

# Considering Retirement?

*Wondering How to Keep Your Educator License up to date?*

*It's easier than you think!*

## **All you need is a little information:**

Licensees who are retired and qualify for benefits from a State retirement system have no Professional Development (PD) or registration fees.

- Licenses are renewed in 5 year cycles.
- You are required to complete professional development only for the years that you work. Even if you only work for one year during the 5 year cycle.
- The average number of PD hours needed for each year of active teaching is 24
  - You are responsible for this pro-rated amount of PD for the years that you worked at least 50% of the school year and it can be completed and recorded any time prior to renewal.

## **And a little Guidance:**

Before retiring:

- PD must be entered into the [Educator Licensure Information System \(ELIS\)](#) for any years that you worked. Even if you only work for one year during the 5 year cycle.
- “Retired” status must be recorded in the ELIS system.
- Renewal must be processed in ELIS between April 1<sup>st</sup> and June 30<sup>th</sup> in the year that your license is due.

## **To Keep your license:**

Currently you must renew in ELIS each cycle (5 years)

- Once retired, there are no more registration fees as long as the license is in retired status and the individual does not return to work for 50% or more of a school year (TRS limitations).
- If you return to work as a substitute teacher on your PEL, you will not need to pay fees or complete PD.
- Licenses in retired status cannot lapse.

## **Still have questions?**

Please contact the Regional Office of Education at 309-575-3226 OR ISBE Educator Licensure Division Call Center at 217-557-6763.

- [How do I record my professional development hours \(PD\) in ELIS?](#)
- [How do I register my license?](#)