



**LakeCounty**

Regional Office of Education

**School School Service Personnel Renewal**

With Mid-Cycle Renewal Dates 2016, 2017, & 2018 and some NBPTS  
Master Teacher who renew after 2018

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Revised June 21, 2016

### **First Step: Create or login to an existing ELIS account**

All Licensure Renewal processes is completed through ELIS (Educator Licensure Information System).

To create an account please follow the steps listed below:

1. Create an ELIS account: <http://www.isbe.net/ELIS/default.htm>
2. Click on “Educator Access”
3. Click on “Sign Up Now” (located on the left side of the screen)
4. Enter your data and click on “Continue”

ELIS holds information about your license, your history, your assignment, your personal information, and your license renewal. Please take some time to familiarize yourself with the site.

### **Second Step: Verify your exemption status**

Check the accuracy of your employment status (active, exempt, part-time, retired, military) located under your profile information, click on “[Click Here to Update Your PD/Employment Status.](#)” If there is a discrepancy please modify your exemption status.

1. Employed as a School Service Personnel 50% or more full-time equivalency  
Enter status as ACTIVE
  - PD required
2. Not actively employed in an Illinois Public school as a School Service Personnel  
Enter status as EXEMPT
  - No PD required
3. Employed less than 50% percent of full-time equivalency in a school year  
Enter status as PART TIME
  - No PD required

*Please Note: Periods of exemption shall be established in one-year increments. A one- year period of exemption shall be available only for a school year during which a licensee is employed and performing services for fewer than 50 percent of full-time equivalency*

4. Retired and qualify for benefits from a state retirement system  
Enter status as RETIRED
  - No PD required

*Please Note: If a licensee in Retired status want to substitute teach, he/she may do so without changing his or her status.*

5. Educator is unavailable for employment due to military service, including service in any reserve capacity.

Enter status as MILITARY

- No PD required

### **Third Step: Enter Professional Development Activities:**

As a School Service Personnel employed on a Professional Educator License (PEL) endorsed as a School Social Worker, School Counselor, School Psychologist, School Nurse, and Speech-Language Pathologist (non-teaching) you are required to complete professional development

To enter your activities, please follow the steps listed below:

1. Login to your existing ELIS account: <http://www.isbe.net/ELIS/default.htm>
2. Click on “Enter Professional Development”
3. Click on “Add Professional Development” enter each activity individually

<b>Professional Development Options</b>
• <b>Nationally Certified School Psychologist;</b>
• <b>Nationally Certified School Nurse;</b>
• <b>Nationally Certified Counselor; or</b>
• <b>Certificate of Clinical Competence from the American Speech-Language-Hearing Association;</b>
• <b>Illinois Department of Federal Regulations (IDFPR) related to his or her professional educator license; or</b>
• <b>64 Professional Development Hours</b>

*Please Note: Any school service personnel individual is not required to meet any professional development for FY 2014 ONLY*

CPDU credits should be converted to professional development clock hours.

- 1 CPDU = 1 clock hour of PD
- 1 semester hour of college coursework = 15 PD hours

Any licensee who earned continuing professional development units (CPDUs) prior to December 31, 2014 may still enter their activities in ELIS.

### **Professional Development-Approved Provider List**

To view the most current PD approved provider list, please visit the following website: <http://www.isbe.net/licensure/default.htm> click on “Professional Development-Approved Provider List.”

### **Fourth Step: Submit Professional Development and Renew License**

You may submit your professional development after April 1, of the last year of the validity of your cycle.

- Login to your existing ELIS account: <http://www.isbe.net/ELIS/default.htm>
- Click on “Renewal” and follow the prompts (\$51.75 renewal fees)

Please note: ISBE is in the process of eliminating the two step process (PD submission and renewal). Your PD activities will be auto approved.

#### **Audits**

Retain your documentation for each recorded activity for one year after your renewal date. If your PD activity was completed after January 1, 2015 it is your responsibility for obtaining an Evidence of Completion form from the approved provider or presenter. This form verifies participation in the specific event, the date, and the number of hours earned.

#### **License Renewal Beginning 7/1/14 (educators that are up for renewal 2019, 2020, 2021...etc.**

- Any licensee who holds the professional educator license endorsed for school support personnel and does not hold an IDFPR license shall complete 120 hours of professional development activities

**If you owed professional development and you fail to renew by September 1, of the year in which the 5-year renewal cycle ends your license will lapse. An unregistered license is invalid after September 1, for employment and performance of services in an Illinois public or State-operated school or cooperative and a charter school.**