

Educator License Informational System

Log into your ELIS (Educator License Informational System)

1. On the internet, go to <http://www.isbe.net> or Google ISBE
2. Click on ELIS/Educator Credentials (Tab under ISBE Header)



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



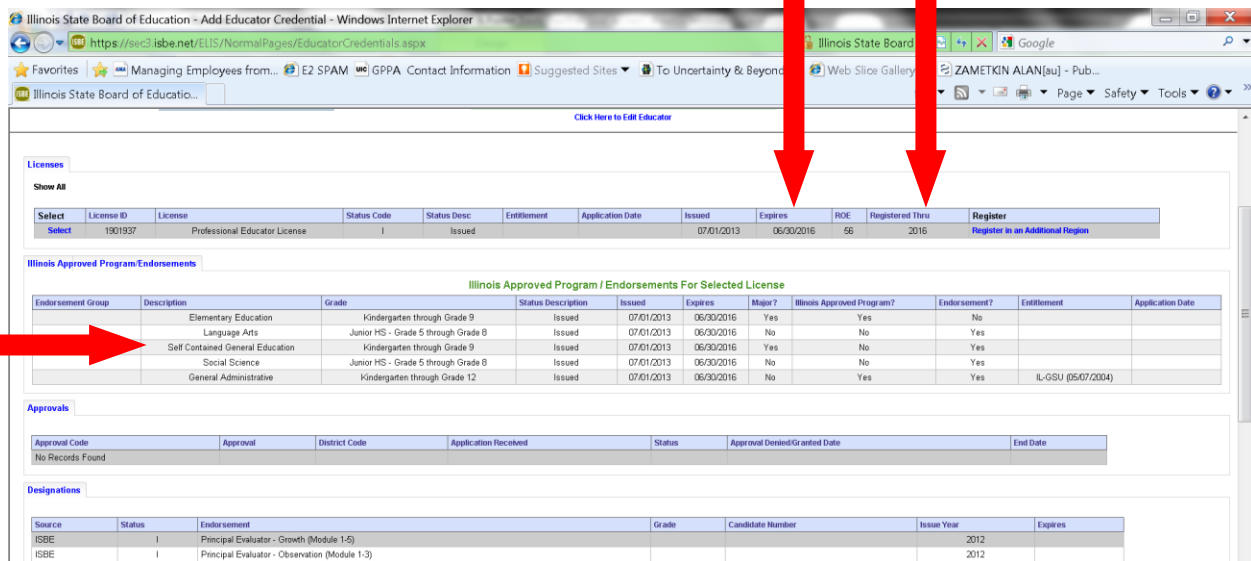
4. **If you are a first time user of the ELIS or Have not accessed your account since September 2014:** Click on the **Former ECS Users Click Here for Access to the ELIS System** link and create a log in and password



From this page you can click on the "Continue" button to access a list of the available ISBE Internet-based systems.



Review your Account-



Illinois State Board of Education - Add Educator Credential - Windows Internet Explorer

https://sec3.isbe.net/ELIS/NormalPages/EducatorCredentials.aspx

Click Here to Edit Educator

Licenses

Show All

Select	License ID	License	Status Code	Status Desc	Entitlement	Application Date	Issued	Expires	ROE	Registered Thru	Register
Select	1901937	Professional Educator License	I	Issued			07/01/2013	06/30/2016	56	2016	Register in an Additional Region

Illinois Approved Program/Endorsements

Illinois Approved Program / Endorsements For Selected License

Endorsement Group	Description	Grade	Status Description	Issued	Expires	Major?	Illinois Approved Program?	Endorsement?	Entitlement	Application Date
	Elementary Education	Kindergarten through Grade 9	Issued	07/01/2013	06/30/2016	Yes	Yes	No		
	Language Arts	Junior HS - Grade 5 through Grade 8	Issued	07/01/2013	06/30/2016	No	No	Yes		
	Self Contained General Education	Kindergarten through Grade 9	Issued	07/01/2013	06/30/2016	Yes	No	Yes		
	Social Science	Junior HS - Grade 5 through Grade 8	Issued	07/01/2013	06/30/2016	No	No	Yes		
	General Administrative	Kindergarten through Grade 12	Issued	07/01/2013	06/30/2016	No	Yes	Yes	IL-GSU (05/07/2004)	

