

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	66	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

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.**

https://sec31.isbe.net/ELISQA/NormalPages/EducatorCreden

Illinois State Board of Education

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	06/30/2016	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

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.

The screenshot shows the Illinois State Board of Education website. The 'Educator Development' section is active, displaying personal and contact information for Sally A. Test. A red arrow points to the 'Click Here to Edit Educator' link. Below this, there is a table for 'Educator Professional Development Education'.

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

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**

The screenshot shows the 'Credentials' menu on the website. A red arrow points to the 'Professional Development (1)' link. Below the menu, there is a table for 'Professional Development'.

View	Work	Description	Status	Background	Source	Received	Evaluator	Created	Update
		Conversion Application	OPEN	00001	ISBE	11/09/2010	hills admin	hills admin - 11/09/2010	

Enter PD Activities

The screenshot shows the 'Educator Professional Development Education' table. A red arrow points to the 'Click Here to Add Professional Development Hours' link.

Edit	Name	Description	Provider	Purpose	Hours	Begin Date	End Date	Create Info	Updated Info	Delete
	Ind / Mast Prg				0	08/15/2006	05/15/2008	hills master - 08/08/2008	hills master - 08/08/2008	Delete
	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
	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
	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

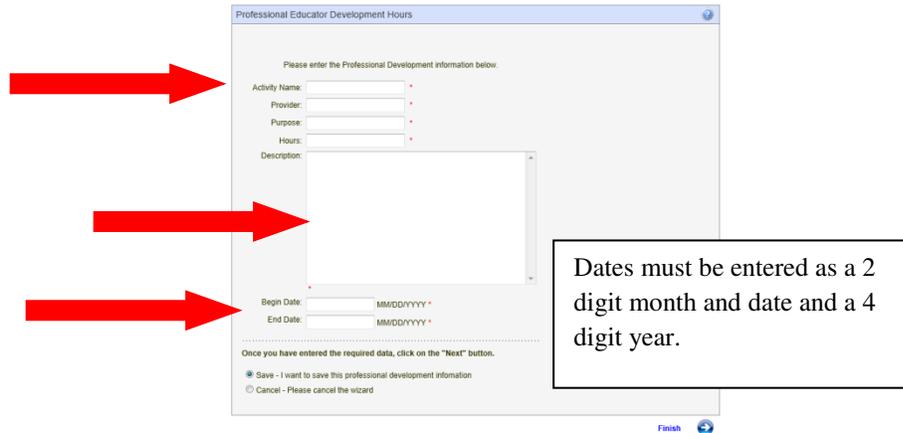
1. Click on the **Enter Professional Development Activities** link to add your CPDUs, Unique Professional Development Activities or Exemptions (see below for exemptions).

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](#)

Edit	Name	Description	Provider	Purpose	Hours	Begin Date	End Date	Create Info	Updated Info	Delete
	Ind / Meet Prg				0	06/15/2006	05/15/2008	hills master - 08/09/2008	hills master - 08/09/2008	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 CertEnds	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
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](#)

- 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:

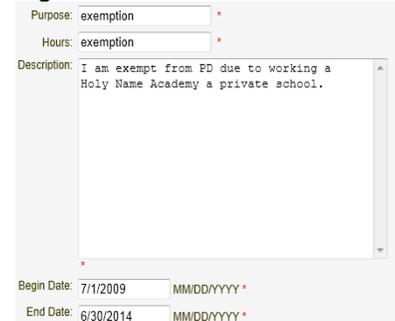
Hours:

Description: I retired June 30, 2013 from Maywood School District. I am exempt from PD for FY 14.

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.



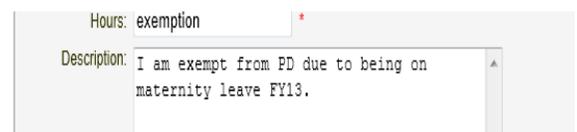
Purpose:

Hours:

Description: I am exempt from PD due to working a Holy Name Academy a private school.

Begin Date: MM/DD/YYYY *

End Date: MM/DD/YYYY *



Hours:

Description: I am exempt from PD due to being on maternity leave FY13.

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**

The screenshot shows the payment information form in the Registration Wizard. The form includes the following fields and values:

- Fee Type: REG - Reg Fee
- Payment Type: Credit Card
- Credit Card #: 4897521432597456
- Expiration Date: 10/2014
- Verification Code: 078
- 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

A red arrow points to the Expiration Date field, which is highlighted with a box containing the text "Year needs to be 4 digits- 2016".

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

The screenshot shows the region selection screen in the Registration Wizard. The screen prompts the user to select a region from a dropdown menu. The 'Adams/Pike ROE' option is highlighted in blue.

STEP 3

View and Print your Credentials:

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

The screenshot shows the ELIS Home Page with the following elements:

- Header:** Illinois State Board of Education logo, name, and contact info; Educator Licensure Information System title and user welcome message.
- Navigation:** Home, My Credentials, Renewals, Registration, Reinstatements, Help.
- Welcome Message:** Welcome, Robert T. Greetteacher! Highly Qualified information will be available soon.
- Action Buttons:**
 - View Your Credentials:** Your credentials are available online. You will be able to see all your current and previous credentials, documents received, and degrees on file. You will also be able to update professional development information.
 - Register Your Credentials:** Click here to register your Illinois educator credential. All registrations require a credit card payment.
 - Apply for an Illinois License, Endorsement, or Approval:** You can now apply for licenses online. All Illinois online applications require a credit card payment.

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!