Welcome!

Our presentation will start soon.

*Educator Licensure Information System (ELIS)*
*Regional Officer of Education (ROE) - Overview*
Illinois State Board of Education

Educator Licensure Information System (ELIS)
Regional Officer of Education (ROE) - 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. 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?
- ROE role - Accessing ELIS through IWAS (ISBE Web Application Security)
  - Creation of account
  - Accessing ELIS
- Educator Role - Accessing ELIS through IWAS for Educators (ISBE Web Application Security)
  - Creation of account
  - Accessing ELIS
  - Educator Home Screen/Notifications
- ROE Home Page
- Search Screen
Agenda

- Educator Menu
  - Credentials
  - Letters
  - Degrees
  - Background
  - Testing
  - Images
  - Fees
  - History
  - Notes
  - Assignments
  - Salary
  - Professional Development
  - Employment Information
  - Substitute Information
  - Historical Data
Agenda

- ROE Reports
- Educator role
  - Applying for a License, Endorsement, or Approval
  - 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 – 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

- **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

- ELIS will be accessed through the IWAS sign on system
- IWAS stands for ISBE Web Application Security
- IWAS is a single sign on system that allows ISBE partners to access multiple systems with only one set of login information
- This is a new process for the majority of you
- Login and password information will be provided to each regional office; please remember to change your password the first time you login
- In order to access ELIS via IWAS, please use the following steps
Accessing ELIS through IWAS
Accessing ELIS through IWAS
Accessing ELIS through IWAS
Accessing ELIS through IWAS

My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are Authorized to access a system, simply click on the system description to use it.

Categories - Click to Expand/Collapse Tree

<table>
<thead>
<tr>
<th>ISBE Internal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web</td>
</tr>
<tr>
<td>ELIS</td>
</tr>
</tbody>
</table>

Authorization

Legend:  
: System Description - Detailed  
: Due Dates  
: Profile

Want to Signup for Other Systems?
Accessing ELIS through IWAS
Accessing ELIS through IWAS

- Going forward, you will simply need to click on your System Listing link and click on ELIS in order to access your ROE user role for the system
- 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

- ELIS will be accessed through the IWAS for Educators sign on system, linked from www.isbe.net
- IWAS stands for ISBE Web Application Security
- Educators will need to create a new account to access ELIS through IWAS for Educators; their ECS login information will no longer be valid
- In order to access ELIS via IWAS for Educators, Educators will 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 (IWAS).

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.

**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

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 procedures 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.
Accessing ELIS through IWAS for Educators
Accessing ELIS through IWAS for Educators

ILIAS State Board of Education

IWAS for Educators Account Sign Up

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Jonathan</td>
</tr>
<tr>
<td>Last Name</td>
<td>TestEducator</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>1/1/1980</td>
</tr>
<tr>
<td>Social Security Number</td>
<td>No hyphens</td>
</tr>
<tr>
<td>IEIN</td>
<td>2014329</td>
</tr>
<tr>
<td>Login Name</td>
<td>JTEducator</td>
</tr>
<tr>
<td>Password</td>
<td>●●●●●●●●</td>
</tr>
<tr>
<td>Confirm Password</td>
<td>●●●●●●●●</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:test@testmail.com">test@testmail.com</a></td>
</tr>
<tr>
<td>Secret Question</td>
<td>Question</td>
</tr>
<tr>
<td>Answer</td>
<td>Answer</td>
</tr>
</tbody>
</table>

Continue >>  Cancel

Copyright © Illinois State Board of Education
Accessing ELIS through IWAS for Educators
Accessing ELIS through IWAS for Educators
Accessing ELIS through IWAS for Educators

- ELIS will launch in a new window
- IWAS will be used to update account information or to change their password
Accessing ELIS through IWAS for Educators
Accessing ELIS through IWAS for Educators

Change Password

Login Name: Current Password

It is recommended to select a strong password which helps prevent any unauthorized access to your IWAS account. Passwords are case sensitive. To continue changing the password, provide your current password and choose a new password then confirm your new password.

New Password: Confirm Password

Submit Cancel
Educator Home Page - Notifications

- Various notifications will be shown on the Educator’s 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 to the educator when a new notification is present on their home page
ROE Home Page

- Displays notifications, and the user menu
Search Screen

- The Search screen allows you to search educators either in your own region, or throughout the state of Illinois, based on the criteria you enter.

