

## 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: 217-557-4723
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

The screenshot shows the ELIS user profile page for Walter G. Lopez. The page is divided into several sections:

- Primary Information:** Full Name: Walter G. Lopez, IEIN: 1274406, DOB: 11/11/1975.
- Contact Information:** Address: 123 Main St., City, State, Zip: Springfield, IL 62702, Email: Walter.Lopez@elismail.com, Phone: (612) 345-6789, Phone 2: (612) 345-6789.
- Profile:** PD Status: Active.
- Action Center:** A table showing the number of items in various categories: New Documents on File (0), Notifications (0), Deficiencies (0), Registrations (0), Renewals (1), and Reinstatements (0).
- What do you want to do?:** A list of links for various actions: Enter Professional Development, Apply for Educator License with Stipulations, Apply for Substitute License, Apply for an Approval, Apply for an Endorsement, Apply for a Paraprofessional License (Teacher's Aide), and Register in an Additional Region.

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”

Edit Educator Employment Profile

License: Professional Educator License (Issued) ▼

School Year	Fall Semester	Spring Semester
2014 - 2015	Active ▼	Active ▼
2015 - 2016	Active ▼	Active ▼
2016 - 2017	Active ▼	Active ▼
2017 - 2018	Active ▼	Active ▼
2018 - 2019	Active ▼	Active ▼
2019 - 2020	Active ▼	Active ▼

Future Cycle

a. Active - Employed in an IL public school for 50 percent or more of full-time equivalency in a school year and must complete professional development activities.

b. Exempt - The following educators are Exempt and do not have to complete professional development.  
 Educators NOT Employed in an IL public, charter, or state-operated school  
 IL public, charter, or state-operated school educators during leave of absence  
 IL public, charter, or state-operated school paraprofessionals  
 IL public, charter, or state-operated school day-to-day substitutes

c. Part-Time - Employed in an IL public, charter, or state-operated school for less than 50% percent of full-time equivalency in a school year are "exempt" and do not have to complete professional development activities.

d. Retired - Retired (or retiring at/near the end of the current school year) from the IL Teachers Retirement System, the Chicago Teachers Retirement System, or another IL State Government retirement system. Does not apply if retired from a federal, out-of-state, or private retirement system.

e. Military - Educator is unavailable for employment due to military service, including service in any reserve capacity. License is on hold during period of unavailability due to military service. Copies of military orders required. This exemption does not apply to military spouse.

I certify under penalty of loss of my right to teach or work in the schools of Illinois that the answers to the questions are true and correct in every respect.

Continue - click to save

Cancel - Please cancel the wizard

Finish ▶

4. Enter professional development. To record professional development, click on the "Enter Professional Development" under the question "What do you want to do?" on your home page.

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Darren Reisinger, Chair of the Board  
Dr. Carmen I. Ayala, State Superintendent of Education

Educator Licensure Information System  
Welcome, John Patel

Home My Credentials Help

Home Page

Welcome, John E. Patel!

**Primary Information**  
Full Name: John E. Patel  
IEIN: 1272502  
DOB: 3/9/1958

**Contact Information**  
Address: 123 Main St.  
City, State Zip: Springfield, IL 62702  
Email: John.Patel@elsmail.com  
Primary Phone: (012) 345-6789  
Secondary Phone: (012) 345-6789

**Profile**  
PD Status: Active

Click Here to Edit Your Contact Information | Click Here to Update Your PD/Employment Status

**License Renewal Info**

**ACTION CENTER**

New Documents on File	0
Notifications	0
Deficiencies	0
Registrations	0
Renewals	1
Reinstatements	0

What do you want to do?

- Enter Professional Development
- Apply for Educator License with Stipulations
- Apply for Substitute License
- Apply for an Approval
- Apply for an Endorsement
- Apply for a Paraprofessional License (Teacher's Aide)
- Register in an Additional Region

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.

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Educator Licensure Information System  
Welcome, John Patel - IEIN: 1272502 Sign Out

Home My Credentials Help

Educator Development

**Primary Information**  
Full Name: John E. Patel  
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DOB: 3/9/1958

**Contact Information**  
Address: 123 Main St.  
City, State Zip: Springfield, IL 62702  
Email: John.Patel@elsmail.com  
Primary Phone: (012) 345-6789  
Secondary Phone: (012) 345-6789

**Profile**  
PD Status: Active

Click Here to Edit Your Contact Information | Click Here to Update Your PD/Employment Status

**Educator Professional Development Education**  
License: Professional Educator License (Issued)

Start Date: 5/22/2015 End Date: 5/30/2020 Refresh

**Requirements - 120.00**

Edit	Name	Description	Provider	Hours	EffectiveDate (QA only)	Begin Date	End Date	Create Info	Updated Info	Delete
Edit	Fake PD To Facilitate Renewability		TestAccountGenerator	125.00	03/31/2020	03/31/2020	03/31/2020	hills.master - 03/31/2020	hills.master - 03/31/2020	Delete

\* Administrator's Academy credit only, not also counted for PD hours requirement.

Hours Required: 120.00 Total Hours: 125.00 Hours Remaining: 0.00

Click Here to Add Professional Development Hours

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

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Educator Licensure Info  
Welcome, John Patel

Home My Credentials Help

Home Page

Credentials  
Degrees  
Fees  
Tests  
Communications  
Deficiency Letters  
Highly Qualified  
Images  
Assignments/Salary  
Professional Development  
TCIS History

Welcome, John E. Patel!

