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”.

Click Here to Add Professional Development Hours
1. Enter the activity name, e.g. workshop, conference, college course, supervision of a student teacher, etc.
2. IL providers must be on the ISBE approval list available online at http://webprod1.isbe.net/PDP/Provider/ListApproved.asp. Out-of-state providers do not require approval. Enter "out-of-state" as the provider name.
3. Enter the appropriate alpha or numeric codes in the tables on the next page.
4. Must be whole hours, i.e. 2, 13, 26, etc. For 1/2 hour round up, e.g. round 2.5 up to 3.
5. Provide details of the activity.
6. Must be on or after 7/1/2009
7. Must be on or before 6/14/2014
8. Click Finish or the
PROFESSIONAL DEVELOPMENT PURPOSES – TEACHERS
Valid through 6/30/2014

(A) Advance both the licensee's knowledge and skills as a teacher consistent with the Illinois Professional Teaching Standards and the Illinois Content Area Standards in the licensee's areas of certification, endorsement, or teaching assignment in order to keep the licensee current in those areas.

(B) Develop the licensee's knowledge and skills in areas determined to be critical for all Illinois teachers defined by the State Board of Education, known as "State priorities".

(C) Address the knowledge, skills, and goals of the licensee's local school improvement plan, if the teacher 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.

(D) Expand the licensee's knowledge and skills in an additional teaching field or toward the acquisition of another teaching license, endorsement, or relevant education degree.

(E)* Address the needs of serving students with disabilities, including adapting and modifying the general curriculum related to the Illinois Learning Standards to meet the needs of students with disabilities and serving such students in the least restrictive environment. Teachers who hold licenses endorsed for special education must devote at least 50% of their continuing professional development activities to this purpose. Teachers holding other licenses must devote at least 20% of their activities to this purpose.

*50% of a special education teacher’s professional development must address purpose E.
*20% of a general education teacher’s professional development must address purpose E

PROFESSIONAL DEVELOPMENT PURPOSES– SCHOOL SERVICE PERSONNEL
Valid through 6/30/2014

(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.
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.
RECORDING & SUBMITTING PROFESSIONAL DEVELOPMENT IN ELIS

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.

Allow a minimum of 4 weeks for the review. When the review is complete ELIS will generate the following email message.

This message was sent with high importance.

From: licensing@isbe.net
To: HECCERNOE.DEERA
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/IWASNET/login.aspx
RECORDING & SUBMITTING PROFESSIONAL DEVELOPMENT IN ELIS

If the professional development was approved as submitted the option to “Renew your credentials”, circled in red below, will appear on the ELIS homepage. To pay the registration fees click on “Renew Your Credentials” and follow the onscreen prompts.

If the professional development was returned the renewal option will not appear on the homepage. Instead the educator should select “Click here to review your professional development, “circled in red below.
The reason the professional development was returned is reflected at the bottom of the screen below. Educators may edit their activities and/or add additional activities. To make revisions to the activities displayed on the screen click on **Edit** in the column on the left. To add more activities click on “**Click Here to Add Professional Development Hours**” at the bottom of the screen.

After editing and/or adding professional development, resubmit the professional development activities by clicking “**Submit your Professional Development**”. 