Illinois State Board of Education

*Educator Licensure Information System (ELIS)*
*Educator - Overview*
Notice – This Webinar Is Being Recorded!

- This webinar is being recorded for future informational purposes
- Please do not provide any employee, personal, or vendor information
- The recording of the webinar will be located at the following web address: http://www.isbe.net/certification/default.htm
Webinar Tips

- Please note, the subject matter of this webinar is a How To on the functions of ELIS. Educator trainings on licensure rules will be provided at a later date.
Webinar Tips

- Tips for Listening
  - Computer speakers
  - Headset connected to a computer
  - Telephone
Webinar Tips

- **Question and Answer**
  - Question and answer session will be held at the end of the webinar
  - Type in your question and hit submit
  - All text questions are logged
  - Text questions will be posted in a Q&A document after the webinar

- **Troubleshooting**
  - If you are disconnected from the webinar at any time you can click the link that was provided to you in your e-mail, or you can re-register for the webinar to gain access
Agenda

- Welcome and Introductions
  - Key Team Members
- Background
  - Why the upgrade?
  - What is ELIS?
  - Benefits?
- Accessing ELIS through IWAS for Educators (ISBE Web Application Security)
  - Creation of account
  - Accessing ELIS
- Educator Home Page
  - Notifications
- Viewing Your Credentials
Agenda

- Educator Menu
  - Credentials
  - Degrees
  - Background
  - Testing
  - Images
  - Fees
  - Assignments
  - Evaluations

- Applying for a License, Endorsement, or Approval
Agenda

- Renewals
- Reinstatement
- Help/FAQ
- Questions/Comments
Welcome and Introductions

- **ISBE Key Team Members**
  - Don Evans - Chief Operating Officer and Director of Human Resources
  - Peter Godard – Chief Performance Officer
  - Kellee Sullivan – Division Administrator, Educator Licensure
  - John Shake – Division Administrator, Information Technology
  - Vicki Phillips – Division Administrator, Preparation and Evaluation

- **Presenter**
  - Travis Matthews – ELIS Subcontractor Staff – Hupp Information Technologies
Background

- Background – Why the upgrade?
  - Public Act 96-0107, the P-20 Longitudinal Education Data System Act: requires ISBE to establish a data warehouse that includes an educator identifier system with the ability to match educators to students
  - Combining ECS and TCIS into one system
  - Linking of data to ensure local educational agencies employ appropriately credentialed educators, in a timely manner
  - Reduce paper and manual processes
Background – What is ELIS?

- Educator Licensure Information System
- Allows all ISBE associated roles (Educators, Administrators, District Employees, Licensure Officers, ROE’s, Public) to operate in one system
- Educators may apply and maintain their credentials online via ELIS
- Districts may view information on their educators, upload educator evaluation information, authorize approvals, and more via ELIS
- Licensure Officers may entitle their candidates for ISBE credentials via ELIS
Background

Background – Benefits?

- Support districts in accurately characterizing the performance of teachers and administrators
- Benefit institutions of higher education that prepare educators to fill positions requiring an ISBE credential
- Provide timely and accurate information for state and federal reporting and other purposes
- Provide educators with a clear and streamlined process to apply for and maintain their credentials
Accessing ELIS through IWAS for Educators

- ELIS will be accessed through the IWAS for Educators sign on system, linked from www.isbe.net
- IWAS stands for ISBE Web Application Security
- You will need to create a new account to access ELIS through IWAS for Educators, your ECS login information will no longer be valid
- In order to access ELIS via IWAS for Educators, please use the following steps
Accessing ELIS through IWAS for Educators
**ATTENTION:** Educator Certification System (ECS) is now Educator Licensure Information System (ELIS). Please read carefully to access your certification information formerly found in ECS.

The ELIS System is accessible through the ISBE Web Based Security (WIAS).

