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RENEWING AN EDUCATOR LICENSE

If an individual holds a **renewable** license with the Illinois State Board of Education (ISBE), their license must be renewed every five (5) years from the time it is issued in order to continue to teach or work on that license. **Renewal opens up on April 1** of any given year, and licenses expire on June 30 of the fifth (5th) year after being issued/previously renewed.

ISBE will send out renewal reminders via email to whatever contact email address an educator has listed on their ELIS account prior to the expiration deadline.

For individuals who hold a renewable license with ISBE, there is a grace period of two (2) months to renew **after** the June 30 deadline **before** their license will lapse; if their license is **not** renewed by June 30 of the final year of their renewal cycle, it will be marked "Invalid" and will be able to be renewed until August 31 of that same year. The "Invalid" status notes that the individual cannot teach on the license until it has been renewed but that their license has not yet lapsed.

If a license is not renewed by August 31 of the final year of an individual's renewal cycle, its status will change to "Lapsed" on September 1 and will no longer be considered valid for working/teaching in Illinois public schools.

If a Professional Educator's License (PEL) has lapsed, an educator can do **one** of the following to reinstate it:

- Pay a \$500 reinstatement fee to ISBE via their ELIS account
- Provide proof of 9 semester hours of college coursework completed in their license or teaching field, completed in the last five (5) years, in lieu of the \$500 fee

For other lapsed licenses, such as a Substitute Teaching License or an Educator's License with Stipulations endorsed as a Paraprofessional, the reinstatement fee is often no more than the original application fee for the license.

All renewals and fee payments are completed through an educator's ELIS account on the ISBE website. The Regional Office of Education cannot accept payment on behalf of ISBE.

NOTE: Not all licenses granted by ISBE are renewable. Some non-renewable licenses are the Short-Term Substitute (STS) Teaching license and the Educator License with Stipulations for Transitional Bilingual Educator (ELS-TBE).

More information on renewal requirements, including professional development and renewing "Retired" licenses, can be found on the ISBE website: <https://www.isbe.net/Pages/Educator-Renewal.aspx>

For more information, or to check if your license is renewable, please call the Regional Office of Education at 309-734-6822 and ask for Brittany Stegall, or email her at bstegall@roe33.net.