

**ILLINOIS STATE BOARD OF EDUCATION (ISBE)  
PROFESSIONAL EDUCATOR LICENSE RENEWAL TIMELINES & PD/IAA REQUIREMENTS FOR IL PUBLIC SCHOOL EDUCATORS**

PEL include ELS/CTE TEACHERS, CAREER & TECH ED TEACHERS, & SCHOOL SUPPORT PERSONNEL/RENEWAL YEARS 2016, 2017, AND 2018

CHECK/CHANGE PD/EMPLOYMENT STATUS IN ELIS	RECORD PD* IN ELIS	REGISTER THE LICENSE IN ELIS	LAPSES IF REQUIRED PD* WAS NOT RECORDED BY 8/31	INVALID FOR EMPLOYMENT IF REQUIRED PD* WAS RECORDED BUT LICENSE WAS NOT REGISTERED BY 8/31	LAPSES IF LICENSE WAS NOT REGISTERED BY 12/31	PD* HOURS REQUIRED PER 5-YEAR CYCLE
On/Before August 31	On/Before August 31	On/Before August 31	September 1	September 1	January 1	Career/Tech Ed = 120** Bachelor's Degree = 120 One Advanced Degree = 80 Two+ Advanced Degrees = 40

\*Professional Development (PD) must be completed through an Illinois Approved Professional Development Provider (<https://www.isbe.net/Documents/prof-dev-provider-list.pdf>).

\*\*Educators working on a career and tech ed endorsement must complete 120 hours of PD regardless the number of degrees held or of any other endorsements held.

PEL include CTE ELS/CTE TEACHERS, CAREER & TECH ED TEACHERS, & SCHOOL SUPPORT PERSONNEL/RENEWAL YEARS 2019 AND AFTER

CHECK/CHANGE PD/EMPLOYMENT STATUS IN ELIS	RECORD PD* IN ELIS	REGISTER THE LICENSE IN ELIS	LAPSES IF REQUIRED PD* WAS NOT RECORDED BY 8/31	INVALID FOR EMPLOYMENT IF REQUIRED PD* WAS RECORDED BUT LICENSE WAS NOT REGISTERED BY 8/31	LAPSES IF LICENSE WAS NOT REGISTERED BY 12/31	PD* HOURS REQUIRED PER 5-YEAR CYCLE
On/Before August 31	On/Before August 31	On/Before August 31	September 1	September 1	January 1	PD* = 120

\*Professional Development (PD) must be completed through an Illinois Approved Professional Development Provider (<https://www.isbe.net/Documents/prof-dev-provider-list.pdf>).

**ADMINISTRATORS/RENEWAL YEARS 2016 AND AFTER**

CHECK/CHANGE PD/EMPLOYMENT STATUS IN ELIS	COMPLETE REQUIRED IAAs*	RECORD PD** IN ELIS	REGISTER THE LICENSE IN ELIS	LAPSES IF REQUIRED IAAs* & PD** WERE RECORDED BY 8/31	INVALID FOR EMPLOYMENT IF REQUIRED IAAs* & PD** WERE RECORDED BUT LICENSE WAS NOT REGISTERED BY 8/31	LAPSES IF LICENSE WAS NOT REGISTERED BY 12/31	IAA*/PD** REQUIRED PER 5-YEAR CYCLE
On/Before August 31	On/Before August 31	On/Before August 31	On/Before August 31	September 1	September 1	January 1	IAA* = 5 PD** = 100

\*Illinois Administrators Academy (IAA). One IAA is required between July 1 and June 30 of each fiscal year a licensee holds an administrative position. IAAs cannot be banked/carried over to future years. Licensees who fail to complete a required IAA in any given fiscal year must take 2 IAAs to make up for the missed IAA. To avoid a penalty IAA for last fiscal year of the five-year cycle, the required IAA must be completed and recorded in ELIS prior to June 30.