**IMPORTANT:** If you currently report data through the IWAS System:

1. Go to [www.isbe.net/iwas](http://www.isbe.net/iwas)
2. Log into your account.
3. Go to the System Listings page.
4. Click on "Want to sign up for other systems" to access ELIS.

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**Educator Access**

[Click here](http://www.isbe.net/iwas) to create your IWAS account to access your ELIS information for the first time.

**Public Search**

[Click here](http://www.isbe.net/iwas) to perform a search of public license information for educators in Illinois by using the City, District, School, or Educator Name.
Accessing ELIS through IWAS for Educators

Illinois State Board of Education
Gery J. Chico, Chairman
Christopher A. Koch, State Superintendent

Already have an account? Login Here:

Login Name
Password
☐ Remember Login Name

LOG IN

Get Password?

If you have forgotten your login name or password, click on the link below.

Find Login/Password

FORMER ECS USERS CLICK HERE FOR ACCESS TO THE ELIS SYSTEM

You will be directed to create an IWAS account to instantly access your certification and ELIS information. After successfully creating your account, you will be able to log in on the left side of this page anytime to access your information.

Sign Up Now

Need Help?

If you need help with logging in, the sign up procedure or your password, please click on the link below.

Help

This website has been optimized for Internet Explorer 9.0 or above / Firefox 18.0 or above. You can download the latest version of these browsers by clicking on the following icons.

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Accessing ELIS through IWAS for Educators
Accessing ELIS through IWAS for Educators

Illinois State Board of Education

IWAS for Educators Account Sign Up

First Name: Jonathan
Last Name: TestEducator
Date of Birth: 1/1/1980
Social Security Number: [Redacted]
IEIN: 2014329
Login Name: JTEducator
Password: [Redacted]
Confirm Password: [Redacted]
Email Address: test@testmail.com
Secret Question: Question
Answer: Answer

Continue >>  Cancel
Accessing ELIS through IWAS for Educators

Welcome Jonathan TestEducator to your personal IWAS for Educators account.

From this page you can click on the "Continue" button to access all of your credentials online.
Accessing ELIS through IWAS for Educators
Accessing ELIS through IWAS for Educators

- Going forward, you will simply need to click on the Educator Credentials link on [www.isbe.net](http://www.isbe.net), and enter your login and password, then hit Continue.
- ELIS will launch in a new window.
- IWAS will be used to update account information or to change your password.
Accessing ELIS through IWAS for Educators
Accessing ELIS through IWAS for Educators
- Displays notifications, action items, and the user menu
Educator Home Page - Notifications

- Various notifications can be shown on your Educator Home Page
- These may include deficiency letters waiting to be reviewed, licenses that have been issued, notifications to apply for an entitlement, and renewal/reinstatement messages
- An e-mail will be sent when a new notification is present on your home page
You can access information related to your credentials and the application process via the Educator menu, which is accessed by clicking on the My Credentials tab.
Educator Menu
Educator Menu – Credential Screen

- Educator Credential Screen
  - Ability to view:
    - Licenses
    - Endorsements
    - Approvals
    - Designations
Educator Menu - Credentials
The Educator > Degrees screen allows you to view degree information for educators.
You can view results of a background check on the Background screen.
The Educator > Testing screen shows you all test results

<table>
<thead>
<tr>
<th>Test Description</th>
<th>Test Date</th>
<th>Passed Test?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before July 1, 2004, Elementary/Middle Grades</td>
<td>07/01/2003</td>
<td>Yes</td>
</tr>
<tr>
<td>Before September 11, 2010 Basic Skills</td>
<td>05/10/2001</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Note: You cannot delete imported tests.
- The Educator/Images menu displays the images on file for an Educator.