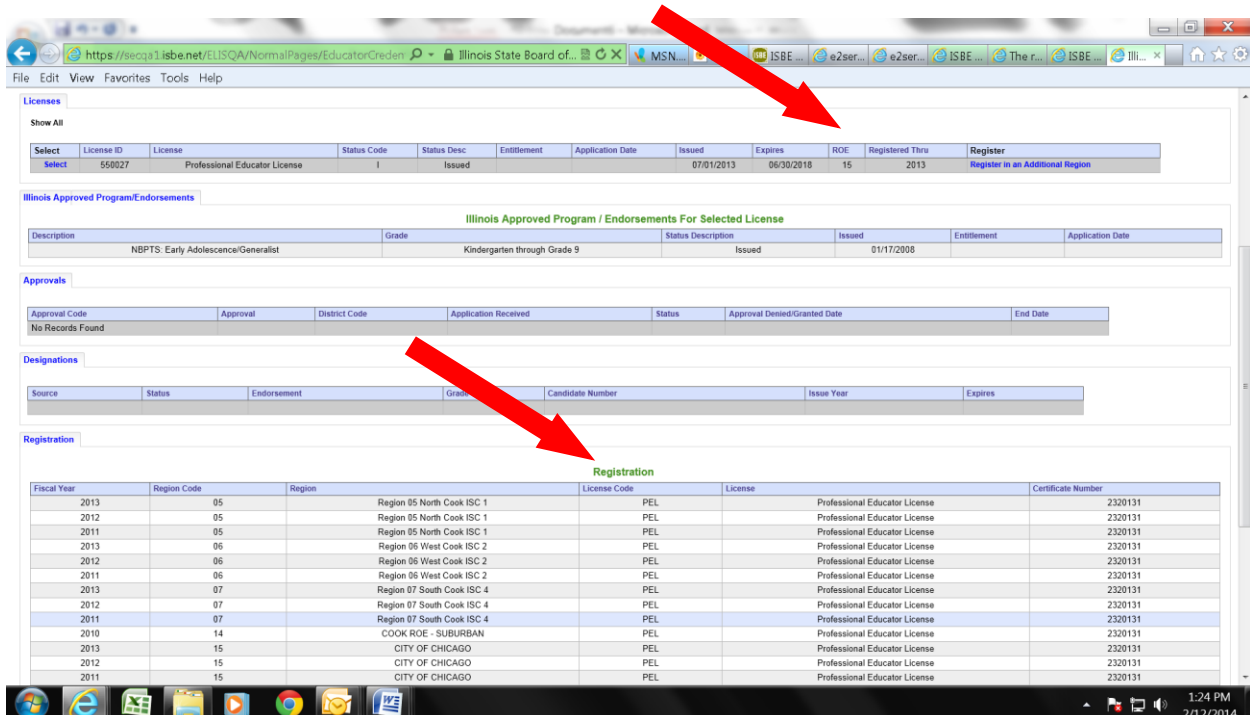
Approvals

Approval Code	Approval	District Code	Application Received	Status	Approval Denied/Granted Date	End Date
No Records Found						

Designations

Source	Status	Endorsement	Grade	Candidate Number	Issue Year	Expires
ISBE	I	Principal Evaluator - Growth (Module 1-5)			2012	
ISBE	I	Principal Evaluator - Observation (Module 1-3)			2012	

- **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 to Adams/Pike ROE, ROE 1.**
- **Be sure you are Registered in Adams/Pike ROE** – Check both places. **Add Adams/Pike ROE as a Region if you are not currently Registered in Adams/Pike ROE.**



