



# Illinois State Board of Education

## ILLINOIS PROFESSIONAL EDUCATOR LICENSE

IATE Conference

November 10, 2017

**Whole Child • Whole School • Whole Community**

# NEW EDUCATOR LICENSES

- Educator Licensure Information System (ELIS)
- Entitlement Notification and Application
- Issuance and Renewal Cycle
- Registration and Validity
- Professional Development
- Helpful Links
- ISBE Contact Information



# Educator Licensure Information System (ELIS)

- ELIS houses all educator licensure related data
  - Test Scores
  - Applications
  - Fees
  - Correspondence
  - Professional Development
  - Employment History
  - Transcripts\* and other Documents
- Educators may set up an ELIS account at any time, but should do so no later than entry into the approved program

\*Colleges/universities do not send transcripts to ISBE unless requested by the student.

# ENTITLEMENT AND APPLICATION

- The approved program enters program completion/licensure entitlement in ELIS
- ELIS notifies candidates of entitlement via email
- Upon notification, candidates apply for their licenses via ELIS
- Application fee = \$100 (in-state)

# ISSUANCE AND RENEWAL CYCLE

- Following application, ELIS issues the license/ notifies the educator via email
  - ISBE no longer issues paper licenses
  - Potential employers can view educator licenses in ELIS
- First Renewal Cycle
  - The first cycle officially begins July 1 following the license issue date and ends June 30 five years later, e.g. issued 11/10/17, first cycle 7/1/18 – 6/30/23.
  - If registered, the license is valid for employment beginning on the issue date.

# REGISTRATION AND VALIDITY

- Licenses are not valid until registered
- Registration fees are currently \$10 per year, payable in full upon issuance and/or renewal of the license
- Unregistered licenses lapse January 1 following the first full year of the renewal cycle, e.g. issued 11/10/17, renewal cycle starts 7/1/18, if not registered by 12/31/18 license lapses 1/1/19.
- Lapsed licenses may be reinstated by paying \$500 or completing 9 semester hours of coursework



# PROFESSIONAL DEVELOPMENT (PD)

- Illinois public/charter school educators must complete PD to renew their licenses
- Private, out-of-state, non-working educators are exempt from PD
- PD is currently prorated at 12 hours/semester – 120 hours for an entire 5-year cycle of Illinois public/charter school employment
- PD may be completed anytime during the cycle, e.g. some every year, all the first year, all the last year, etc.



# PROFESSIONAL DEVELOPMENT (PD)

- Unused PD completed on/after April 1 of the fifth year of a cycle carries over to the next cycle
- PD must be completed through an Illinois approved professional development provider (see next slide)
- Licenses lapse September 1 of the fifth year of the renewal cycle if all required PD is not completed and recorded in ELIS by August 31, e.g. cycle expires 6/30/18, all PD must be complete/recorded by 8/31/18 or the license lapses on 9/1/18.





# HELPFUL LINKS

- Educator Licensure webpage – <https://www.isbe.net/Pages/Educator-Licensure.aspx>
- ELIS setup/login - <https://sec3.isbe.net/IWASNET/login.aspx>
- ELIS How To Videos - <https://www.isbe.net/Pages/Licensure-Webinar.aspx>
- Illinois Approved Professional Development Providers - <https://www.isbe.net/Documents/prof-dev-provider-list.pdf>
- License Renewal Chart - <https://www.isbe.net/Documents/license-renewal-chart.pdf>

# ISBE CONTACT

Educator Effectiveness Division  
Illinois State Board of Education  
100 N First Street  
Springfield IL 62777-0001  
Phone: 217-557-6763  
Fax: 217-524-1289  
Email: [licensure@isbe.net](mailto:licensure@isbe.net)