<table>
<thead>
<tr>
<th>ID</th>
<th>Document</th>
<th>Viewed?</th>
<th>Description</th>
<th>Page Count</th>
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<th>State</th>
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</thead>
<tbody>
<tr>
<td>44</td>
<td>73-01</td>
<td>Yes</td>
<td>App for Alternative Certificate</td>
<td>2</td>
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<td></td>
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<td>41</td>
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<td>Yes</td>
<td>Test Document</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
You can view the fees that you have paid on the Fees screen.
You can view your current and previous assignments on the Assignments screen.

<table>
<thead>
<tr>
<th>Year</th>
<th>Region Code</th>
<th>Region</th>
<th>County</th>
<th>District Code</th>
<th>District</th>
<th>Site Code</th>
<th>Site</th>
<th>Create Date</th>
<th>Created By</th>
<th>Update Date</th>
<th>Updated By</th>
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</thead>
<tbody>
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<td>51</td>
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<td>Sangamon</td>
<td>0100</td>
<td>Auburn CUSD 10</td>
<td>0000</td>
<td></td>
<td>08/14/2006</td>
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<td>sysadmin</td>
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<td>Sangamon</td>
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<td>Sangamon</td>
<td>0100</td>
<td>Auburn CUSD 10</td>
<td>2003</td>
<td>Auburn Elem School</td>
<td>08/10/2010</td>
<td>sysadmin</td>
<td>08/10/2010</td>
<td>sysadmin</td>
</tr>
<tr>
<td>2011</td>
<td>51</td>
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<td>Sangamon</td>
<td>0100</td>
<td>Auburn CUSD 10</td>
<td>2003</td>
<td>Auburn Elem School</td>
<td>08/04/2011</td>
<td>sysadmin</td>
<td>08/04/2011</td>
<td>sysadmin</td>
</tr>
<tr>
<td>2012</td>
<td>51</td>
<td>SANGAMON ROE</td>
<td>Sangamon</td>
<td>0100</td>
<td>Auburn CUSD 10</td>
<td>2003</td>
<td>Auburn Elem School</td>
<td>07/25/2012</td>
<td>sysadmin</td>
<td>07/25/2012</td>
<td>sysadmin</td>
</tr>
<tr>
<td>2013</td>
<td>51</td>
<td>SANGAMON ROE</td>
<td>Sangamon</td>
<td>0100</td>
<td>Auburn CUSD 10</td>
<td>2004</td>
<td>Auburn Middle School</td>
<td>02/08/2013</td>
<td>sysadmin</td>
<td>02/08/2013</td>
<td>sysadmin</td>
</tr>
</tbody>
</table>
Applying for a License, Endorsement, or Approval

- You can launch the online educator application process from your ELIS home screen
- Click on the notification that states “Apply for an Illinois License, Endorsement, or Approval”
Applying for a License, Endorsement, or Approval
Apply for a License, Endorsement, or Approval

Educator: Jonathan TestEducator.

Step 1 – Introduction and Overview

This wizard will lead you through the application process. Answering the questions will help direct you to the appropriate Illinois credential for which you should apply.

For more information about Illinois licenses, click on the following link: http://www.isbe.net/adtach.htm.

Click "Next" below when you are ready to start the application wizard.

- Continue - Please continue the wizard
- Cancel - Please cancel the wizard

Next
Apply for a License, Endorsement, or Approval

Educator: Jonathan TestEducator.

The first step to submitting your Illinois license application is to determine your application type. Please select your desired application type from the list below.

- [ ] apply for new license
- [ ] apply for an approval
- [ ] apply for a paraprofessional endorsement
- [ ] apply for a substitute license

Click the "Next" button once you have made a selection.

- [ ] Continue - Please continue the wizard
- [ ] Cancel - Please cancel the wizard
Apply for a License, Endorsement, or Approval

- Depending on which path you choose in Step 2, you will be asked to answer a set of specific questions in order to ensure that you are applying for the correct credential.