Illinois State Board of Education - Add Educator Credential - Windows Internet Explorer

https://sec3.isbe.net/ELISQA/NormalPages/EducatorCreden.aspx

File Edit View Favorites Tools Help

Licenses

Show All

Select	License ID	License	Status Code	Status Desc	Entitlement	Application Date	Issued	Expires	ROE	Registered Thru	Register
Select	550027	Professional Educator License	I	Issued			07/01/2013	06/30/2018	15	2013	Register in an Additional Region

Illinois Approved Program/Endorsements

Illinois Approved Program / Endorsements For Selected License

Description	Grade	Status Description	Issued	Entitlement	Application Date
NBPTS: Early Adolescence/Generalist	Kindergarten through Grade 9	Issued	01/17/2008		

Approvals

Approval Code	Approval	District Code	Application Received	Status	Approval Denied/Granted Date	End Date
No Records Found						

Designations

Source	Status	Endorsement	Grade	Candidate Number	Issue Year	Expires

Registration

Fiscal Year	Region Code	Region	License Code	License	Certificate Number
2013	05	Region 05 North Cook ISC 1	PEL	Professional Educator License	2320131
2012	05	Region 05 North Cook ISC 1	PEL	Professional Educator License	2320131
2011	05	Region 05 North Cook ISC 1	PEL	Professional Educator License	2320131
2013	06	Region 06 West Cook ISC 2	PEL	Professional Educator License	2320131
2012	06	Region 06 West Cook ISC 2	PEL	Professional Educator License	2320131
2011	06	Region 06 West Cook ISC 2	PEL	Professional Educator License	2320131
2013	07	Region 07 South Cook ISC 4	PEL	Professional Educator License	2320131
2012	07	Region 07 South Cook ISC 4	PEL	Professional Educator License	2320131
2011	07	Region 07 South Cook ISC 4	PEL	Professional Educator License	2320131
2010	14	COOK ROE - SUBURBAN	PEL	Professional Educator License	2320131
2013	15	CITY OF CHICAGO	PEL	Professional Educator License	2320131
2012	15	CITY OF CHICAGO	PEL	Professional Educator License	2320131
2011	15	CITY OF CHICAGO	PEL	Professional Educator License	2320131

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

- **Update Personal Information** – Be sure Email, phone and address are correct. Name changes need to be done through Adams/Pike ROE.

Illinois State Board of Education
Gery J. Cisno, 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
Primary Phone: (217) 555-1221
Secondary Phone:

Miscellaneous Information:
Status: Active

[Click Here to Edit Educator](#)

Educator Professional Development Education

Edit	Name	Description	Provider	Purpose	Hours	Begin Date	End Date	Create Info	Up
Edit	NBPTS Recert Activities	Completion of all activities for NBPTS recertification.	NBPTS	A & E	0.00	07/01/2009	06/30/2014	dheckenk - 12/27/2013	dh

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

License Renewal

Step One

Enter Professional Development (PD)

1. On your Home Page Select the **REVIEW YOUR PROFESSIONAL DEVELOPMENT** link

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

Illinois State Board of Education

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

Credentials (3)

- Degrees (3)
- Testing (5)
- Images (1)
- Fees (1)
- Deficiency Letters
- Highly Qualified
- Assignments (5)
- Professional Development (1)**
- Historical Data

[Click Here to Edit Educator](#)

Description	Status	Background	Source	Received	Evaluator	Created	Updated
Conversion Application	OPEN	000001	ISBE	11/09/2010	hills admin	hills admin - 11/09/2010	

[Show All](#)

Enter PD Activities

[Click Here to Edit Educator](#)

