



# Madison County

## Regional Office of Education

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### **How to Renew/Register your license in ELIS**

#### **First of all, am I due to register this year?**

***To check what year you are registered through – please follow these simple instructions:***

- Please go to [www.isbe.net/ELIS](http://www.isbe.net/ELIS). If you have not created your ELIS account yet, please do so now by clicking sign up now. If you have already done this, then log in.
- Click “View Your Credentials”. On this page you will see a year under the box that says “Registered Thru” (you might need to scroll to the right to see this).
- If the year in this box is 2015 or higher, then you are not due to renew/register this year. If it says 2014, then you are due to register this year (before September 1<sup>st</sup>)
- Please note: Whether your license is due in 2014 or a future year, we recommend that you enter all professional development before July 1<sup>st</sup>, 2014.

#### **Secondly, how do I know if I owe Professional Development?**

***If you have been teaching in an Illinois public school any time from July 1<sup>st</sup>, 2009 through July 1<sup>st</sup>, 2014, you must enter professional development! Please follow these simple instructions to do so:***

- Please go to [www.isbe.net/ELIS](http://www.isbe.net/ELIS). If you have not created your ELIS account yet, please do so now by clicking sign up now. If you have already done this, then please log in.
- Click on “View Credentials”
- On the next screen click on the “Educator” drop down box and then “Professional Development”
- On the next screen you will click on “Click here to add Professional Development”
- Fill the appropriate boxes. If you are unsure of purpose codes or hours please feel to visit the following website for assistance : <http://www.isbe.net/licensure/requirements/prof-dev-requirements13-14.pdf>
- Note: When using course work, simply provide the course number and number of semester hours along with university/college name. Please convert coursework to professional development hours by multiplying each credit hour by 15.
- When you are finished entering your professional development, please click “Submit Professional Development”. You only Submit your professional development if you are up for renewal this year.

#### **What do I do now?**

- After you have submitted your professional development, the staff at the ROE receives a notification to either approve or deny what you have entered. This can take up to one week. Whether it is approved or denied, you will receive an e-mail from ISBE stating there has been an update in your account and to view them in your ELIS account.

- If you have entered everything correctly, the ROE staff will approve your professional development and you are then able to register your license by simple clicking on “Registration”. You will follow the “wizard” and finish by paying \$51.75
- If you have NOT entered everything correctly, the reason for your denial will show under “View your credentials” > “Educator” > “Professional Development”. You must fix those items and re-submit.

## Illinois Public School Teachers Professional Development Requirements for 2014

How many CPDUs do I owe?	
•	<b>Bachelor’s Degree</b> – 120 CPDU hours or 1 uniquely qualifying activity
•	<b>Master Degree</b> – 80 hours or 1 uniquely qualifying activity
•	<b>Two + Advance Degrees</b> – 40 CPDU hours or 1 uniquely qualifying activity
•	<b>National Board Teacher</b> – 40 CPDU hours or 1 uniquely qualifying activity

When I enter Professional Development, it asks for a purpose, what are they?	
<b>A</b>	Advance both the licensee’s knowledge and skills as a teacher consistent with the Illinois Professional Teaching Standard and the Illinois Content Area Standards in the licensee’s areas of endorsement or teaching assignment in order to keep the licensee current in those areas.
<b>B</b>	Develop the licensee’s’ knowledge and skills in areas determined to be critical for all Illinois teachers defined by the State Board of Education known as “State priorities”.
<b>C</b>	Address the knowledge, skills and goals of the licensee’s local school improvement plan of the teacher is employed in an Illinois public or State-operated elementary, secondary school or cooperative or joint agreement with a governing body or board of control.
<b>D</b>	Expand the licensee’s knowledge and skills in an additional teaching field or toward the acquisition of another teaching license, endorsement, or relevant education degree.
<b>E</b>	Address the needs of serving students with disabilities, including adapting and modifying the general curriculum related to the Illinois Learning Standards to meet the needs of students with disabilities and serving such students in the least restrictive environment.
	*50% of a special education teacher’s profession development must address purpose E.
	*20% of a general education teacher’s profession development must address purpose E.

<b>Uniquely Qualified Activities</b> - Must be done between July 1 <sup>st</sup> , 2009 and July 1 <sup>st</sup> , 2014. These activities eliminate the necessity of collecting and entering CPDU hours. You may simply enter ONE of the following in lieu of CPDUs:	
•	Earned an advanced degree
•	NBPTS Program Completion
•	Earned a new Illinois Endorsement which is issued in ELIS
•	Became Highly Qualified in a new area
•	IDFPR professional license
•	ASHA certificate

**CPDU chart:** <http://www.isbe.net/licensure/requirements/prof-dev-re quirements13-14.pdf>

**Please Note:**

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 or if you retire. You will be required to meet the professional development for the semesters worked during your 5 year renewal cycle. You will be required to pay registration every 5 years or your license will lapse.

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 any semesters during you 5 year renewal cycle and retired during this cycle, you will be required to meet professional development for the semesters worked. If this is not completed, your license will lapse and you will not be eligible to substitute without reinstating.

**\*\*\*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.**