



LakeCounty

Regional Office of Education

Administrator Renewal

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

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First Step: Create or login to an existing ELIS account

All Licensure Renewal processes 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 teaching history, your teaching 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. Working as an administrator
Enter status as ACTIVE
 - PD Hours
 - 1 Academy Per Fiscal Year
 - Pay registration fees
2. Retired and not working for the entire 5-year cycle
Enter status as RETIRED
 - No PD
 - No Academy
 - No Registration fees

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

3. Retired and working less than 50% in a position that requires the administrative endorsement
Enter status as EXEMPT
 - No PD
 - No Academy
 - Pay registration fee

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 equivalenc

Third Step: Enter Professional Development Activities:

As an administrator employed on a Professional Educator License (PEL) endorsed in Superintendent, General Administrative, Principal, Director of Special Education, Chief School Business official you are required to complete one Administrator's Academy course during each fiscal year (July 1-June 30) and at least an average of 20 PD hours per year (total: 80 PD hours)

Enter Professional Development

- Log in the ELIS system: <http://www.isbe.net/ELIS/default.htm>
- Click on "Enter Professional Development"
- Click on "Add Professional Development"
- Enter each activity individually

Professional Development Credits

- *15 hours shall be credited for each semester hour of college earned (graduate or undergraduate course).*
- *1 hour shall be credited for each hour of the administrator's direct participation in a relevant activity other than college coursework.*

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

Please note:

- **If employed as an administrator for 2013-2014, the only requirement this year is to take one Administrator Academy. No other professional development hours will be required for this school year only.**
- **To receive AA credit for Principal Evaluation, all 5 modules must be completed. If the person completed another AA course 15 hours is awarded for PD renewal requirements. If the person did not complete all 5 modules, no partial credit may be claimed.**
- **To receive AA credit for Teacher Evaluation, 5 modules must be completed. If the administrator completes another AA course within the same fiscal year, 40 hours of credit goes toward PD renewal. If the individual does not complete all 5 modules, AA credit is not earned, and therefore, no portion of the course may be used toward PD renewal. The Student Growth component (Module 5 of the Teacher Evaluation training) is not required yet to qualify to evaluate teachers, but it is to earn the AA credit.**

Academy

Academies are recorded by the ROE or one of a handful of other entities that are authorized to post Administrators' Academies in ELIS. Allow at least 6 weeks for an academy to be posted after the date when the application/dissemination activities are due. Additional approved academies taken in a given year will be credited with your Professional Development hours, when you submit your professional development, with the shortest Academy remaining in the Required Academies section. Academies cannot be banked to fulfill future years' requirements. If you miss the yearly Academy requirements, (July 1 to June 30), you must take the current year's Academy, plus the missed Academy before your cycle ends.

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”

Any PD activity offered by an approved provider is acceptable

Fourth Step: Submit Professional Development and Renew License

Once Professional Development activity hours are recorded and the required Academies are completed for all years in the cycle, 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 one year after the renewal cycle. ISBE runs a random audit of Administrator License Renewal.

Proportionate Reduction/Special Circumstances

An individual who holds an administrative endorsement, but is not employed in a position requiring that endorsement is not subject to the administrative license renewal requirements. However, the individual must apply for license renewal and pay the applicable registration fee every five years.

Those certificate holders who are employed as teacher and administrator during the same semester(s), should complete PD for the area in which the majority of work is done. For example, an individual who teaches 3 classes out of a 5-period day (3/5) and is an administrator the other 2 periods must complete the recertification process for teachers.

A certificate holder working 50% as a teacher and 50% as an administrator during the same semester(s) may choose either renewal process to complete.

Those certificate holders who are employed as a teacher during some semesters and as an administrator for other semesters within the same 5-year validity period must complete teacher requirements for those semesters employed as a teacher and administrator requirements for those semesters employed as an administrator. For example, an individual who teaches 2 years and becomes an administrator for the next 3 years must complete the requirements for teacher renewal for the first two years and for administrator renewal for the next three years of the validity period.

No licensure holder must complete the renewal process for both teacher and administrator for any given semester. One or the other are required as identified above. The same examples apply if you are working as an administrator and school service personnel.

Example:

School Year	Majority (50% or more) of Employment	PD Area
2010/2011	Teacher	Teacher w/ Masters = 16 hours
2011/2012	School Service Personnel	SSP – 16 hours or holds IDFPR or national license
2012/2013	Administrator	20 hours + 1 AA course
2013/2014	Teacher	Teacher w/ Masters = 16 hours
2014/2015	Administrator	20 hours + 1 AA course
TOTAL	2 Teacher, 2 Administrator, 1 School Service Personnel	32 hours for teacher 40 hours + 2 AA courses for admin 16 hours or IDFPR license for SSP

The example above is a worst-case scenario, but the point is that the majority determines the PD for each year of renewal and any work less than 50% does not have to be addressed.

Penalties for Not Completing Professional Development Requirements

Administrators who fail to complete an Administrators’ Academy during each year of employment as an administrator in an Illinois public school entity **must complete two** Administrators’ Academy (one to make up for the missed one and one as a penalty for each year one was missed). He or she may complete these courses at any time during the remainder of the 5-year renewal cycle or prior to the reinstatement of a license that has lapsed.

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

- **Teacher Leaders:** 100 Clock hours of PD plus one AA course each fiscal year in which the licensee is assigned to an administrative position for at least 50% of the school day.
- Beginning in his or her first full 5-year renewal cycle (example: license expires 2019, 2020, 2021, 2022...), any licensee holding a professional educator license endorsed in an administrative field who has held the administrative endorsement for at least one year and who is employed in an Illinois public or State-operated school or cooperative or charter school and is not working in a position requiring the administrative credential shall complete an Administrators' Academy course during each 5-year renewal cycle.

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.