Educator Professional Development Education

Edit	Name	Description	Provider	Purpose	Hours	Begin Date	End Date	Create Info	Updated Info	Delete
Edit	Ind / Mast Prg				0	08/15/2005	05/15/2008	hills master - 08/08/2008	hills master - 08/08/2008	Delete
Edit	Advanced Degree	Earned an advanced degree with the following information: Masters in Curriculum & Instruction at Southern Ill Univ. Carbondale in Illinois. During my degree process I decided to get my type 75 endorsement. A challenging but worthwhile experience.			0	06/15/2005	12/18/2007	hills master - 08/08/2008	hills master - 08/08/2008	Delete
Edit	New Cert/Ends	Earned the General Administrative endorsement with the grade level of Grade level of Certificate on 05/25/2009 for certificate 2368216.			0	05/25/2009	05/25/2010	hills master - 06/12/2013	hills master - 06/12/2013	Delete
Edit	CPD	I participated in travel relating to how students learn in Paris vs. Student in the U.S.	A B C D		12	05/25/2009	06/12/2013	hills master - 06/12/2013	hills master - 06/12/2013	Delete

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

[Submit your Professional Development](#)

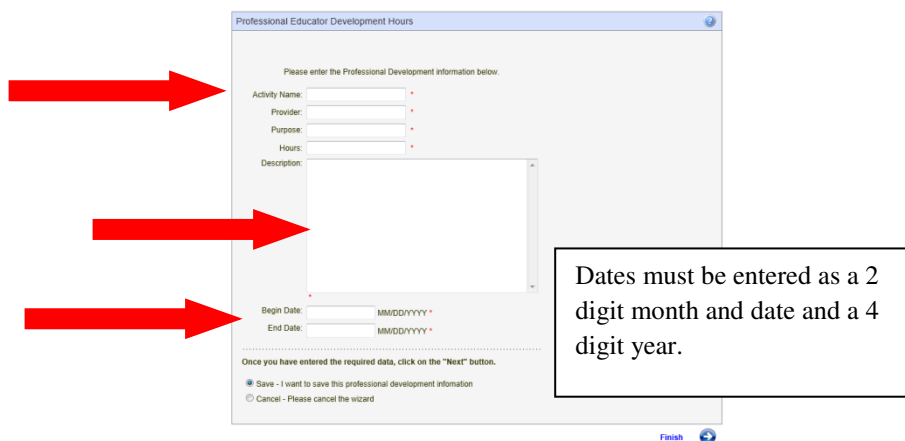
1. Click on the **Enter Professional Development Activities** link to add your CPDUs, Unique Professional Development Activities or Exemptions (see below for exemptions).

Note: Undergraduate and graduate level coursework is entered as CPDUs 1 semester hours=15 CPDUs
Include the University, course number and course title

Hours you enter may show as tenths of hours on the summary sheet. This is a programming error and they will be counted as full hours. (1 hr shows as .10 on summary – Will count as 1 hr)

- Enter 25 CPDUs per year (16 if you have a Master's Degree on file) that you worked in a public school during the renewal cycle*. See the attached form for currently accepted activities and CPDU counts.

Beginning July 1, 2014 – All PD must be entered within 60 days and all non-exempt Educators will be required to earn 25 CPDUs per year with no reductions for advanced degrees.



Professional Educator Development Hours

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

Finish

Dates must be entered as a 2 digit month and date and a 4 digit year.

- When you have entered enough PD to satisfy your renewal requirement click the link – **Submit for Approval – Choose Adams/Pike ROE.**

Click Here to Edit Educator

Edt	Name	Description	Provider	Purpose	Hours	Begin Date	End Date	Create Info	Updated Info	Delete
Edt	Ind / Meet Prg				0	06/15/2006	05/15/2008	hills master - 08/08/2006	hills master - 08/08/2006	Delete
Edt	Advanced Degree	Earned an advanced degree with the following information: Masters in Curriculum & Instruction at Southern Ill Univ. Carbondale in Illinois. During my degree process I decided to get my type 75 endorsement. A challenging but worthwhile experience.			0	06/15/2006	12/18/2007	hills master - 08/08/2006	hills master - 08/08/2006	Delete
Edt	New Cert/Ends	Earned the General Administrative endorsement with the grade level of Grade level of Certificate on 05/25/2009 for certificate 2386216.			0	05/25/2009	05/25/2010	hills master - 06/12/2013	hills master - 06/12/2013	Delete
Edt	CPD	I participated in travel relating to how students learn in Paris vs. Student in the U.S.	A B C D		12	05/25/2009	06/12/2013	hills master - 06/12/2013	hills master - 06/12/2013	Delete

