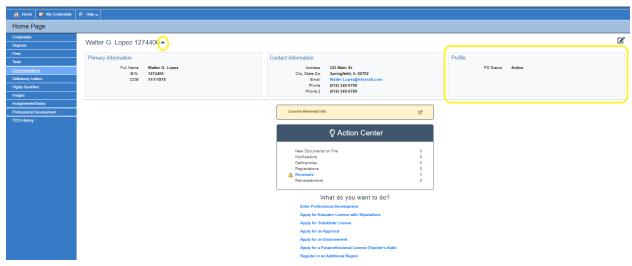
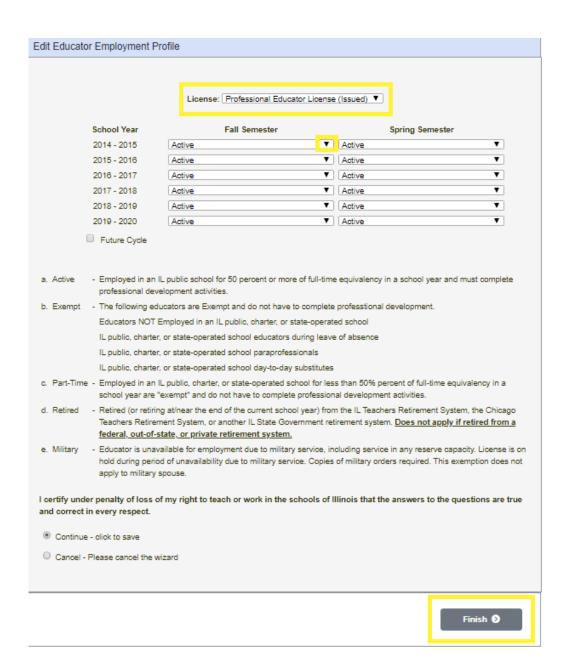
## How to renew my PEL as a retired teacher

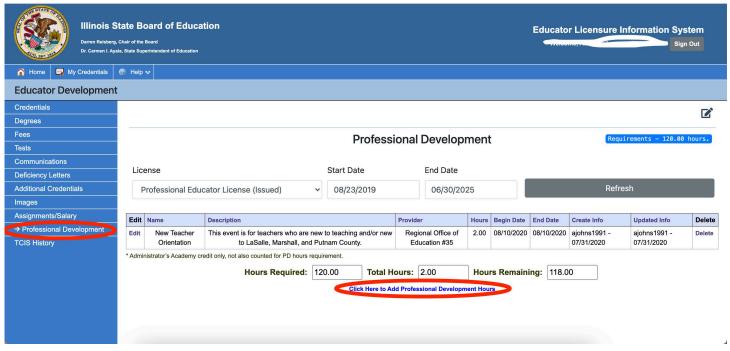
- 1. CLICK HERE to login to your ELIS account
  - a. If you need to update the email on file in your ELIS account to reset your password, please call ISBE: 217-558-3600
- 2. Update your PD/Employment status to retired
  - a. To update your PD/Employment Status, click the pencil/paper icon at the top right of the page.
  - b. Then you will click on the "Update Your PD/Employment Status" link



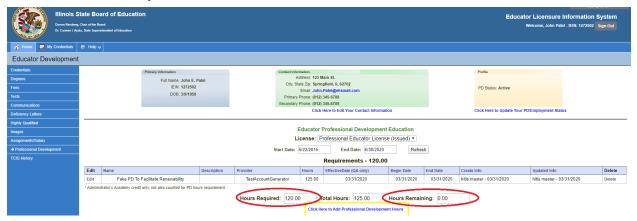
- 3. On the next screen, click the down arrow for each semester that needs to be changed from "Active" to "Retired"
  - a. Click "Finish" once you have updated your employment status to "Retired"