- You will then be asked to verify your name and contact information.
Applying for a License, Endorsement, or Approval
Applying for a License, Endorsement, or Approval
Apply for a License, Endorsement, or Approval
Apply for a License, Endorsement, or Approval

- You will then be asked to answer a series of legal questions
Apply for a License, Endorsement, or Approval

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

Yes  No  Question

- Have you ever had a certificate denied, suspended, or revoked in Illinois or any other state?
- Have you ever been convicted of a felony, or any sex, narcotics, or drug offense in Illinois or any other state?
- Have you failed to file a tax return with the Illinois Department of Revenue, or failed to pay any tax, penalty, or interest owed or any final assessment of same for any tax as required by law and administered by that Department that was not subsequently resolved to the Department’s satisfaction?
- 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.)
- Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?
- I confirm I am the person who completed the approved program, and that I answered the background questions above honestly.

Once you have answered the background questions, click the “Next” button.

- Continue - Please continue the wizard
- Cancel - Please cancel the wizard
Apply for a License, Endorsement, or Approval

- Payment must be made online with a credit/debit card
Apply for a License, Endorsement, or Approval
Apply for a License, Endorsement, or Approval

- The last screen before you submit will be a summary of the information you entered, with the ability to edit any incorrect information
Apply for a License, Endorsement, or Approval

Please review the information below. Once you have reviewed the information, click the "Apply" button. By clicking the "Apply" button, you are electronically signing this application and authorizing the Illinois State Board of Education to charge your credit card for the listed application amount. All payments are non-refundable.

- **Profile**
  - Name: Robert TestEducator
  - Gender: unknown
  - Print Name: unknown
  - Maiden: unknown
  - Birth Date: 1/1/1980

- **Address**
  - Address 1: RR1 Box 26
  - City State Zip: Waggoner IL, 62572
  - Country: US

- **Contact**
  - Work Phone: (217) 888-8888
  - Email Address: test@test.com

- **Payment**
  - Credit Card #: ************7458
  - Expiration Date: 10/2014
  - CC Verification: 078
  - CC Name: Robert TestEducator
  - CC Street: 123 Main Street
  - CC Zip: 61747
  - Amount: $127.00

- **Region**
  - Region: 51 - SANGAMON ROE

Once you have reviewed the information, click the "Apply" button to submit your application. After clicking the "Apply" button, it may take up to one minute to approve the transaction. Do not refresh the screen or click on any buttons or you may be double charged.

- Apply - Please accept my credential application
- Cancel - Please cancel the wizard
Apply for a License, Endorsement, or Approval

- Once you submit your application, your license will either be issued or routed to ISBE for further evaluation.
- You will receive an e-mail notification when items such as a deficiency letter or an issued license is ready for you to view.
- To view the item, click on the Review Your Documents link on the educator home page.
Apply for a License, Endorsement, or Approval
Apply for a License, Endorsement, or Approval

- Clicking on the Review Your Documents notification will take you to your educator document history screen.

- This screen is where you go to access any documents that have been sent to you, such as deficiency letters.
Apply for a License, Endorsement, or Approval

<table>
<thead>
<tr>
<th>View</th>
<th>IEN</th>
<th>Educator</th>
<th>License</th>
<th>License Status</th>
<th>Queued Date</th>
<th>Queued By</th>
<th>Processed Date</th>
<th>Processed By</th>
<th>Delete</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Records Found</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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<td></td>
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</tbody>
</table>
Renewing or Registering a License

- You will receive an e-mail notification when your license is up for renewal
- In order to start the process of renewing your license, click on the Renew or Register Your Credentials notification on your educator home page
Renewing or Registering a License

Welcome, Jennifer L. TestEducator!

View Your Credentials
Your credentials are available online. You will be able to see all your current and previous credentials, documents received, and degrees or file.

Apply for an Illinois License, Endorsement, or Approval
You can now apply for licenses online. All Illinois online applications require a credit card payment.

