

Dear Educator,

This is a notification that your **Career & Technical Educator License (CTE)** will expire on **June 30, 2020**. License renewal will be available starting **April 1, 2020**. ISBE requires all renewals to be processed online through ELIS.

There is a \$50 fee to renew that must be paid online with a credit or debit card.

Please complete these steps in the order below to renew:

- Login to ELIS: <http://www.isbe.net>
  - Click **SYSTEM QUICK LINKS** at the top of the page
  - Select Educator Access
  - Log into your ELIS account
- Review **Employment status**: click on the pencil at the top right of the credential page and then select update your PD/employment status and update accordingly. The following options will be available:
  - Active—Employed in IL public school for 50% or more, PD required
  - Exempt—NOT employed in IL public school, no PD requirements
  - Part-Time—Employed in IL public school less than 50%, no PD requirements
  - Retired—Retired and qualify for benefits, no PD requirements
- Review and update your **CONTACT INFORMATION** click on the pencil at the top right of the credential page and then select **EDIT YOUR CONTACT INFORMATION** and update accordingly – Name, Address, etc.
- From the **HOME** screen, select **EDUCATOR**, and then **PROFESSIONAL DEVELOPMENT**
- Enter/review PD hours and select **SUBMIT** at the bottom of the page
- A **RENEWAL** link will now be available on the **HOME** screen
- Click **RENEWAL** to complete the renewal and registration process

**Important Notice:** If PD hours are owed for renewal, all PD hours must be completed and input on your ELIS account by **June 30, 2020**, or it will lapse. If PD hours are **not** owed for renewal, your license can be renewed as late as **December 31, 2020** before it will lapse.

Additional renewal documents are available on our website at: [www.roe8.com/renewal-.html](http://www.roe8.com/renewal-.html)

<https://www.isbe.net/Pages/Professional-Development-for-Educators.aspx>

<https://www.isbe.net/Documents/license-renewal-chart.pdf>

**Please Note:** In order to limit technical difficulties due to overwhelming traffic on the ELIS website, we are encouraging our educators to avoid renewing their license during peak daytime hours (9a-5p)

Please contact our office if you have any questions or concerns regarding the renewal process.

Respectfully,

Aaron Mercier  
Regional Superintendent