- When you first come to the Search screen as a ROE user, the Region field is defaulted to your current region.
Search Screen

- ROE users can search on many different data points, including Last/First Name, IEIN, or SSN.
- Search results can be exported.
- If only one result returned for the search criteria, you are automatically taken to that educator’s account.
- If multiple results are returned, clicking View will take you into that educator’s account.
Educator Menu

- You can access information related to the educator you searched for via the Educator menu, which is present on the screen after entering an educator’s account.
## Educator Menu

![Image of the Educator Menu](image-url)

### Illinois State Board of Education

#### Educator Menu

<table>
<thead>
<tr>
<th>Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credentials (3)</td>
</tr>
<tr>
<td>Letters</td>
</tr>
<tr>
<td>Degrees (2)</td>
</tr>
<tr>
<td>Background (1)</td>
</tr>
<tr>
<td>Images (2)</td>
</tr>
<tr>
<td>Fees (1)</td>
</tr>
<tr>
<td>History (2)</td>
</tr>
<tr>
<td>Notes (1)</td>
</tr>
<tr>
<td>Assignments (8)</td>
</tr>
<tr>
<td>Salary</td>
</tr>
<tr>
<td>Professional Development (1)</td>
</tr>
<tr>
<td>Employment Information (3)</td>
</tr>
<tr>
<td>Substitute Information (1)</td>
</tr>
<tr>
<td>Historical Data</td>
</tr>
</tbody>
</table>

**Add Communication Record**

**Show All**

**View**

**No Records Found**

**Licenses**

**Show All**

**Select**

<table>
<thead>
<tr>
<th>App ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>9710</td>
</tr>
</tbody>
</table>
Educator Menu – Credential Screen

- Educator Credential Screen
  - Ability to view:
    - Licenses
    - Endorsements
    -Approvals
    - Designations
### Educator Menu - Credentials

#### Illinois State Board of Education

**Educator Licensure Information System**

Welcome John DOE - Sign Out

---

**Credentials**

<table>
<thead>
<tr>
<th>View</th>
<th>ID</th>
<th>Document</th>
<th>Description</th>
<th>Status</th>
<th>Background</th>
<th>Source</th>
<th>Received</th>
<th>Pay Info</th>
<th>Balance</th>
<th>Evaluator</th>
<th>Created</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>150740</td>
<td>T3-01Z</td>
<td>Online Application</td>
<td>OPEN</td>
<td>00000</td>
<td>EDU</td>
<td>06/11/2013</td>
<td>CC-75-00</td>
<td>0.00</td>
<td>Jamie Sullivan</td>
<td>John Farris - 06/11/2013</td>
<td>Roxanne Denton - 06/11/2013</td>
</tr>
</tbody>
</table>

**Licenses**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>150740</td>
<td>PEL</td>
<td>PR</td>
<td>Pending Review</td>
<td>TRAD</td>
<td>IL-U011/2013</td>
<td>Jamie Sullivan</td>
<td>51</td>
<td>2017</td>
<td>Roxanne Denton - 06/11/2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Illinois Approved Program/Endorsements**

**Illinois Approved Program / Endorsements For Selected License**

<table>
<thead>
<tr>
<th>App ID</th>
<th>Endorsement</th>
<th>Description</th>
<th>Grade</th>
<th>Status Code</th>
<th>Status Description</th>
<th>Issued</th>
<th>Expires</th>
<th>Renewals</th>
<th>Evaluator</th>
<th>Updated</th>
<th>Major?</th>
<th>Illinois Approved Program?</th>
<th>Endorsement?</th>
<th>Source</th>
<th>Entitlement</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>150740</td>
<td>SCSE-A</td>
<td>Elementary Self Contained General Education, Kindergarten - Grade 9</td>
<td>Kindergarten through Grade 9</td>
<td>PR</td>
<td>Pending Review</td>
<td>Jamie Sullivan</td>
<td>Roxanne Denton - 06/11/2013</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>TRAD</td>
<td>IL-U011/2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Approvals**

<table>
<thead>
<tr>
<th>Approval Code</th>
<th>District Code</th>
<th>Application Received</th>
<th>Status</th>
<th>Approval Denied/Granted Date</th>
</tr>
</thead>
</table>
The Educator > Degrees screen allows you to view degree information for educators.
Educator Menu - Background

- You can view results of a background check on the Background screen.
Educator Menu - Testing

- The Educator>Testing screen shows you tests the educator has passed

<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.
You can view the fees that an Educator has paid on the Fees screen.
The Educator History screen shows you the historical changes made to various demographic information for the educator such as Name, SSN, Address, etc.
To add a new Note, click on Click Here to Add a Note.