Renew or Register Your Credentials
Click here to renew or register your Illinois educator credentials. Most renewal applications can be submitted electronically. Some applications must be reviewed before they will be renewed. All online applications require a credit card payment.
Renewing or Registering a License

- Clicking the notification will take you to the Educator License Renewal List screen
- From here, click on the Click Here to Renew License link
### Educator License Renewal List

<table>
<thead>
<tr>
<th>License</th>
<th>License Number</th>
<th>Status</th>
<th>Issue Date</th>
<th>Expire Date</th>
<th>Renew Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEL - Professional Educator License</td>
<td>2004719</td>
<td>Issued</td>
<td>08/12/2002</td>
<td>07/01/2012</td>
<td>07/01/2012</td>
</tr>
<tr>
<td>PEL - Professional Educator License</td>
<td>2237328</td>
<td>Issued</td>
<td>03/03/2008</td>
<td>07/01/2012</td>
<td>07/01/2012</td>
</tr>
</tbody>
</table>

If the expiration date for your license on your "My Credentials" page is set to July 1st of this year or earlier, then you have licenses that can be renewed. If those licenses do not appear here, then those credentials are not eligible for online renewal. In this case, you should submit a paper application.

If you have already renewed online (or previously submitted a paper renewal application), then your "My Credentials" page will show either an issued credential with an expiration date past July 1st of this year or your old credential along with a new credential that is "pending review." If you have a license that is pending review (or a newly issued license with an expiration date past July 1st of this year), then you DO NOT have to do anything further to renew your credentials.
Renewing or Registering a License

- The Click Here to Renew License link will launch the Educator Renewal Wizard
Renewing or Registering a License

Once you have entered the required data, click the "Next" button.

- [ ] Continue - Please continue the wizard
- [ ] Cancel - Please cancel the wizard

SSN: 000-12-0012
First Name: Jennifer
Middle Initial: L
Last Name: TestEducator
Maiden Name: 
Suffix: 
Gender: Female
Birth Date: 11/16/1977
Renewing or Registering a License

Once you have entered the required data, click the "Next" button.

- Continue - Please continue the wizard
- Cancel - Please cancel the wizard
Renewing or Registering a License

Primary Phone: (217) 367 - 2500 ext. [Enter]
Secondary Phone: [Enter] - [Enter]
Primary Email Address: test@test.com *
Secondary Email Address: [Enter]

Once you have entered the required data, click the "Next" button.

- Save - Please save the profile information
- Cancel - Please cancel the wizard
Renewing or Registering a License

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

Yes  No  Question

- Have you ever had a certificate denied, suspended, or revoked in Illinois or any other state?
- Have you ever been convicted of a felony, or any sex, narcotics, or drug offense in Illinois or any other state?
- Have you failed to file a tax return with the Illinois Department of Revenue, or failed to pay any tax, penalty, or interest owed or any final assessment of same for any tax as required by law and administered by that Department that was not subsequently resolved to the Department's satisfaction?
- 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.)
- Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?
- I confirm I am the person who completed the approved program, and that I answered the background questions above honestly.

Once you have answered the background questions, click the "Next" button.

- Continue - Please continue the wizard
- Cancel - Please cancel the wizard
Renewing or Registering a License

```
Please enter your payment information and click "Next".

Fee Type: REG - Reg Fee (FY2012 & after) ($10.00)
Payment Type: Credit Card
Credit Card #: 4897521432597458 (no spaces or dashes)
Expiration Date: 10/2014 (Example: 09/2011)
Verification Code: 078

Please provide the name on the credit card. You must also provide the billing address for the credit card being used, and this address must match the address on the credit card statement (the holder of the credit card's address, not the bank's address).

Name on Credit Card: Jennifer L. Test Educator
Credit Card Street: 123 Main Street
Credit Card Zip: 81747
Amount: 10.00
Registration Fee: 50.00
Processing Fee: 2.00
Total App Fee: 62.00

Once you have entered the required data, click the "Next" button.

☐ Save - Please save the fee information
☐ Cancel - Please cancel the wizard
```
Renewing or Registering a License

Please select the region in which you would like to register your license and click the "Next" button.