Primary Information  
Full Name: John E. Patel  
IEIN: 1272502  
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Contact Information  
Address: 123 Main St.  
City, State Zip: Springfield, IL 62702  
Email: John.Patel@isbe.com  
Primary Phone: (012) 345-6789  
Secondary Phone: (012) 345-6789  
[Click Here to Edit Your Contact Information](#)

Profile  
PD Status: Active  
[Click Here to Update Your PD/Employment Status](#)

License Renewal Info

ACTION CENTER	
New Documents on File	0
Notifications	0
Deficiencies	0
Registrations	0
Renewals	1
Reinstatements	0

What do you want to do?

- [Enter Professional Development](#)
- [Apply for Educator License with Stipulations](#)
- [Apply for Substitute License](#)
- [Apply for an Approval](#)
- [Apply for an Endorsement](#)
- [Apply for a Paraprofessional License \(Teacher's Aide\)](#)
- [Register in an Additional Region](#)

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

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Home My Credentials Help

PEL - Professional Educator License Renewal

Legal Questions Choose Region Submit Payment

Please answer the following required questions of the Criminal History Disclosure Statement.

<input type="radio"/> Yes	<input type="radio"/> No	Has your license or certificate (teaching, administrative, school support, etc.) ever been formally denied, suspended, or revoked in Illinois or any other state?
<input type="radio"/> Yes	<input type="radio"/> No	Have you ever been convicted of a felony in Illinois or any other state, or are you subject to pending criminal charges for a felony in Illinois or any other state? (You are not obligated to disclose sealed and expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)
<input type="radio"/> Yes	<input type="radio"/> No	Have you ever been convicted of any sex, narcotic, or drug offense in Illinois or any other state or are you subject to pending criminal charges for any sex, narcotics, or drug offense (whether felony or misdemeanor) in Illinois or any other state? (You are not obligated to disclose sealed and expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)
<input type="radio"/> Yes	<input type="radio"/> No	Have you failed to (a)file an Illinois tax return, (b)pay the interest, penalty, or tax shown on an Illinois filed return, or (c)pay any final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue which was not subsequently resolved to the Department's satisfaction?
<input type="radio"/> Yes	<input type="radio"/> No	Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? (Note: You must answer "Yes" to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer "No" to this question if the finding was reversed on appeal.)
<input type="radio"/> Yes	<input type="radio"/> No	Are you currently more than 30 days delinquent in complying with a child support order? No, I am not more than 30 days delinquent in complying with a child support order. I certify under penalty of perjury that this information is true and correct. I understand that failure to respond to this question may result in disciplinary action and that making a false statement with regard to this question may subject me to disciplinary action and contempt of court. Yes, I am currently more than 30 days delinquent in complying with a child support order.
<input type="radio"/> Yes	<input type="radio"/> No	I certify, under penalty of loss of my right to teach or work in the schools of Illinois, the answers to these questions are true and correct in every respect.

Next

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

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### PEL - Professional Educator License Renewal

Legal Questions Choose Region Submit Payment

**Region**

Please select the primary region in which you would like to register your license and click the "Next" button. You will have an opportunity to add additional regions at no charge in the "Credentials" section.

- 01 - Adams/Brown/Cass/Morgan/Pike/Scott
- 03 - Bond/Christian/Effingham/Fayette/Montgomery
- 04 - BOONE/WINNEBAGO ROE
- 05 - Region 05 North Cook ISC 1
- 06 - Region 06 West Cook ISC 2
- 07 - Region 07 South Cook ISC 4
- 08 - CARROLL/JO DAVIESS/STEPHENSON ROE
- 09 - CHAMPAIGN/FORD ROE
- 11 - CLK/CLS/CMBN/DGLAS/EDGR/MLTR/SHLB
- 12 - CLAY/CWFORD/JSPER/LWRNCE/RHLAND
- 13 - Clinton/Jefferson/Marion/Washington
- 15 - CITY OF CHICAGO
- 16 - DE KALB ROE

Previous	New Region
02	If you work in Union, Alexander, or Pulaski County, choose Region 30 If you work in Johnson or Massac County, choose Region 21
10	Choose Region 03
22	Choose Region 26
25	If you work in Jefferson County, choose Region 13 If you work in Hamilton County, choose Region 20
27	Choose Region 33
38	If you work in Logan County, choose Region 17 If you work in Menard County, choose Region 51 If you work in Mason County, choose Region 53
43	If you work in Woodford County, choose Region 53 If you work in Putnam or Marshall County, choose Region 35
46	Choose Region 01
55	Choose Region 47

Previous **Next**

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

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### PEL - Professional Educator License Renewal

Legal Questions Choose Region Submit Payment

**License** PEL - Professional Educator License  
**Region** 01 - Adams/Brown/Cass/Morgan/Pike/Scott  
**Amount** \$50.00

Please answer the following required questions of the Professional Development Disclosure Statement.

Yes  No  I have met the professional development requirements for the current five-year renewal cycle. I have maintained the required evidence of completion and agree to submit upon request.  
*(Retired and exempt educators, answer YES. You will NOT be asked to submit documentation to ISBE.)*

Yes  No  I confirm that I am the individual who holds the credential(s) being renewed and that I answered all question honestly.

**Submit Payment**

**Congratulations, you have successfully renewed your PEL for the next 5 years! For more information on retired teachers- [click here](#)**