



Sangamon-Menard County Regional Office of Education

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www.roe51.org

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Licensure Renewal **Professional Educator License (PEL)**

- Go to www.roe51.org
- Click on “ELIS Log-In” under Educational Services.
- Enter your Login ID and Password for ELIS.

UPDATE EDUCATOR STATUS PRIOR TO RENEWAL:

- Go to the top right-hand side of page and click on “Click here to update your PD/Employment Status.”
- Update your employment status for each semester. Click on “Finish.”
- If you have worked as an educator/teacher/admin during the last five years of your renewal cycle, you will need to input your professional development hours required before you can renew your license. However, if you have not worked as an educator/teacher/admin during the last five years of your renewal cycle, you need to update your status accordingly and then you will be able to renew your PEL.

ENTERING PROFESSIONAL DEVELOPMENT HRS: *If you have worked in a public school as an educator in the last five years, you will need to input your professional development.*

- Click on “Educator” tab at the top of your screen. Click on “Professional Development.”
- Click on “Add/Edit” button at the bottom of the page.
- Type in your Activity, i.e., Workshop, Conference, Coursework, etc.
- In Description, you would enter a complete & detailed description of Activity.
- Enter Provider of Activity, i.e., University, School District, ROE, IL State Board of Ed, etc.
- Entering Hours: 1 CPDU = 1 hr.; 1 College Semester hr = 15 hrs (i.e., 3 sem hr course=45 hrs).
- Enter Beginning Date and End Date of each Activity.
- On April 1 of the year in which your license expires, you will have the option to renew license. Once you have entered all your required professional development hrs, you will then have the option to click the “Renewal” link on your “Home” page/screen.

Renewing Professional Educator License (PEL):

- Click on the “Renewals” link in the Action Center box located on your “Home” page/screen. You will need to answer questions, choose Region #51/Sangamon County, and pay your registration fee online. When you have completed your registration on ELIS, you should see a message on your computer screen that indicates you have been successful in registering your license.

***If you have any additional questions or need assistance with the new system,
please call Kellie Brewer at 217-753-6730 or 217-753-6620***