DEKALB COUNTY
REGIONAL OFFICE OF EDUCATION

RENEWAL PROCESS 2026
CAREER AND TECHNICAL EDUCATION (CTE) Or (CTEP)
CAREER AND TECHNICAL EDUCATION PROVISIONAL (CTEP)

If your Educator License with Stipulations – Career and Technical Educator or Provisional License expires on June 30, 2026, it is time to renew. The directions below walk you through the process of updating your employment status, entering professional development if needed, renewing your license, and registering your ELS-CTE or ELS-CTEP for the next five years. Renewal opens on April 1, 2026.

In some situations, you may need additional assistance. For example, if you have not been teaching in an Illinois public school for any of the past 5 years, or if you retired during the renewal cycle, or if you worked as a teacher and as an administrator during the past five-year cycle. Please contact us at the DeKalb County Regional Office of Education. We will be happy to assist with any questions.

LOGIN OR SET UP YOUR EDUCATOR LICENSURE INFORMATION SYSTEM (ELIS) ACCOUNT

1. If you have an Illinois educator license, you already have an ELIS account, even if you have never logged into ELIS.
   DO NOT, under any circumstances, set up another ELIS account with new login information.
2. Go to the Illinois State Board of Education website at www.isbe.net.
3. Click *Login to ELIS*. Located under the blue bar on the upper left side.
4. Select *Login to Your ELIS Account* from the *Educator Access* box.
5. Enter your Login Name and Password.
6. If you forgot your Login Name or Password, try to retrieve it from the website or call the ROE.
7. If you have never been into ELIS and *do not have* a User Name and Password, please follow these directions:
   - Select *Click Here for First Time Access to the ELIS System* from the box to the right. Enter the information requested. All red arrows indicate required information.
   - Record your Login Name and Password in a safe place for future reference and login purposes.
   - You will be congratulated on creating your new account.
8. Once you are logged-in, click *Continue*. This will launch ELIS and take you to your personalized home page.
9. If you do not know if you've ever been into ELIS, please call the ROE.

CHECK ACCOUNT ACCURACY AND DATA

1. Using the menu to the left of your home page, select the *My Credentials* tab.
2. Make sure you are registered in region 16, DeKalb ROE.
3. Make sure your endorsements are listed accurately.
4. Confirm *Contact Information*. Select the paper/pencil edit icon in the upper right of the page to make changes in your contact information. If you need to make changes in your *Primary Information*, please contact the ROE.
5. Confirm information in *Profile*. This section is used to calculate the number of professional development hours you are required to enter for renewal. Select the paper/pencil edit icon in the upper right of the page. Select *Update Professional Development/Employment Status* to view and change your status, if needed.

License Type	Required PD hours	Registration Fees	Number of Times Renewable
Educator License w/ Stipulations/ Career and Tech Ed (ELS-CTE)	120 hours	$10.00/ year $50.00/ 5-year cycle	Unlimited
Educator License w/ Stipulations/ Provisional CTE (ELS-CTEP)	None	$10.00/ year $50.00/ 5-year cycle	Unlimited
Educator License w/ Stipulations/ Part-time CTE (ELS-PCTE)	None	$10.00/ year $50.00/ 5-year cycle	Unlimited

ENTER PROFESSIONAL DEVELOPMENT (ELS-CTE only)

1. Using the menu on the left, select *Professional Development*.
2. Confirm the correct dates for your renewal cycle (i.e., Start Date 07/01/2020 – End Date 06/30/2025). You will see the list of professional development that you have already entered.
3. Enter any additional professional development hours using "click here to add professional development hours" or through PD Plus on the upper selection options.
    - Including the name of the activity, a brief description, the name of the provider (use the pull-down menu), the number of professional development hours, begin date, and end date. Record each PD activity as a separate entry.
    - Only providers listed in the pull-down menu can be used. If your provider is not listed, they are not an approved provider and can't be used.
    - Each semester hour of college/university coursework converts to 15 PD hours. You will need to upload a copy of your unofficial transcript to verify any coursework that you enter. Only available for Illinois college/university.
    - For each professional development activity other than coursework or IDFPR license, you must have an *Evidence of Completion Form* from an Illinois Approved Professional Development Provider. Keep these for your files.
4. If you hold an active Illinois Department of Financial and Professional Regulation license, you can use as 120 PD hours. This can only be entered through PD Plus (see *Enter through PD Plus)*
    - Click on the lightbulb PD Plus on the top selection menu
    - Click PD at the top of the page
    - Click "+Enter New PD" on the upper right-hand corner, select yes to continue.
    - Choose the type of PD you are entering, you will select IDFPR License
    - Continue through the wizard until the screen prompts you to save this information on your PD page.
    - You must enter the license as an Image in your ELIS account.
5. Scroll to the bottom of the page to verify that you have entered the required number of hours.

RENEW / REGISTER / PAY FEES

1. *Click Here to Renew* at the bottom of the Professional Development Activities page OR select *Renewals* from the *Action Center* on your homepage.
2. You will not be able to renew your license until all the required PD activities have been entered.
3. On the next screen you will see the license that is ready to be renewed. Then *Click Here to Renew License*.
4. Answer the legal questions on the next screen. Please read the questions carefully.
5. Select *Region 16 – DeKalb County* as the primary region in which to register.
6. Answer the two Professional Development Disclosure Statements.
7. Select *Make Payment*. You will be transferred to the payment center. Enter the required information and select *Submit*.
8. Go back to the *My Credentials* tab. Under Licenses you will see the new expiration date (i.e., 06/30/2031). You will also see that your license is registered in region 16 through 2031.