

Licensure Renewal Guide:

Professional Educator License (PEL)

Career and Technical Educator (ELS-CTE)

Chief School Business Official (ELS-CSBO)

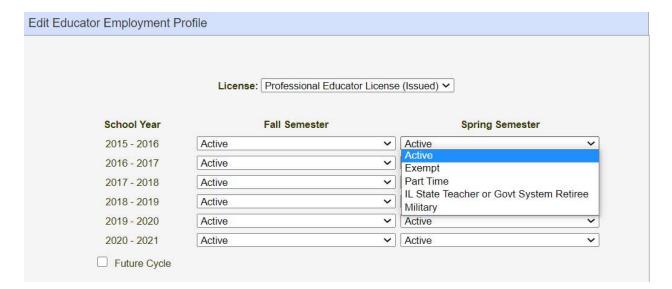
Your Illinois educator license <u>must be renewed and registered by August 31, 2021</u>. You may log into your ELIS (Educator Licensure Information System) account to renew your license beginning April 1, 2021.

To renew and register your PEL, ELS-CTE or ELS-CSBO, follow the steps below.

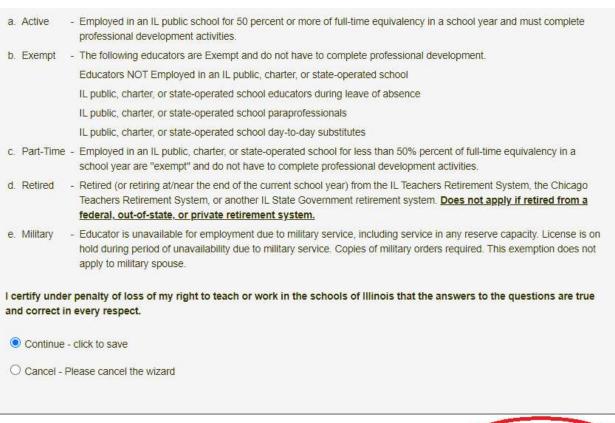
- 1. Login to your **ELIS** account
- Be sure your PD/Employment status in the "Profile" box at the top right corner of the page is accurate.
- 3. To update your PD/Employment status, click on the pencil on the top of your profile box and select "Update Your PD/Employment Status"

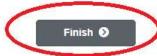


 On the next screen, click the down arrow for each semester that needs to be changed and select the appropriate status in the drop-down menu for each year/semester.



Click "Finish" when you are done updating your status.







4. Enter professional development (PD) by recording your hours. To record your PD hours, click on "Professional Development" within the tabs on the left hand side of your screen and then by clicking on the "Click Here to Add Professional Development Hours" hyperlink (see image below)

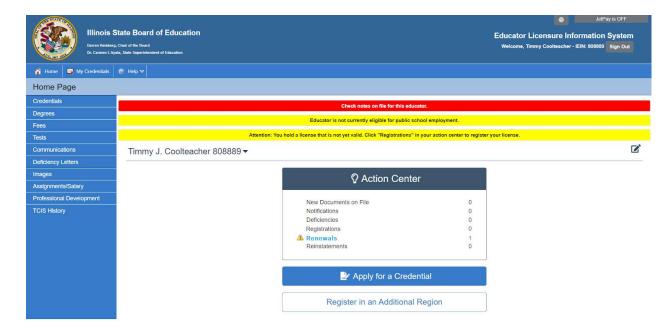
- Record as many activities as needed to meet the amount of professional development hours required in the box at the bottom of the screen.
- Record each professional development activity or college course as a separate entry.
 - After entering your PD, click on the "Home" tab

in the upper left hand corner of your screen.



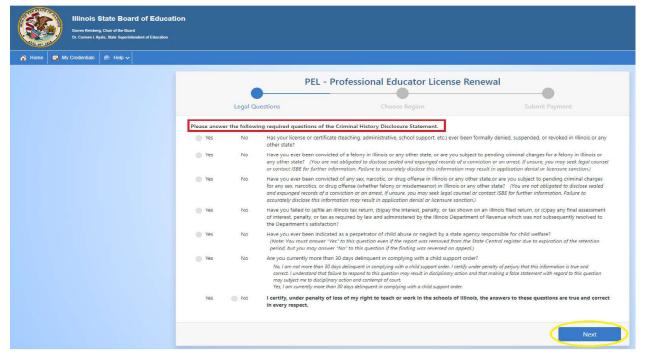


<u>PLEASE NOTE:</u> You will not be able to renew the license until you record the required amount of professional development (PD) and all required Administrator Academies (if applicable), have been documented.

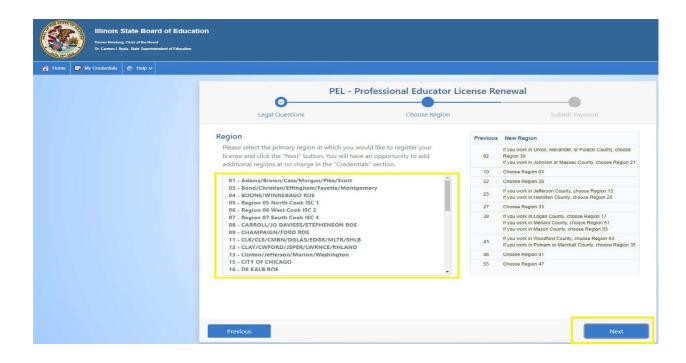


5. Click on "Renewal" in the Action Center

6. ELIS will lead you through the renewal process which includes answering legal background questions

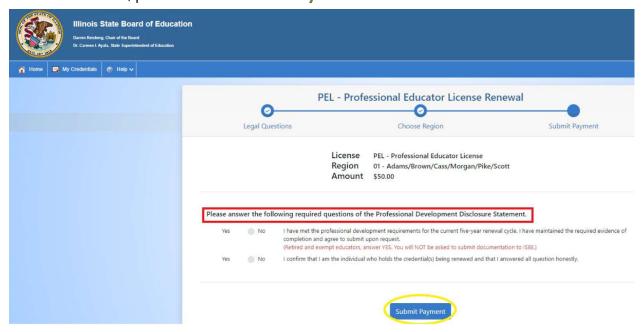


7. Next, select the appropriate region. (Kane County ROE is ROE-31)



- 8. After clicking "Next", you will be prompted to enter your credit/debit card information to pay the applicable registration fee along with the handling fee.
 - Registration fees are \$10 per year (\$50 per five-year cycle)
 - IF you have not yet registered your license from the 2020 extension, you will be required to pay your \$10 2019-2020 registration fee as this time as well (totaling \$60 for the 6 years)
- 9. Answer the next set of questions required for the Professional Development Disclosure Statement.

10. Once finished, please click "Submit Payment" located at the bottom of the screen.



Congratulations! You have successfully completed your renewal! Please click on the "Home" button to take you back to your ELIS Home Page where you will be able to view and print your credentials.



If you encounter a problem or have additional questions about your renewal or registration, please contact our Licensure Specialists at; licensure@kaneroe.org or by calling 630-232-5955.