### Notes

<table>
<thead>
<tr>
<th>Edit</th>
<th>Description</th>
<th>Created</th>
<th>Created By</th>
<th>Updated</th>
<th>Updated By</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>This is a test note</td>
<td>6/13/2013 4:42:36 PM</td>
<td>JQROE</td>
<td>6/13/2013 4:42:36 PM</td>
<td>JQROE</td>
<td>Delete</td>
</tr>
</tbody>
</table>

### Communication Log

<table>
<thead>
<tr>
<th>Edit</th>
<th>Code</th>
<th>Comment</th>
<th>Created</th>
<th>Created By</th>
<th>Updated</th>
<th>Updated By</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Records Found</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
You can view your current and previous assignments on the Assignments screen.
The Educator>Salary screen will show the salary history for the Educator
The Educator>Professional Development screen shows professional development information for an educator.
The employment information tab is specific for the ROE role, and has the same functionality as that area in TCIS.

<table>
<thead>
<tr>
<th>Edit</th>
<th>Region</th>
<th>Employed Full Time</th>
<th>Employed Part Time</th>
<th>Seeking Full Time</th>
<th>Seeking Part Time</th>
<th>Retired</th>
<th>Register Only</th>
<th>Active</th>
<th>Created</th>
<th>Updated</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td></td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>AJANSSEN - 05/28/2003</td>
<td>DLYNN - 02/05/2008</td>
<td>Delete</td>
</tr>
<tr>
<td>53</td>
<td></td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>mwright - 02/27/2004</td>
<td>mwright - 03/20/2007</td>
<td>Delete</td>
</tr>
<tr>
<td>51</td>
<td></td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>WEBAPP - 04/23/2007</td>
<td>WEBAPP - 04/23/2007</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Click Here to Add Employment Information
To add or update employment information, click on the Click Here to Add Employment Information link.
Educator Menu – Employment Information

Add Educator Employment Information - Step 1 of 1

Educator: Jonathan TestEducator.

Region: 41

Employed Full Time: ☐
Employed Part Time: ☐
Seeking Full Time: ☐
Seeking Part Time: ☐
Retired: ☐
Registering Only: ☐
Active: ☐

Once you have entered the required information, click the Finish button.

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

Finish
The Educator>Substitute screen is also specific to the ROE role and displays the same information as that screen did in TCIS.
To add/update substitute information for an educator, click on the Click Here to Add Substitute Information link
Educator Menu – Substitute Information

Add Educator Substitute Information - Step 1 of 1

Educator: Jonathan TestEducator.

Region: [41] *
Grades: 
Subjects: 
Schools: 

Once you have entered the required information, click the Finish button.

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

Finish
The Educator>Historical Data screen shows the Educator’s data from TCIS/ECS.

Can easily be compared with current data on Credential screen in ELIS.
## Educator menu – Historical Data

### Licenses

<table>
<thead>
<tr>
<th>License Number</th>
<th>Approval Received</th>
<th>Status</th>
<th>License Type</th>
<th>Grade Level Description</th>
<th>Chicago Exchange?</th>
<th>Exchange Indicator</th>
<th>Region Issued</th>
<th>Region Exp</th>
<th>Entitlement Evaluation</th>
<th>State</th>
<th>Institution</th>
<th>Credit</th>
<th>Issue Date</th>
<th>Eval Date</th>
<th>Note Received</th>
<th>Deficiency Date</th>
<th>Priority</th>
<th>Year</th>
<th>Update Date</th>
<th>Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>2088428</td>
<td>07/01/2003</td>
<td>K</td>
<td>Elementary Teaching</td>
<td>Kindergarten to Grade 9</td>
<td>N</td>
<td>17</td>
<td>N</td>
<td>N</td>
<td>EUR</td>
<td>IL</td>
<td>C</td>
<td>07/01/2003</td>
<td>05/22/2003</td>
<td>1</td>
<td>2012</td>
<td>07/03/2009</td>
<td>AUTOSTD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2389769</td>
<td>06/04/2009</td>
<td>I</td>
<td>Elementary Teaching</td>
<td>Kindergarten to Grade 9</td>
<td>N</td>
<td>N</td>
<td>51</td>
<td>V</td>
<td>EUR</td>
<td>IL</td>
<td>C</td>
<td>07/03/2009</td>
<td>2015</td>
<td>9</td>
<td>07/03/2009</td>
<td>AUTOSTD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Endorsements

