



# Illinois State Board of Education

## FAQ: 2022 License Renewal

### When can I renew my license?

Renewal season opens on April 1, 2022. Educators can begin renewing their license at this time.

### What does it mean if my license is lapsed?

Your license lapsed due to either not completing the required professional development activities and/or the Administrators' Academy courses or for not registering your license in a timely manner. If your license is lapsed, you will need to reinstate. You can review your reinstatement options [here](#).

### How do I reinstate my license?

You have two options to reinstate your license:

**Option 1:** Complete nine semester hours of coursework in one or more of the endorsement areas listed on your license. Coursework must be completed within the last five fiscal years (on or after 09/01/2016).

**Option 2:** Pay a \$50 penalty fee in place of completing nine semester hours of coursework.

More information regarding reinstatement options can be found [here](#).

### What does it mean if my license is Invalid?

You have not renewed your license by the expiration date. You will need to renew and pay the applicable registration fees to move the license back into "issued" status.

### How do I renew an Invalid license?

Please use [this guide](#) to assist you with renewing your license.

### How much professional development do I owe?

To assist you in determining the amount of professional development owed, please review our [Renewal and Professional Development for Educators](#) website.

### How can mentoring be counted for Professional Development (PD)?

Anyone who is part of a mentoring program, whether the mentor or the mentee, can use this time for PD. It is awarded on a 1:1 basis, one hour of learning/attendance will equal one hour of PD. It still needs to be documented on the evidence of completion form through the school/district.

### Can remote planning be counted for PD?

Yes, planning for remote learning may be used as PD for licensure renewal if being offered by the school district but remote teaching cannot count towards PD.

## **What is the professional development/employment status and why is it important?**

The professional development/employment status indicates if you are actively working for at least 50% or more FTE in an Illinois public, charter, or state operated school and required to complete professional development or are exempt from completing professional development due to being retired, working part-time, or not employed in an IL public, charter, or state-operated school, or unavailable for employment due to military service. All ELIS accounts default to active status when they are created and again after each license renewal. If you have had employment changes or retired during a license cycle, you will need to manually update your professional development/employment status for part, or all, of the cycle. ELIS will recalculate the total professional development hours required based on the professional development/employment status.

## **How do I update my PD/employment status?**

Please use [this guide](#) to assist you with updating your PD/employment status.

## **What if I don't have the link to renew?**

The link to renew will not populate in your Action Center on your homepage unless you have entered all your required professional development. Be sure you have fulfilled all your applicable professional development hours and/or Illinois Administrator's Academy courses in your ELIS account.

## **What if I'm unable to enter professional development?**

If you are unable to enter professional development, be sure you are using a desktop or laptop computer. It is recommended to use Google Chrome or Firefox while working in ELIS and clear your browsing history and cookies within your web browser. If you still experience issues, you may contact your local ROE/ISC to assist you at [www.isbe.net/contactlicensure](http://www.isbe.net/contactlicensure).

## **What if I cannot delete or edit professional development?**

If you are unable to delete or edit professional development, be sure you are using a desktop or laptop computer. It is recommended to use Google Chrome or Firefox while working in ELIS and clear your browsing history and cookies within your web browser. If you still experience issues, you may contact your local ROE/ISC to assist you at [www.isbe.net/contactlicensure](http://www.isbe.net/contactlicensure).

## **I was entering my professional development activities and the system added the same activity multiple times.**

### **Why did this happen and what do I do about it?**

Clicking the finish button multiple times when entering an activity may cause the activity to be added multiple times. To remove the duplicate entries, you should be able to click the delete link on the duplicate activity, verify that you want to delete the item, and click finish. You will need to repeat this process for each duplicate entry.

## **Why is my Professional Development Provider not in the drop-down menu?**

Only ISBE approved professional development providers are in the drop-down menu. If you cannot locate your professional development provider within the menu, you may manually add your professional development provider by clicking Add New at the top of the provider drop down menu. Please note, professional development providers must register annually with ISBE to appear in ELIS.

## **I have a National Board Designation, but ELIS still shows the full professional development hour requirements. Shouldn't I have a reduction in hours?**

If you hold a valid National Board Certificate, you will need to manually enter your National Board Certification as an activity on your professional development page. You will title the activity as "National Board Certification" and add 60 hours for the activity, which will give the 60-hour reduction.

## **I received an email to renew, but I thought I already did. Do I still need to do something?**

Per Illinois Statute, we are required to send renewal reminders to all educators eligible for license renewal in 2022. Due to the large number of educators eligible for renewal, we are sending the renewal reminders in waves; therefore, you may receive your renewal reminder after you have renewed your license. If this is the case, you may disregard the renewal reminder.

## **I received two emails to renew, but already renewed my Professional Educator License (PEL). Do I still need to do something?**

You may have an additional license up for renewal (e.g. You hold a PEL and a Sub). It is up to you if you want to renew the additional license.

## **I received an email to renew my license, but my expiration date is not this year. Did I get this in error?**

Do you share an email address with a spouse/significant other? If so, the email was most likely directed to them for their license.

## **Why didn't I receive a reminder to renew my license?**

Renewal reminders are being sent in waves this year (see chart below). Reminders are sent to the primary email address as listed in ELIS as of March 1. Be sure to verify the email address at the top of your screen in ELIS is accurate.

## **Who can I contact if I need assistance renewing my license?**

You may reach out to your local ROE/ISC at [www.isbe.net/contactlicensure](http://www.isbe.net/contactlicensure).

## **I just renewed my Professional Educator License (PEL) and was "exempt" status for my previous cycle. Why is ELIS still showing my status as "exempt" for my new cycle?**

Your status will not update to "active" until your cycle begins on 07/01/2022.

## **How much will it cost to renew my license?**

You can find costs to renew your specific license here.

## Renewal Reminder Schedule

First Initial of last name as listed in ELIS	Date my reminder will be sent
A-B	March 30, 2022
C-D	April 6, 2022
E-G	April 13, 2022
H-J	April 20, 2022
K-L	April 27, 2022
M-N	May 4, 2022
O-R	May 11, 2022
S-T	May 18, 2022
U-Z	May 25, 2022