

# Entering Professional Development (PD) into the Educator Licensure Information System (ELIS)

## Log into your ELIS account

1. Go to <http://www.isbe.net>
2. Click on **ELIS/Educator Credentials** tab (Under ISBE Header)



3. Click on the **Educator Access** link

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

<h3>Educator Access</h3> <p><a href="#">Click here</a> to login to your ELIS account.</p> <p>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.</p>	<h3>Public Search</h3> <p><a href="#">Click here</a> to perform a search of public license information for educators in Illinois by using the City, District, School, or Educator Name.</p>	<h3>Administrator Access</h3> <p><a href="#">Click 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.</p>
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4. **If you are a first time user of the ELIS or have not accessed your account since September 2013:** Click on the **Sign Up Now** link or enter your login and password if you already have an account.

The image shows the ELIS login page. On the left is a sidebar with links: ISBE Home, Home, Sign Up Now, Get Password, Contact ROE, Help, IWAS User Guide, and IWAS Training Video. A red arrow points to the "Sign Up Now" link. The main content area has a "Login Here" section with fields for "Login Name" and "Password", a "Remember Login Name" checkbox, and a "LOG IN" button. Below this is a "Get Password?" section with a "Find Login/Password" link. On the right, there is a section for "FORMER ECS USERS CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM" with a "Help" link.

# Review your Account

- **Check your Expires versus Registered through Date** – they need to match. If your **Expiration date** is after your **Registered through Date** – You owe additional registration fees to prevent your license from lapsing. **Pay your registration fees Region 54 Vermilion ROE.**

**Illinois State Board of Education**  
 James T. Meeks, Chairman  
 Christopher A. Koch, Ed.D., State Superintendent of Education

**Educator Licensure Information System**  
 Welcome, Sally Test - IEIN: 855812 - Sign Out

Home My Credentials Educator Help

**Credentials**

**Primary Information**  
 Full Name: Sally A. Test  
 IEIN: 855812  
 DOB: 10/31/1954  
 Gender: Female

**Contact Information**  
 Address: 123 Testing Lane  
 City, State Zip: Springfield, IL 62714  
 Email: dheckenk@isbe.net  
 Primary Phone: (217) 555-1221  
 Secondary Phone:

**Professional Development**  
 PD Status: Active

[Click Here to Edit Your Contact Information](#) [Click Here to Update Your PD/Employment Status](#)

Hide Old

**Licenses**

Select	License ID	License	Status Code	Status Desc	Entitlement	Application Date	Issued	Expires	ROE	Registered Thru	Register	Apply
Select	550027	Professional Educator License	L	Lapsed			07/01/2013	06/30/2018	15	2013	Not Available	Apply for Endorsement
Select	561356	Professional Educator License	X	Expired	IL-UIU (01/15/2008)		07/01/2013	06/30/2006			Not Available	Not Available
Select	2258533	Professional Educator License	X	Expired	IL-CSU (11/09/2010)						Not Available	Not Available

- **Be sure you are registered in Region 54** – Check both places. Add Region 54 as a Region if you are not currently registered in Region 54.



- **Check your endorsements** – these should have carried over from ECS

**Licenses**

Select	License ID	License	Status Code	Status Desc	Entitlement	Application Date	Issued	Expires	ROE	Registered Thru	Register	Apply
Select	550027	Professional Educator License	L	Lapsed			07/01/2013	06/30/2018	15	2013	Not Available	Apply for Endorsement
Select	561356	Professional Educator License	X	Expired	IL-UJU (01/15/2008)		07/01/2013	06/30/2006			Not Available	Not Available
Select	2258533	Professional Educator License	X	Expired	IL-CSU (11/09/2010)						Not Available	Not Available

 **Illinois Approved Program / Endorsements For Selected License**

Description	Grade	Status Description	Issued	Entitlement	Application Date

**Approvals**

Approval Code	Approval	District Code	Application Received	Status	Approval Denied/Granted Date	End Date