<table>
<thead>
<tr>
<th>License Number</th>
<th>Endorsement Description</th>
<th>Grade Code</th>
<th>Grade Level</th>
<th>Status</th>
<th>StatusDescription</th>
<th>Issue Date</th>
<th>Major?</th>
<th>Approved Program?</th>
<th>Endorsement?</th>
<th>Source</th>
<th>Request Revi</th>
<th>Eval Date</th>
<th>Update Date</th>
<th>Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>2088428</td>
<td>ELEM Elementary Education</td>
<td>Grade level of Certificate</td>
<td>K</td>
<td>Expired</td>
<td>07/01/2003</td>
<td>N</td>
<td>Y</td>
<td>ELEM</td>
<td>U</td>
<td>N</td>
<td>07/03/2009</td>
<td>AUTOSTD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2088428</td>
<td>LA Language Arts</td>
<td>1</td>
<td>Middle School</td>
<td>K</td>
<td>Expired</td>
<td>07/01/2003</td>
<td>N</td>
<td>N</td>
<td>LA</td>
<td>U</td>
<td>N</td>
<td>07/03/2009</td>
<td>AUTOSTD</td>
<td></td>
</tr>
<tr>
<td>2088428</td>
<td>SCGE Self Contained General Education, Kindergarten - Grade 9</td>
<td>Grade level of Certificate</td>
<td>K</td>
<td>Expired</td>
<td>07/01/2003</td>
<td>N</td>
<td>N</td>
<td>SCGE</td>
<td>U</td>
<td>N</td>
<td>07/03/2009</td>
<td>AUTOSTD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2088428</td>
<td>SOSC Social Science</td>
<td>1</td>
<td>Middle School</td>
<td>K</td>
<td>Expired</td>
<td>07/01/2003</td>
<td>N</td>
<td>N</td>
<td>SOSC</td>
<td>U</td>
<td>N</td>
<td>07/03/2009</td>
<td>AUTOSTD</td>
<td></td>
</tr>
<tr>
<td>2389769</td>
<td>ELEM Elementary Education</td>
<td>Grade level of Certificate</td>
<td>I</td>
<td>Issued</td>
<td>07/03/2009</td>
<td>N</td>
<td>Y</td>
<td>ELEM</td>
<td>U</td>
<td>N</td>
<td>07/03/2009</td>
<td>AUTOSTD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2389769</td>
<td>LA Language Arts</td>
<td>1</td>
<td>Middle School</td>
<td>I</td>
<td>Issued</td>
<td>07/03/2009</td>
<td>N</td>
<td>N</td>
<td>LA</td>
<td>U</td>
<td>N</td>
<td>07/03/2009</td>
<td>AUTOSTD</td>
<td></td>
</tr>
<tr>
<td>2389769</td>
<td>SCGE Self Contained General Education, Kindergarten - Grade 9</td>
<td>Grade level of Certificate</td>
<td>I</td>
<td>Issued</td>
<td>07/03/2009</td>
<td>N</td>
<td>N</td>
<td>SCGE</td>
<td>U</td>
<td>N</td>
<td>07/03/2009</td>
<td>AUTOSTD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2389769</td>
<td>SOSC Social Science</td>
<td>1</td>
<td>Middle School</td>
<td>I</td>
<td>Issued</td>
<td>07/03/2009</td>
<td>N</td>
<td>N</td>
<td>SOSC</td>
<td>U</td>
<td>N</td>
<td>07/03/2009</td>
<td>AUTOSTD</td>
<td></td>
</tr>
</tbody>
</table>