Region: [ ]

Once you have entered the required data, click the "Next" button.

- [ ] Save - Please save the Region
- [ ] Cancel - Please cancel the wizard
Renewing or Registering a License

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

Yes  No Question

1.  ○  ○ I have met the professional development requirements for the current fiscal year. I have maintained the required evidence of completion and agree to submit upon request.

2.  ○  ○ I confirm that I am the individual who holds the credential(s) being renewed and that I answered the above question honestly.

Once you have answered the professional development requirement questions, click on the "Next" button.

- Continue - Please continue the wizard
- Cancel - Please cancel the wizard
Renewing or Registering a License

Please review the information below. Once you have reviewed the information, click the "Renew" link. By clicking the renew link you are electronically signing this renewal application and authorizing the Illinois State Board of Education to charge your credit card for the listed renewal amount.

--- Profile ---
Name: Jennifer L. Test\Educator
Gender: F
Marital Status: unknown
Birth Date: 11/16/1977

--- Address ---
Address 1: 123 Main St
City: State: Zip: Waukegan IL, 60272
Country: US

--- Contact ---
Work Phone: (217) 367-2000
Email Address: test@test.com

--- Payment ---
Credit Card #: ************7458
Expiration Date: 10/2014
CC Verification: 678
CC Name: Jennifer L. Test\Educator
CC Street: 123 Main Street
CC Zip: 61747
Amount: $62.00

--- Region ---
Region: 51 - SANGAMON ROC

Once you have reviewed the information, click on the "Next" button to renew your credentials. After clicking "Next", it may take up to one minute to approve the transaction. Do not refresh the screen or click on any buttons or you may be double charged.

- Renew - Please renew my credentials
- Cancel - Please cancel the wizard
Renewing or Registering a License

Please review the following information.

Your online renewal application has been processed and your new license is now issued. Click here to view your credential information.

- Continue - Please continue the wizard
- Cancel - Please cancel the wizard
Renewing or Registering a License

- Clicking on the link from the last page of the Wizard will take you directly to your credential page to view your renewed license
Renewing or Registering a License

### Illinois State Board of Education

**Educator Licensure Information System**

Welcome | Resume Session | Sign Out

---

**Credentials**

- **Primary Information**
  - Full Name: Jennifer L. Test
  - Educator Code: 123456
  - SSN: 123-45-6789
  - DOB: 12/12/1990
  - Gender: Female
  - Marital Status: Single

- **Contact Information**
  - Address: 123 Main St, Wagoner, IL 62572
  - Email: test@email.com
  - Primary Phone: (217) 367-2500

- **Miscellaneous Information**
  - Race: White
  - Status: Active

- **Click Here to Edit Educator**

---

**Licenses**

<table>
<thead>
<tr>
<th>Select</th>
<th>License Type</th>
<th>Certificate</th>
<th>Certificate No.</th>
<th>Status Code</th>
<th>Status Desc</th>
<th>Entitlement</th>
<th>Application Date</th>
<th>Issued</th>
<th>Expires</th>
<th>ROE</th>
<th>Registered Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Professional Educator License</td>
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<td></td>
<td>Issued</td>
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<td></td>
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<td>51</td>
<td>2317</td>
</tr>
</tbody>
</table>

---

**Illinois Approved Program/Endorsements**

<table>
<thead>
<tr>
<th>Endorsement Group</th>
<th>Description</th>
<th>Grade</th>
<th>Status Description</th>
<th>Issued</th>
<th>Expires</th>
<th>Major?</th>
<th>Illinois Approved Program?</th>
<th>Endorsement?</th>
<th>Entitlement</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood</td>
<td>Early Childhood Education</td>
<td>Birth through Grade 3</td>
<td>Issued</td>
<td>06/13/2013</td>
<td>06/30/2018</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Self-Contained General Education Age 3 - Grade 3</td>
<td>Birth through Grade 3</td>
<td>Issued</td>
<td>06/13/2013</td>
<td>06/30/2018</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Approvals**

