Click on “View Your Credentials”

Click on “Educator” on the menu bar, then select “Professional Development” from the drop down menu.
Select "Click Here to Add Professional Development Hours".
Professional Educator Development Hours

Please enter the Professional Development information below:

- **Activity Name**: IDFPR License
- **Provider**: IL Dept of Fin & Prof Reg
- **Purpose**: 1, 2, 3, 4, 5
- **Hours**:
- **Begin Date**: 10/9/2013 (MMDD/YYYY)
- **End Date**: 10/9/2013 (MMDD/YYYY)

**Description**: Professional license issued by the IL Dept of Financial and Professional Regulations.

Speech language therapists may enter an ASHA certificate as the activity & ASHA as the provider.

Dates entered cannot be earlier than 7/1 of the first year of the PEL renewal cycle or after 6/30 of the last year of the PEL renewal cycle.

DO NOT LEAVE ANY OF THE FIELDS BLANK. AFTER ENTERING ALL REQUIRED INFORMATION CLICK ON “FINISH”.

Explanation on next page. Select all that apply.
PROFESSIONAL DEVELOPMENT PURPOSES- SCHOOL SERVICE PERSONNEL

(1) Advance and skills consistent with the Illinois Standards for the service area in which the certificate is endorsed in order to keep the certificate holder current in that both the certificate holder's knowledge area.

(2) Develop the certificate holder's knowledge and skills in areas determined by the State Board of Education to be critical for all school service personnel.

(3) Address the knowledge, skills, and goals of the certificate holder's local school improvement plan, if the certificate holder is employed in an Illinois public or State-operated elementary school, secondary school, or cooperative or joint agreement with a governing body or board of control.

(4) Address the needs of serving students with disabilities, including adapting and modifying clinical or professional practices to meet the needs of students with disabilities and serving such students in the least restrictive environment.

(5) Address the needs of serving students who are the children of immigrants, including, if the certificate holder is employed as a counselor in an Illinois public or State-operated secondary school, opportunities for higher education for students who are undocumented immigrants.
After entering all applicable professional development activities click on “Submit your Professional Development”
Click on the arrow that is circled in the example below to select a region.

Select a Region for Professional Development Submission

Educator: **Ben R. Smith.**

Select the region to which you wish to submit your Professional Development and then click the "Finish" button.

**Region:**

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

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

Finish
Locate and click on the applicable region. After selecting the region click “Finish”. **NOTE:** Public school educators must submit their professional development to the region in which they are employed. Educators not currently employed in an IL public school must submit their professional development to the region in which they reside.
ELIS returns the user to the screen below. Chicago educators are advised to allow a minimum of four weeks for a professional development review. All other educators should contact their Regional Office of Education for information about their professional development review.

The screen below reflects the information that is displayed on the ELIS home page for all educators all times. An additional option will be added upon completion of the professional development review.
When the professional development has been approved the option circled in red will appear on the ELIS homepage. To sign a statement of assurance and pay the registration fees click on “Renew Your Credentials” and follow the onscreen prompts.