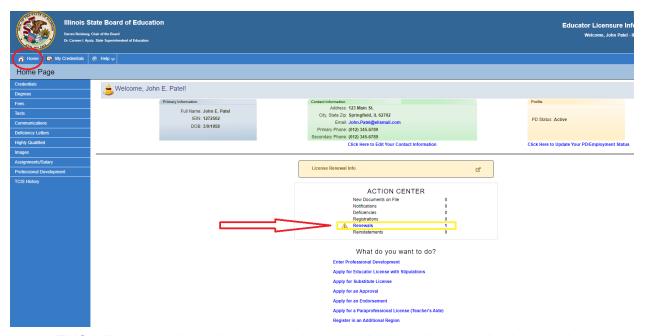
4. Enter professional development. To record professional development, click on the "Professional Development" on the left side of your screen. Then "click here to add professional development hours"



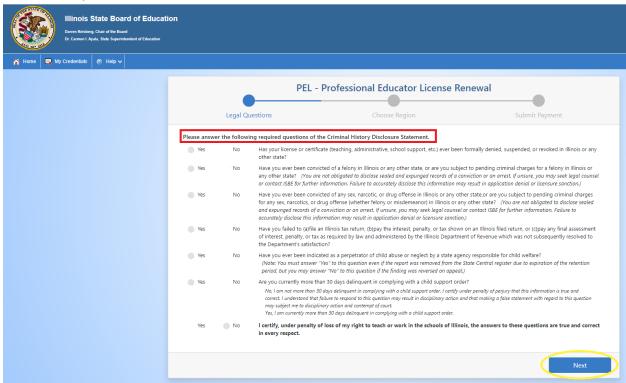
- 5. Record as many activities as needed to meet the amount of PD hours in the box at the bottom of the screen labeled Hours Required.
  - a. \*\*REMINDER\*\* if you were retired ALL 5 years of your cycle you are not required to enter any PD. For every 1 year working in an IL public school you are required to enter 24 PD hours. EX: If you worked 2 out of 5 years you have to enter 48 PD hours before you can renew.



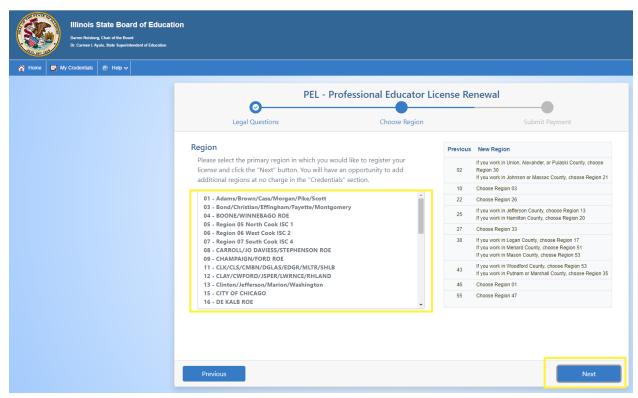
- 6. After entering your PD (if required), click the Home tab the one with a picture of a house on it- in the upper left corner of the screen (see image below)
- 7. Click on "Renewal" in the Action Center



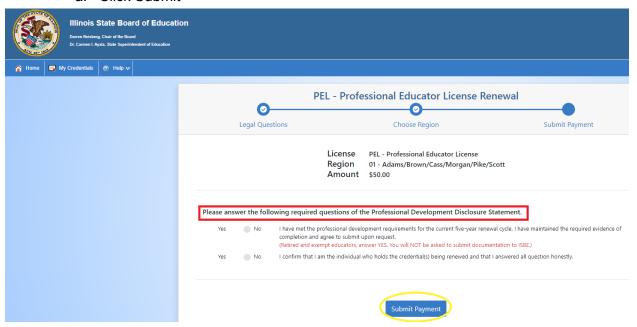
8. ELIS will lead you through the renewal steps which include answering legal and background questions.



9. Select the appropriate region: 35- LaSalle, Marshall and Putnam



- 10. Answer the next set of questions for the required Professional Development Disclosure Statement. \*\*Retired teachers will not be charged a \$50 renewal fee- it is FREE\*\*
  - a. Click Submit



Congratulations, you have successfully renewed your PEL for the next 5 years! For more information on retired teachers- click here