DEKALB COUNTY
REGIONAL OFFICE OF EDUCATION

RENEWAL PROCESS 2026
PROFESSIONAL EDUCATOR LICENSE – RETIRED TEACHERS

If your Professional Educator License (PEL) 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, renewing your license, and registering your PEL for the next five years. Renewal for PELs opens on April 1, 2026. Please use a desktop or laptop; phones and tablets are not compatible with the renewal wizard. The ISBE also recommends using Chrome or Firefox as your browser.

Generally, retired teachers and administrators do not need to complete any professional development hours, nor do they owe registration fees. **HOWEVER**, if you retire *during* a five-year renewal cycle, *you will owe professional development hours for any years you worked* as a teacher or administrator in an Illinois public school for more than 50% of the time prior to retirement. Required professional development hours will be prorated as described below.

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 on your home page, select *My Credentials*.
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.
6. On the next screen, click the down arrow for each semester that needs to be changed. Click on the appropriate status in the drop-down menu. Repeat for each semester that needs to be changed. Click *Finish* when you are done updating your status.
7. Under the *Educator* tab select *Degrees*. To update your degree status, please have your college or university send an official transcript to **EducatorLicensure@Dekalbcounty.org**.

ENTER PROFESSIONAL DEVELOPMENT (PRORATED BASED ON EMPLOYMENT STATUS IN PROFILE)

1. Using the menu on the left, select *Professional Development*.
2. Confirm the correct dates for your renewal cycle (i.e., Start Date 07/01/2019 – End Date 06/30/2024). You will see the list of professional development that you have already entered.
3. Enter any additional professional development hours, including the name of the activity, a brief description, the name of the provider (use pull-down menu), the number of professional development hours, begin date, and end date. Record each PD activity or college course as a separate entry.
    - Each semester hour of university coursework (from Illinois colleges and universities ONLY) converts to 15 professional development hours. If you use coursework as a PD activity, you must also load a copy of an unofficial transcript to ELIS *Images*.
    - For each professional development activity, you must have an *Evidence of Completion Form* from an Illinois Approved Professional Development Provider. Keep these for your records.
    - School Support Personnel with an IDFPR license or national license should enter that information as one professional development activity through PD Plus for the total number of required PD hours. Load a copy of your state/national license to ELIS *Images*.
    - Administrator Academies are on the list of PD activities with an *, but will not count toward the total number of required PD hours for administrators. If you complete more than one Administrator Academy in a fiscal year, credit for subsequent Academies will count toward required PD hours.
4. Scroll to the bottom of the Professional Development page to verify that you have entered the required number of hours.

RENEW / REGISTER

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. On the next screen you will see the license that is ready to be renewed. Then *Click Here to Renew License*.
3. Answer the legal questions on the next screen. Please read the questions carefully.
4. Select *Region 16 – DeKalb County* as the primary region in which to register.
5. Answer the two Professional Development Disclosure Statements.
6. Select *Make Payment* to transfer to the payment center. You will see that you owe $0.00.

CONFIRM YOUR RENEWAL

1. 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.
2. On your home page in Profile, change your Employment Status/PD to “Retired.” Moving forward you will owe no professional development or renewal fees.