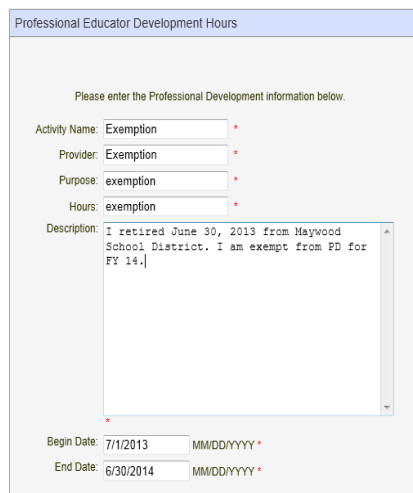
Click Here to Add Professional Development Hours

Submit your Professional Development

- You will receive an email notification when your activities are approved or denied

*Entering Exemptions in the ELIS System - For Non-Working or Private School Educators

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



Professional Educator Development Hours

Please enter the Professional Development information below.

Activity Name:

Provider:

Purpose:

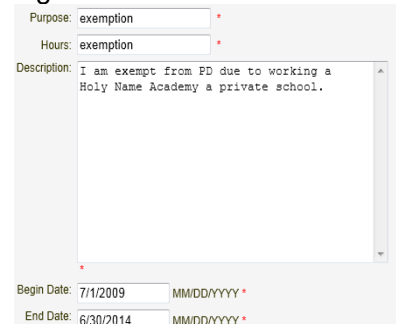
Hours:

Description:

Begin Date: MM/DD/YYYY *

End Date: MM/DD/YYYY *

Educators exempt from PD need to make an entry in the PD screen explaining the exemption and then submit a Statement of Assurance (SOA) to Adams/Pike ROE for approval. Once approved Educators need to pay registration fees for the next five years to Adams/Pike ROE.



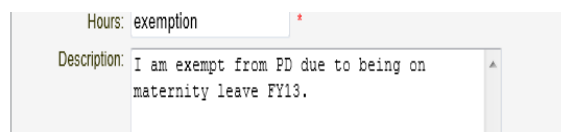
Purpose:

Hours:

Description:

Begin Date: MM/DD/YYYY *

End Date: MM/DD/YYYY *



Hours:

Description:

STEP 2

License Registration: Once PD is approved – Register your certificate in Adams/Pike ROE.

1. On your **ELIS Home Page** click on **Register Your Credentials**
2. Follow the screen prompts in the **Registration Wizard** to complete the process



3. You will need a credit or debit card to pay the License Registration fee of **\$51.75**

Please enter your payment information and click "Next".

Fee Type: REG - Reg Fee

Payment Type: Credit Card

Credit Card #: 4897521432597456 * no spaces or dashes

Expiration Date: 10/2014 * (Example: 08/2011)

Verification Code: 078

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: Jennifer L. TestEducator

Credit Card Street: 123 Main Street

Credit Card Zip: 61747

Registration Fee: \$50.00

Processing Fee: \$1.75

Total App Fee: \$51.75

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

☒ Save - Please save the fee information

☐ Cancel - Please cancel the wizard

Previous Next

4. **Select Adams/Pike ROE** on the region selection screen.

Please select the region in which you would like to register your license and click the "Next" button.

Region: [Dropdown Menu]

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

☒ Save - Please save the Region

☐ Cancel - Please cancel the wizard

Previous Next

STEP 3

View and Print your Credentials:

1. On your **ELIS Home Page** click on **View Your Credentials**



2. Print the Credentials page – right click on the credentials page
3. ISBE will not send you a printed license

Pay Your Taxes – Check your ELIS Account!!!!

Make it a Habit and you will never Lapse!