



PEL RENEWAL CHECKLIST FOR A RETIRED TEACHER

1

LOGIN TO YOUR ELIS ACCOUNT

Click [here](#) to login to your account

2

UPDATE EMPLOYEMENT STATUS TO RETIRED

On the right-hand side of your credentials page, click on the pencil icon. In the drop-down menu click on Update your PD/Employment Status. For the semesters you have been retired, use the drop-down box to select Retired (see option "d" at the bottom of the page).

3

ENTER REQUIRED PD HOURS

To record Professional Development hours, click Professional Development on the left side of your home screen, and then click the blue hyperlink "click here to add professional development hours". You are ONLY required to enter PD for the years you were working as a licensed teacher. 24 PD hours per year working in the classroom.

4

RENEW YOUR PEL

Go back to "Home" on your ELIS account. Click on "Renewals" in the Action Center. You will not be able to renew the license until you record the required amount of PD and all required AAs (if applicable), have been documented as instructed in step 3.

5

VISUAL STEP BY STEP

Click [here](#) for a step by step on how to successfully submit your license renewal. For more information on retired teachers, click [here](#)

If you do not remember your ELIS account login password, click [here](#) to have your password emailed to you. If the email linked to your account is no longer valid, please call 217-558-3600 to update your email and recover your password.

If you have any additional questions please call (815) 434-0780 or email Alaina at ajohnson@roe35.org