Upon logging into ELIS. Select the “Reinstate Your Credentials” option by clicking on the green type.

Click on “Click Here to Reinstate License”
Review the information. Click on “Next” or the arrow.
IL EDUCATOR LICENSURE INFORMATION SYSTEM
REINSTATMENT OF LAPSED LICENSES
DOCUMENTATION FOR 9 SEM HOURS OF COLLEGE COURSEWORK

Review the information. Edit if applicable. Click on “Next” or the arrow.
Review the information. Edit if applicable. Click on “Next” or the arrow.
Read the questions below very carefully before responding. After responding to all of the questions click on “Next” or the arrow.
Click on the 9 semester hour option and then click “Next” or the arrow.
Select the applicable option below and click on “Next” or the arrow.

If the first transcript option below is selected, skip to pg 9 of instructions.

Continue to the next page of instructions if the second transcript option below is selected.
Enter all of the institutions from which transcripts will be submitted. Click the down arrows for the drop down menus from which country, state, institution and degree may be selected. When all institutions/transcripts have been listed, click “Next” or the arrow.

There are three options for submitting official transcripts:

1. Transcripts may be sent directly to ISBE by the higher education institution. They should be addressed to D Gray, ISBE Educator Licensure, 100 N 1st St, Springfield, IL 62777-0001.
2. Higher education institutions may send official electronic transcripts to licensure@isbe.net.
3. Educators may submit official sealed transcripts in the original envelope from the higher education institution directly to D Gray at the above address.
Click on the to access the drop down list of all regions. Use the on the side bar to go up and down. Select the correct region by clicking on it. It will turn blue. Click “Next” or the arrow.
Review the information on the screen. Click “Next” or the arrow.

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

— Profile —
Name: Sam S Smith
Gender: M
Print Name: unknown
Maiden: n/a
Birth Date: 9/10/1960

— Address —
Address: 123 Any St
City State, Zip: Any Town IL, 62777
Country: US

— Contact —
Work Phone: (217) 555-5555
Home Phone: (217) 444-4444
Email Address: dhoekkenk@isbe.net

— Payment —
Credit Card #: (edit)
Expiration Date: (edit)
CC Verification: (edit)
CC Name: (edit)
CC Street: (edit)
CC Zip: (edit)
Amount: (edit)

— Region —
Region Code: 15
Region: 15 - CITY OF CHICAGO

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.

- [ ] Reinstall - Please Re-instate my credentials
- [ ] Cancel - Please cancel the wizard
Please note the time frame below for processing applications. Click “Finish” to complete the reinstatement application. Allow a minimum of 90-120 days for the evaluation results.
When the evaluation is completed the educator will receive the following email notification. The educator must then log in to his/her ELIS homepage.

This message was sent with High importance.

From: licensuren@isis.net
To: HECKENKAMP DEBRA
Cc: 
Subject: Illinois Educator Credential Information

This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.

Your ELIS account has been updated. You may have been issued a deficiency notice, new license, endorsement or approval. Please log-in to ELIS to view your updated Illinois licensure information.

The link below will take you to your updated Illinois licensure information.

https://sec3.isbe.net/IWAYSNET/login.aspx

If the coursework was approved the home screen will reflect the option to “Register Your Credentials”. Click on the option and follow the instructions.

If the coursework was not approved the home will reflect that there is a deficiency letter on file. If the coursework was not approved the educator may take 9 semester hours of approvable coursework or he/she may pay the $500 penalty plus registration fees.