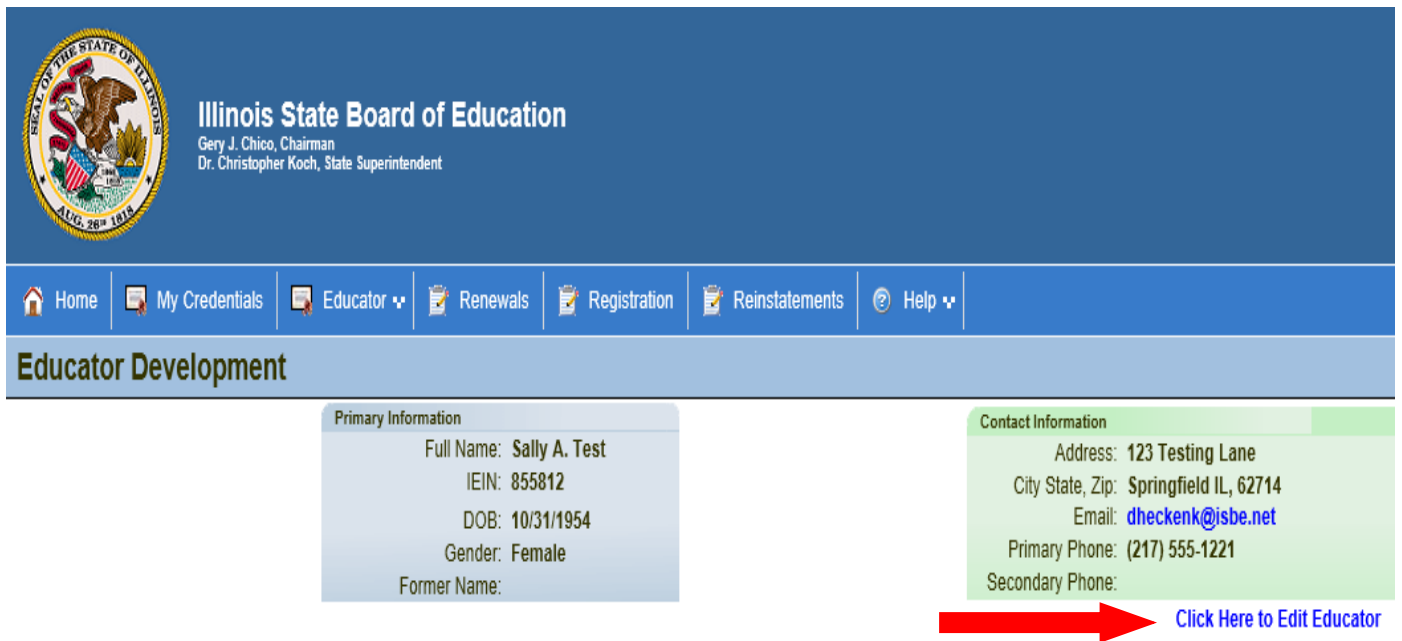
**Designations**

Source	Status	Endorsement	Grade	Candidate Number	Issue Year	Expires

**Registration**

Fiscal Year	School Year	Region Code	Region	License Code	License	Certificate Number
2013	2012-2013	05	Region 05 North Cook ISC 1	PEL	Professional Educator License	2320131
2012	2011-2012	05	Region 05 North Cook ISC 1	PEL	Professional Educator License	2320131
2011	2010-2011	05	Region 05 North Cook ISC 1	PEL	Professional Educator License	2320131
2013	2012-2013	06	Region 06 West Cook ISC 2	PEL	Professional Educator License	2320131

- **Update Personal Information** – Be sure e-mail, phone, and address are correct. Name changes need to be done through the ROE or through ISBE.



**Illinois State Board of Education**  
 Gery J. Chico, Chairman  
 Dr. Christopher Koch, State Superintendent

Home | My Credentials | Educator | Renewals | Registration | Reinstatements | Help

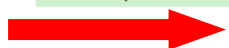
**Educator Development**

**Primary Information**

Full Name: Sally A. Test  
 IEIN: 855812  
 DOB: 10/31/1954  
 Gender: Female  
 Former Name:

**Contact Information**

Address: 123 Testing Lane  
 City State, Zip: Springfield IL, 62714  
 Email: [dheckenk@isbe.net](mailto:dheckenk@isbe.net)  
 Primary Phone: (217) 555-1221  
 Secondary Phone:

 [Click Here to Edit Educator](#)