### Approvals

<table>
<thead>
<tr>
<th>Approval Code</th>
<th>Agreement Number</th>
<th>Date Received</th>
<th>Status</th>
<th>License Type</th>
<th>License Number</th>
<th>Approval Date</th>
<th>Chicago Exchange</th>
<th>District Specific</th>
<th>End Time</th>
<th>Evaluator</th>
<th>Update Date</th>
<th>Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ROE Reports

- All current ROE reports have been converted over to the ELIS system
- You can access these under the ROE Reports tab
**ROE Reports**

**Historical Data**

<table>
<thead>
<tr>
<th>License Number</th>
<th>Approval Received</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2088428</td>
<td>07/01/2003</td>
<td>K</td>
</tr>
<tr>
<td>2389759</td>
<td>06/04/2009</td>
<td>I</td>
</tr>
</tbody>
</table>
We will now briefly walk you through some of the educator online applications:

- Applying for a License, Endorsement, or Approval
- Renewals
- Reinstatement
Applying for a License, Endorsement, or Approval

- Educators can launch the online educator application process from their ELIS home screen.
- They would then 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 Test Educator.

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/adteach.htm.

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

☐ Continue - Please continue the wizard
☐ Cancel - Please cancel the wizard
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 they choose in Step 2, they will then be asked to answer a set of specific questions in order to ensure that they are applying for the correct credential.

- Next, they will be asked to verify their 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

- They 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 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 of 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
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 they submit will be a summary of the information the educator entered, with the ability to edit any incorrect information.
Apply for a License, Endorsement, or Approval
Apply for a License, Endorsement, or Approval

- Once they submit an application, their license will be either issued or routed to ISBE for further evaluation.

- The educator will receive an e-mail notification when items such as a deficiency letter or an issued license are ready for them to view.

- In order to view the item, they can click on the Review Your Documents link on their 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 them to their educator document history screen.
- This screen is where they go to access any documents that have been sent to them, such as deficiency letters and licenses.
Apply for a License, Endorsement, or Approval

<table>
<thead>
<tr>
<th>View</th>
<th>IEIN</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>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>View</th>
<th>IEIN</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>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Renewing or Registering a License

- Educators will receive an e-mail notification when their license is up for renewal.

- In order to start the process of renewing your license, they will click on the Renew or Register Your Credentials notification on their 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 on 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 them to the Educator License Renewal List screen
- From here, they will click on the Click Here to Renew License link
Renewing or Registering a License

### 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 (and this case only), 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.

[Click Here to Renew Licenses]
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.

Select:
- 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 MM/DD/YYYY
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. [ ] *
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
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 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 of 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
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
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
Credit Card Street: 123 Main Street
Credit Card Zip: 61747
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

Previous  Next
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. TestEducator
- Gender: F
- Maiden: unknown
- Print Name: unknown
- Birth Date: 11/10/1977

Address
- Address 1: 123 Main St
- City: State, Zip: Wagoner IL, 62572
- Country: US
- Work Phone: (217) 367.2500
- Email Address: test@test.com

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

Region
- Region: 51 - SANGAMON ROE

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

Previous Next
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 new 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 the educator directly to their credential page to view their renewed license.
Renewing or Registering a License
Reinstating a License

- If an educator has a license that is lapsed and eligible to be reinstated, they will see a notification on their educator home page.
- They would click on the notification to start the reinstatement process.
- That would take them to the Educator License Reinstatement List.
- They would click on the Click here to Reinstate License link in order to launch the Educator Reinstatement Wizard.
Reinstating a License

<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>Professional Educator License</td>
<td>1487541</td>
<td>Lapsed</td>
<td>09/31/1994</td>
<td>07/01/2005</td>
<td>01/01/2009</td>
</tr>
</tbody>
</table>

Click here to reinstate license
Reinstating a License

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

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

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

Educator: Leslie TestEducator.

- ☐ 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
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.

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

Please enter your payment information and click "Next".

- Fee Type: REIN - Reinstatle ($500.00)
- Payment Type: Credit Card
- Credit Card #: (with spaces or dashes)
- Expiration Date: 10/2014 (Example: 06/2011)
- 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: 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.  
   - [ ] Yes  
   - [ ] No  
   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.  
   - [ ] Yes  
   - [ ] No  
   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

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.

- Reinstate - Please Re-Instate my credentials
- Cancel - Please cancel the wizard
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
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
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