<table>
<thead>
<tr>
<th>Approved Code</th>
<th>District Code</th>
<th>Application Received</th>
<th>Status</th>
<th>Approval Date/Granted Date</th>
</tr>
</thead>
</table>

---

**Designations**

<table>
<thead>
<tr>
<th>Source</th>
<th>Status</th>
<th>Endorsement</th>
<th>Grade</th>
<th>Candidate Number</th>
<th>Issue Year</th>
<th>Expires</th>
</tr>
</thead>
</table>
If your license is lapsed and you are eligible to reinstate, you will see a notification on your educator home page.

Click on the notification to start the reinstatement process.

You will then be taken to the Educator License Reinstatement List.

Click on Click here to Reinstate License in order to launch the Educator Reinstatement Wizard.
Reinstating a License
Reinstating a License

### Educator License Reinstatement List

<table>
<thead>
<tr>
<th>License</th>
<th>License Number</th>
<th>Status</th>
<th>Issue Date</th>
<th>Expire Date</th>
<th>Renew Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEL - Professional Educator License</td>
<td>1487541</td>
<td>Lapsed</td>
<td>08/31/1994</td>
<td>07/01/1995</td>
<td>01/01/1900</td>
</tr>
</tbody>
</table>

[Click Here to Reinstate License]
Reinstating a License

SSN: 000-12-0012
First Name: Jennifer
Middle Initial: L
Last Name: TestEducator
Maiden Name: 
Suffix: 
Gender: Female
Birth Date: 11/16/1977

Once you have entered the required data, click the "Next" button.

- Continue - Please continue the wizard
- Cancel - Please cancel the wizard

Next
Reinstating a License

Mailing Address: 123 Main St
City: Waggoner
Country Code: United States
State Code: Illinois
Zip Code: 62572
Zip Plus4:

Once you have entered the required data, click the “Next” button.

- Continue - Please continue the wizard
- Cancel - Please cancel the wizard
Reinstating a License

Primary Phone: (217) 367 - 2500 ext. __________ *
Secondary Phone: ________ - ________
Primary Email Address: test@test.com *
Secondary Email Address: _______________________

Once you have entered the required data, click the "Next" button.

- Save - Please save the profile information
- Cancel - Please cancel the wizard
Reinstating a License

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

Yes  No  Question

- Have you ever had a certificate denied, suspended, or revoked in Illinois or any other state?
- Have you ever been convicted of a felony, or any sex, narcotics, or drug offense in Illinois or any other state?
- Have you failed to file a tax return with the Illinois Department of Revenue, or failed to pay any tax, penalty, or interest owed or any final assessment of same for any tax as required by law and administered by that Department that was not subsequently resolved to the Department's satisfaction?
- 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.)
- Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?

I do hereby affirm that the information provided above is true, correct and complete. Applicants who knowingly alter or misrepresent their qualifications in order to obtain a license shall be denied its issuance and may be subject to the suspension or revocation or all previously held licenses.

Once you have answered the background questions, click the “Next” button.

- Continue - Please continue the wizard
- Cancel - Please cancel the wizard
Reinstating a License

To reinstate your license, you must complete nine semester hours of coursework in areas aligning with your endorsement areas or pay a $500 penalty fee. Please choose one of the following options:

- I have completed nine semester hours of coursework in the past five fiscal years in areas aligning with my endorsements.
- I will pay a $500 penalty fee in lieu of completing nine semester hours of coursework.

Click the "Next" button once you have made a selection.

Options:
- Continue - Please continue the wizard
- Cancel - Please cancel the wizard
Educator: Leslie Test

- Transcripts showing completion of nine semester hours of coursework in my endorsement area(s) are already on file at ISBE.
- I will be submitting new transcripts showing completion of the nine semester hours.

