

For the dates: you need to enter **in each month's staff development** separately, starting with September. An example would be:

START DATE 09/01/2014

END DATE 09/30/2014

**\*\*You can also enter in full-day inservices you have attended separately \*\***

This is an example below for a full-day inservice. Write your own description, or use something like this.

Activity Name:	<input type="text" value="SCHOOL DISTRICT STAFF DEVELOPMENT"/>	*
Provider:	<input type="text" value="Schaumburg School District 54"/>	*
Hours:	<input type="text" value="6.5"/> * - Use quarter hour increments	
Description:	<input type="text" value="I participated in a full-day staff development, that included activities and workshops focusing on common core standards in literacy and math, our school improvement plans/goals, and how to accommodate and differentiate for all of our students' needs."/>	*
Begin Date:	<input type="text" value="8/25/2014"/> MM/DD/YYYY *	
End Date:	<input type="text" value="8/25/2014"/> MM/DD/YYYY *	

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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

Finish



**If you are entering more than one type of staff development or workshop, make sure that you go BACK TO “[CLICK HERE TO ADD PROFESSIONAL DEVELOPMENT HOURS](#)” AND REPEAT THIS PROCESS FOR EACH TYPE OF CPDU ACTIVITY YOU ARE CLAIMING.**

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

2B. For the Activity Name: List “CPDU from workshop” or the name of the conference.

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

For the hours: list the number of 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 a 60-day period. )**

\*\*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. \*\*

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., which would help you know the value of CPDUs for different types of activities.

<http://www.isbe.net/licensure/requirements/prof-dev-requirements13-14.pdf>

**\*\*THIS LINK CONTAINS A LOT OF INFORMATION THAT COULD BE USEFUL IF YOU ARE LOOKING TO CLAIM HOURS FOR ALL TYPES OF DIFFERENT ACTIVITIES\*\***

**IT ALSO INCLUDES A DESCRIPTION OF THE PURPOSE CODES, IF YOU NEED THOSE TO COMPLETE ANY FUTURE SUBMISSIONS!!!!**

### **Additional CPDU activities that can be included are:**

- If you are a newer teacher to our district and you have attended any REQUIRED “New Staff Workshops” held by District 54, you can enter those as well, using the “CPDU” description explained above.
- Again, any full-day or half-day District 54 inservices can be added as CPDU activities for that month. (Those can be added to your monthly total of CPDUs, or as a separate entry.)

### **3. IF YOU WANT TO USE GRADUATE COURSEWORK, OR A MASTER’S DEGREE for CPDUs, FOLLOW THESE DIRECTIONS:**

3B. 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 hours: a 3-credit hour course = 45 CPDUs, according to the ISBE website. So if you have taken 3 graduate courses, you have enough CPDUs to renew. List 45 CPDUs 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.

**Remember: The end date of the course or the degree must be within 60-days to be eligible.** (See example below.)

**\*\*A QUICK NOTE...IF ANY SUBMISSION REQUIRES A PURPOSE CODE, PLEASE GO TO THIS LINK, TO SEE THE DESCRIPTIONS SO THAT YOU CAN ENTER THOSE CORRECTLY!!\*\***

Purpose codes and descriptions link: <http://www.isbe.net/licensure/requirements/prof-dev-requirements13-14.pdf>

(If you are asked for a purpose code... ALWAYS choose Purposes A, B, C, and E. )

Purpose codes are no longer included in the CPDU professional development page, but it may still be there for advanced coursework or an advanced degree. Please use the link above for more information, if they are required.

Please enter the Professional Development information below.

Activity Name:  \*

Provider:  \*

Purpose:  \*

Hours:  \*

Description:  \*

Begin Date:  MM/DD/YYYY \*

End Date:  MM/DD/YYYY \*

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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

**AFTER YOU HAVE DONE THE ABOVE STEPS, YOU HAVE COMPLETED ADDING IN YOUR PAST PROFESSIONAL DEVELOPMENT.**

**\*\*This must be done every month (or every 60 days) so that your CPDUs will be eligible to use when you renew your educator license.**

**If you do not submit the CPDUs within a 60-day period, they will not be counted when you need to renew your license.**

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**If you have any questions about submitting your professional development, or about how to renew your professional license, please contact the North Cook Regional Board of Education Office. The contact info is below:**

North Cook ISC

2340 S. Des Plaines River Road Suite 414

Des Plaines, IL 60018

847-824-8300