Administrator Entering Professional Development, Renewing/Registering your license in ELIS

If you were employed as an administrator in an Illinois public school anytime from FY 2010 through FY 2014, you must enter professional development and submit for approval. If you have not worked during these school years and due for registration 6-30-2014, you will register your license through the ELIS system after April 1, 2014.

To set up an ELIS account:
1. Log into the Illinois State Board of Education website www.isbe.net
2. Click on ELIS/Educator Credentials at top of the in the blue ribbon bar
3. Next screen click on Educator Access
4. Next screen click on “Sign Up Now” box on left hand side of this page
5. Next screen fill fields to create a new account—remember your login and password
6. Next screen click on “Continue” box
7. Next screen click on “Educator” drop down box and then Professional Development
8. Next screen click on “Click here to add Professional Development”
9. Next screen fill in the following areas with appropriate information
   When entering professional development hours include the following:

   | Activity Name: |
   | Provider:      |
   | Purpose:       |
   | Hours:         |
   | Description:   |
   | Begin Date:    |
   | End date:      |

Please note: If employed as an administrator for 2013-2014, the only requirement is one Administrator Academy. No other professional development hours will be required for this school year only.

If you already have an ELIS account set up
1. Go to www.iseb.net/ELIS
2. Click on Educator Access
3. Next screen login and password
4. Continue with # 6 above
5. Be sure to click on Submit Professional Development for ROE approval.
Illinois Public Administrator
2014 Professional Development Required for Licensure Renewal

Professional Development Requirements

- One Administrator Academy for each year 2010-2014
- 20 professional development hours for each year except school year 2013-2014

Each activity must address one or more of the following objectives:

1. Improving the administrator’s knowledge of instructional practices and administrative procedures;
2. Maintaining the basic level of competence required for initial licensure; and
3. Improving skills and knowledge regarding the improvement of teaching performance in clinical settings and assessment of levels of student performance.

Activities may include:

A. Completion of college/university courses;
B. Participation in state and national conferences of professional organizations or in workshops, seminars, symposia, or other training events.
C. Teaching college/university courses or making presentation at conferences, workshops, seminars, symposia, or other training events.
D. Providing formal mentoring to one or more administrators;
E. Independent study; and
F. Other activities related to Illinois School Leader Standards and other applicable standards (see 23 Ill. Adm. Code 29) such as developing or revising school programs. Participating in Administrator Academy courses, research and other, similar projects.

Professional Development Hours:

- Fifteen hours shall be credited for each semester hour of college credit earned.
- One hour shall be credited for each hour of direct participation in a relevant PD activity.

When ECS transferred PD into ELIS-existing PD activity hours calculated in minutes versus hours. You can edit your old ECS entries and enter the correct hours. For instance a 5 hr. conference may show up erroneously as .50 hrs. This is an ELIS glitch.

Enter your PD format in hours and you will be credited accordingly.

Administrator Academies: An individual who fails to complete an administrator academy course shall be required to complete two academies for each one missed and the current school year academy. He or she may make these up anytime during the remainder of the renewal cycle.

Each administrator receives a certificate of completion for the administrative academy taken. As far as we know, not all academies are posting to ELIS at this time. Until the IAAMS is officially communicating with ELIS (as did with ECS) the educator or district may email Mr. Andrew Reinking, Asst. Superintendent at apreinking@co.madison.il.us for verification of administrative academies.

Illinois Performance Evaluations: Principal Evaluation Training AA Course#2000 counts as an administrator academy or 15 PD hours.
Illinois Performance Evaluation-Teacher Evaluation Training AA Course #2001 counts as an administrator academy or 40 PD hours.
Both the Principal and Teacher modules count towards an administrator academy.


When all PD activities are entered click on Submit Professional Development located at the bottom of the page.

Professional Development (statement of assurance) may be submitted after Sept. 1 of the last year of the validity of your license.

Once submitted, your activities will be reviewed by Mr. Reinking, Asst. Superintendent and either approved or denied. You will receive an email notification if denied along with the reason. Review the denial and edit to re-submit for review. When approved, you will have the option to renew on your ELIS homepage. Most SOA are reviewed within 2 weeks at the ROE level. Due to the ELIS glitch this process may take longer.

There is no exemption option in ELIS, you cannot freeze or put your license on hold if you are not working anytime during your renewal cycle. You will be required to meet the professional development for the years worked during your 5 year renewal cycle.

If you worked as a teacher and an administrator, you will be required to meet the professional development for the years worked as a teacher and the years worked as an Administrator.

If you worked 50% of the time as a teacher and 50% time as an administrator, you may choose which professional development plan you will meet to renew.

If you worked during your 5 year renewal cycle and retired during this cycle, you will be required to meet professional development for the time worked. If the professional development is not completed and your license lapse, you are not eligible for a substitute license. You would be required to reinstate your PEL to become a substitute teacher.

If you worked as an administrator for less than 50% of the school day or school term you are required to complete an administrator academy for year employed and may reduce the requirement of the PD hours by half.

Retired administrator employed as an interim is required to complete one administrator academy for each year employed.

You must complete the registration process of your PEL license and follow the wizard to pay by credit card. The renewal fee is $50.00 for a 5 year registration and a $1.75 processing fee. To keep your license valid, it must be registered within 6 months of your renewal date or it will lapse at December 31st.

***July 1, 2014, new professional development and renewal legislation (along with new ISBE rules) will go into effect. The ROE office cannot answer any question regarding the new law until it is available.***