DEKALB COUNTY
REGIONAL OFFICE OF EDUCATION

RENEWAL PROCESS 2026
PROFESSIONAL EDUCATOR LICENSE

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.

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 on your home page, select *My Credentials*.
2. Make sure the *Expires* and *Registered Through* dates match. If they do not match, go back to your home page, select *Registrations* from the Action Center and follow the prompts.
3. Make sure you are registered in Region 16, DeKalb ROE.
4. Make sure your endorsements are listed accurately.

5. 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.
6. 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.
7. 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, then press the enter key on your keyboard. Repeat for each semester that needs to be changed. Click *Finish* when you are done updating your status.
8. Confirm your degree status. Under the *Educator* tab select *Degrees*. To update your degree status, please have your college or university send an official, sealed transcript or e-script to **EducatorLicensure@DeKalbcounty.org** at the ROE.

REQUIRED PROFESSIONAL DEVELOPMENT

1. Educators who hold a PEL endorsed in a ***teaching*** field must complete 120 hours of professional development (PD) to renew the license regardless of the number or types of degrees held.
2. Educators who hold NBPTS status must complete only 60 hours of professional development.
   - NBPTS needs to be entered as a PD activity worth 60 PD hours.
   - Use National Board Resource Center as the provider
   - Beginning and end dates must be within the current renewal cycle to receive credit.
3. Educators who hold a PEL endorsed in a ***school support personnel*** area can meet professional development (PD) requirements by either
   a. Holding an active and current professional license issued by the Illinois Department of Financial and Professional Regulation (must be related to endorsement)
   OR
   b. Holding national board certification:
      - School Counselor: a license issued under the Professional Counselor and Clinical Professional Counselor Licensing and Practice Act
      - School Psychologist: a license issued under the Clinical Psychologist Licensing Act
      - Speech Language Pathologist (non-teaching): license issued under the Illinois Speech-Language Pathology and Audiology Practice Act
      - School Nurse: license issued under the Nurse Practice Act
      - School Social Worker: a license issued under the Clinical Social Work and Social Work Practice Act
4. Educators who hold a Professional Educator License (PEL) endorsed in an ***administrative*** field and are working in an administrative position for 50% or more FTE must complete 100 hours of continuing professional development during the five-year renewal cycle. In addition, one (1) Administrator Academy (AA) per fiscal year is required. If the AA is not completed by June 30th of any fiscal year, an additional AA will be required for that fiscal year.

ENTER PROFESSIONAL DEVELOPMENT

1. Using the menu on the left on your home page, select *Professional Development* or select *PD+* from the top menu.
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 activities that you already completed or entered. If PD+ does not show all of your activities, please call the ROE to have your account synced.
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 Certification should enter through PD Plus.
    - Select "PD Plus" from the top menu panel
    - Click on the icon with the lightbulb that says "PD" next to it.
    - Click "+Enter New PD" on the right side of the screen, select "yes" to continue.
    - Select, "IDFPR License or National Certification"
    - The begin date and end date must be during the renewal cycle, PD is 120 hours.
    - Continue through the wizard until the screen prompts you to save this information on your PD page.
- 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 PD page to verify that you 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 professional development hours have been entered and all the required Administrator Academies have been documented.
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* to transfer to the payment center. Enter the required information and select *Submit*.

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. You may also register your license in additional regions (at no extra cost) at this time by selecting *Register in an Additional Region.*

IMPORTANT NOTES:

- Your license must be registered in the county in which you work. If it is not registered by the first day of teacher attendance you will be ineligible to work.
- If you do not submit all your required professional development hours or pay your registration fees by August 31, 2026, your license will lapse on September 1, 2026.
- Reinstatement for a lapsed license requires either 1) a $50.00 reinstatement fee or 2) evidence that you have completed nine (9) semester hours of coursework within the renewal cycle, in addition to any that you used for your professional development activities.
- Educators can carry over ***unused*** professional development hours completed between April 1 and June 30 of the final year of the renewal cycle to the next five-year renewal cycle. Educators must enter the activities before renewing the license to have the roll-over.