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

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ISBE Home	Already have an account? Login Here:	FORMER ECS USERS CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM
Home	Login Name	ELIS (Educator Licensure Information System) is
Sign Up Now	Password	now replacing ECS (Educator Certification System).
Get Password	LOG IN	You will be directed to create an IWAS for Educators account to instantly access ELIS and
Contact ROE		view your credentials. After successfully creating your account, you will be able to log in on the left
Help		side of this page anytime to access your information.
NAS User Guide 🤣	Get Password?	Need Help?
WAS Training Video	If you have forgotten your login name or password, click	If you need help with logging in, the sign up procedure or your
	on the linit below.	passward, please click on the link below.
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From this page you can click on the "Continue" button to access a list of the available ISBE Internetbased systems.

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Review your Account-

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- Check your *Expires* verses *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.

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• 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.

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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



Enter PD Activities

		Click Here to Edit Educator								
		Educator Professional Development Education								
Edi	t Name	Description	Provider	Purpose	Hours	Begin Date	End Date	Create Info	Updated Info	Delete
Edi	Ind / Ment Prg				0	08/15/2006	05/15/2008	hitls.master - 08/08/2008	hitls.master - 08/08/2008	Delete
Edi	t Advanced Degree	Earned an advanced degree with the following information: Masters in Curriculum & Instruction at Southern III 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	hitls.master - 08/08/2008	hitls.master - 08/08/2008	Delete
Edit	New Cert/Endrs	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	hitls.master - 06/12/2013	hitls.master - 06/12/2013	Delete
Edit	t 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	hitls.master - 06/12/2013	hitls.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)

2. 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.



3. 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								
		Educator Professional Development Education								
Edi	Name	Description	Provider	Purpose	Hours	Begin Date	End Date	Create Info	Updated Info	Delete
Edi	Ind / Ment Prg				0	08/15/2006	05/15/2008	hitls.master - 08/08/2008	hitls.master - 08/08/2008	Delete
Edi	Advanced Degree	Earned an advanced degree with the following information: Masters in Curriculum & Instruction at Southern III 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	hitls.master - 08/08/2008	hitls.master - 08/08/2008	Delete
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		Click Here to Add Professional Development Hours								
		Submit your Professional Development								

4. 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 Edu	ucator Development Hours	Educators exempt from PD need to make an entry in the PD screen
Please Activity Name:	e enter the Professional Development information below.	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.
Provider:	Exemption *	Purpose: exemption
Purpose:	exemption *	Hours: exemption
Hours:	exemption *	
Description:	T retired June 30, 2013 from Maywood School District. I am exempt from PD for FY 14.]	Holy Name Academy a private school.
		Hours: exemption *
		Description T an anomal from DD due to being an
	*	a m exempt from PD due to being on
Begin Date:	7/1/2013 MM/DDXXXX*	Begin Date: 7/1/2009 MM/DD/YYYY* maternity leave FY13.
End Date:	6/30/2014 MM/DD/YYYY*	End Date: 6/30/2014 MM/DD/YYYY*

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

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



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



<mark>STEP 3</mark>

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