Click the "Next" button once you have made a selection.
- Continue - Please continue the wizard
- Cancel - Please cancel the wizard
Reinstating a License

To reinstate your license, you must complete nine semester hours of coursework in areas aligning with your endorsement areas or pay a $500 penalty fee. Please choose one of the following options:

- [ ] I have completed nine semester hours of coursework in the past five fiscal years in areas aligning with my endorsements.
- [x] I will pay a $500 penalty fee in lieu of completing nine semester hours of coursework.

Click the "Next" button once you have made a selection.

- [ ] Continue - Please continue the wizard
- [ ] Cancel - Please cancel the wizard
Reinstating a License

Please enter your payment information and click "Next".

Fee Type: REIN - Reinstatement ($500.00)
Payment Type: Credit Card
Credit Card #: 4897521432697458
Expiration Date: 10/2014
Verification Code: 078

Name on Credit Card: Lisa TestEducator
Credit Card Street: 123 Main Street
Credit Card Zip: 61747
Amount: $500.00
Registration Fee: $50.00
Processing Fee: $2.00
Total App Fee: $552.00

Once you have entered the required data, click the "Next" button.

- Save - Please save the fee information
- Cancel - Please cancel the wizard

Previous Next
Reinstating a License

Please select the region in which you would like to register your license and click the "Next" button.

Region: 

Once you have entered the required data, click the "Next" button.

- Save - Please save the Region
- Cancel - Please cancel the wizard

Previous  
Next
Reinstating a License

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

Yes  No  Question
1.  o  o  I have met the professional development requirements for the current fiscal year. I have maintained the required evidence of completion and agree to submit upon request.

2.  o  o  I confirm that I am the individual who holds the credential(s) being renewed and that I answered the above question honestly.

Once you have answered the professional development requirement questions, click on the "Next" button.

- Continue - Please continue the wizard
- Cancel - Please cancel the wizard
Reinstating a License

Please review the information below. Once you have reviewed the information click the Reinstatement link. By clicking the Reinstatement link you are electronically signing the Reinstatement application and authorizing the Illinois State Board of Education to charge your credit card for the listed reinstatement amount.

---

**Profile**
- Name: Lisa TestEducator
- Gender: F
- Print Name: unknown

**Address**
- Address: 1 RRI Box 25
- City/State/Zip: Wapoponk, IL 62472
- Country: US

**Contact**
- Work Phone: (217) 555-5555
- Email Address: test@test.com

**Payment**
- Credit Card #: **********7458
- Expiration Date: 10/2014
- CC Verification: 978
- CC Name: Lisa TestEducator
- CC Street: 123 Main Street
- CC Zip: 61747
- Amount: $552.00

**Region**
- Region Code: 51
- Region: 51 - SANGAMON ROE

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Once you have reviewed the information, click on the "Next" button to re-instate your credentials. After clicking "Next", it may take up to one minute to approve the transaction. Do not refresh the screen or click on any buttons or you may be double charged.

- Reinstatement - Please Re-instate my credentials
- Cancel - Please cancel the wizard

Previous  
Next
Reinstating a License

Please review the following information.

Your online reinstatement application has been processed and is now pending review by a licensing specialist. Applications are processed in the order they are received. Processing time during busy periods may take up to eight weeks.

- Continue - Please continue the wizard
- Cancel - Please cancel the wizard
Help / FAQ

- Help
  - Contact Support
  - User Manual
  - ISBE Home Page
  - FAQ’s
Questions/Comments

- The informational portion of the webinar is now complete
- We will now take questions/comments
- All questions will be included in a Q&A document to be posted after the webinar
Questions/Comments

- Follow up Questions/Comments? You can contact ELIS Support at licensure@isbe.net
- This webinar will be available online at http://www.isbe.net/certification/default.htm
- You can visit ISBE online at www.isbe.net