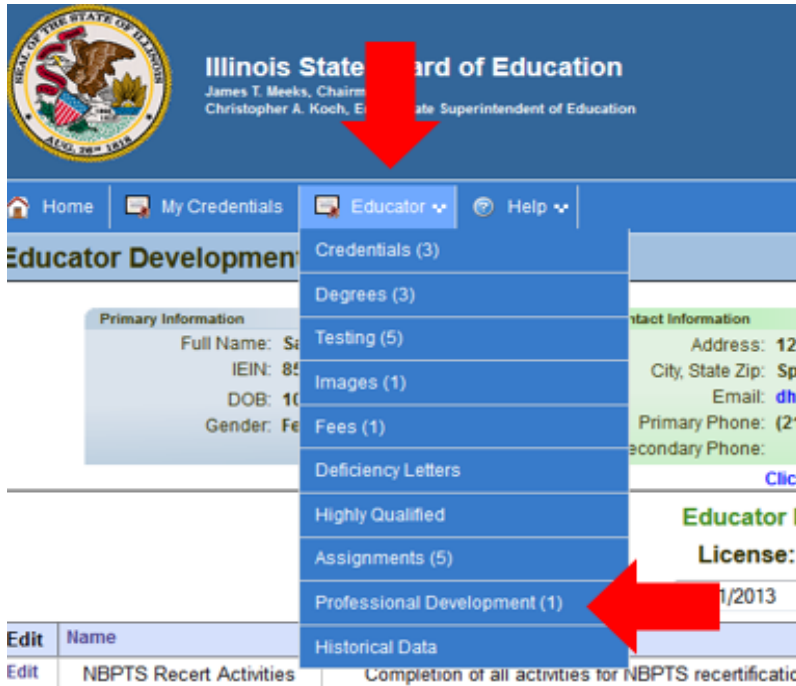
**Licensure Renewal**

**STEP ONE**

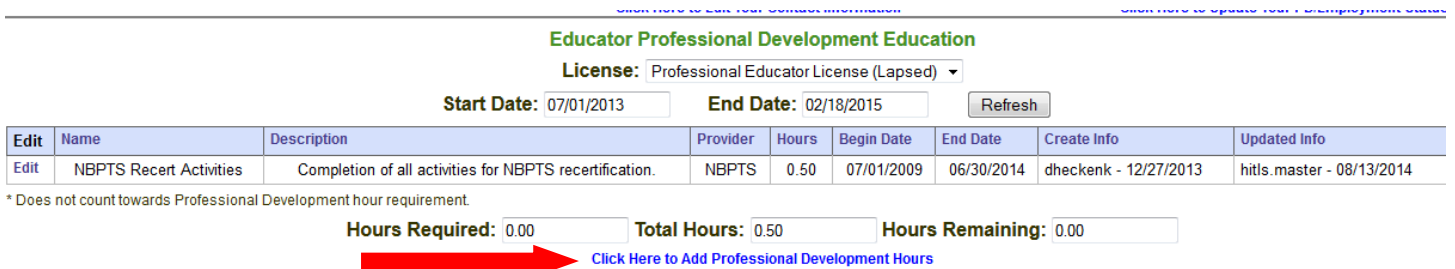
**Enter Professional Development (PD)**

1. On your Home Page select the **Enter Professional Development** link

If this link is not on your home page – Click **Educator** tab, then scroll down to **Professional Development**



2. Select **Click Here to Add Professional Development Hours** to enter your PD



Note: Undergraduate and graduate level coursework is entered as PD Hours. 1 semester hour = 15 Contact Hours. Include the University, course number and course title.

3. Enter the appropriate amount of PD required for the years of service within this renewal cycle. Please refer to the Administrative, Teacher and School Service Personnel PD lists for activities acceptable until 06/30/2014.

Professional Educator Development Hours

Educator: **Sally A. Test.**

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 \*

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

Dates must be entered as  
MM/DD/YYYY

Finish

4. The subsequent steps are for individuals due for renewal this fiscal year.

**\*Entering Exemptions in the ELIS System - For Non-Working or Private School Educators, and Retirees.**

Educators are exempt from PD for the years they were not working on their Professional Educator License (PEL), if working in a Private School or if working out of state.

Educators exempt from PD need to mark themselves *exempt* in the profile section. District letters will be required for exemptions not matching the **Assignment History** in ELIS.

Educators who are retired should mark their status as *retired/retiring*. These educators will not be required to submit PD for the years they were retired and there is no fee for registration.

**Primary Information**

Full Name: Sally A. Test  
 IEIN: 855812  
 DOB: 10/31/1954  
 Gender: Female

**Contact Information**

Address: 123 Testing Lane  
 City, State Zip: Springfield, IL 62714  
 Email: dheckenk@isbe.net  
 Primary Phone: (217) 555-1221  
 Secondary Phone:



**Profile**

PD Status: Active

[Click Here to Edit Your Contact Information](#)

[Click Here to Update Your PD/Employment Status](#)

## STEP TWO

### Renew & Pay Registration:

1. Submissions are automatically approved. Individuals are unable to pay until April 1<sup>st</sup> of the renewal year. ELIS is programmed to allow for the submission of PD and payment of registration in a single process.
2. This is the Action Center on your home page.

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



After April 1<sup>st</sup> In your year of renewal:

“Renewals” will be highlighted in blue and the “0” will change to a “1”

3. Click on “renewals” and follow the screen prompts in the **Renewal Wizard** to complete the process. **Select Region 54 Vermilion ROE on the region selection screen.**
4. Renewal fees are currently \$50 plus processing fees by debit or credit card.