\*\*Professional Development (PD) must be completed through an Illinois Approved Professional Development Provider (<https://www.isbe.net/Documents/prof-dev-provider-list.pdf>)

**PARAPROFESSIONAL EDUCATORS/RENEWAL YEARS 2018 AND AFTER**

REGISTER LICENSE IN ELIS	INVALID FOR EMPLOYMENT IF NOT REGISTERED BY 8/31	PD* HOURS REQUIRED PER 5-YEAR CYCLE
On/Before August 31	September 1	0 - NONE - NOT APPLICABLE

\*Professional Development (PD)

PEL in CTE Lic. areas is based on both transcript qualifications and work hours.  
ELS/CTE: work hours qualify in specific program area (CIP)

## Career and Technical Educator (CTE) Endorsement Chart

*ELS - Educator Lic. w/ Stipulations*

ELS WITH ENDORSEMENTS	RENEWAL REQUIREMENTS	GRADE RANGE	VALID FOR
<p><b>TEMPORARY PROVISIONAL VOCATIONAL ENDORSEMENT (CTEP) NOW AN</b> endorsement for "Provisional Career and Technical Educator" and for the content areas and grade levels that were on the temporary provisional vocational certificate.</p> <p>Exchanged in 2013 (no matter when issued prior to that) is valid until June 30, 2018, and may be renewed for one, five-year period provided the licensee has passed a test of basic skills and has completed a minimum of 20 semester hours of coursework from a regionally accredited institution.</p>	<p>Valid until June 30 immediately following 5 years after the endorsement was issued.</p> <p>Will be <b>renewed only once</b> if the licensee has</p> <ul style="list-style-type: none"> <li>• passed a test of basic skills, <b>and</b></li> <li>• completed a minimum of 20 semester hours of coursework.</li> </ul>	<p>11 – 12</p>	<p>Field Endorsed to teach</p> <ul style="list-style-type: none"> <li>• Agriculture education</li> <li>• Business, marketing &amp; computer</li> <li>• Family &amp; consumer sciences</li> <li>• Health careers</li> <li>• Technology education</li> </ul>
<p><b>PROVISIONAL VOCATIONAL ENDORSEMENT (CTE) NOW</b> an endorsement for "Career and Technical Educator" and for the content areas and grade levels on the provisional vocational certificate.</p> <p>Issued before June 30, 2013 holder is <b>exempt from the test of basic skills</b> due to "once qualified, always qualified".</p> <p>Issued between July 1, 2013 and December 31, 2014 valid for 5 years and holder took the basic skills test for issuance, so <b>has satisfied the testing requirement</b>.</p> <p>Individuals applying for a CTE on an ELS starting January 1, 2015, will have to take the test of basic skills to renew. These new licenses are subject to the law, effective January 1, 2015. They will have five years to prepare for passage of the test but will be unable to renew if they do not pass.</p>	<p>Complete the renewal requirements:</p> <p>120 PD Hours <b>or</b> 60 PD Hours for any holder of a NBPTS master teacher designation.</p> <p>Coursework counts if it leads to a PEL or, for individuals holding a PEL, an endorsement on that license for the skill area of instruction or relates to the field of an individual's current teaching assignment or any other field of teaching assignment.</p>	<p>7 – 12</p>	<p>Field Endorsed</p>
<p><b>Part-Time Provisional Vocational Endorsement (CTEPT)</b></p> <p>Endorsed for <b>part-time provisional career and technical educator</b> is valid until June 30 immediately following five years after the endorsement was issued.</p>	<p>May be renewed one time only upon application and payment of the fee required to register the license.</p> <p>Effective May 6, 2014</p>	<p>6 – 12</p>	<p>May teach in area of field endorsement no more than 2 periods per day.</p>

**RENEWAL REQUIREMENTS FOR EDUCATOR LICENSES WITH STIPLUATIONS ENDORSED FOR CAREER AND TECHNICAL EDUCATION**

LICENSE/ENDORSEMENT	BASIC SKILLS OR WORKKEYS TEST	PROFESSIONAL DEVELOPMENT HOURS	REGISTRATION FEES	NUMBER OF TIMES RENEWABLE
<b>Educator License with Stipulations/Career and Tech Ed (ELS/CTE)</b>	NO – if issued on/before 12/31/2014 YES – if issued on/after 1/1/2015	120 per 5-year cycle	\$50/5-year cycle	UNLIMITED
<b>Educator License with Stipulations/Provisional CTE (ELS/CTEP)</b>	NO – if issued on/before 12/31/2014 YES – if issued on/after 1/1/2015	N/A	\$50/5-year cycle	UNLIMITED
<b>Educator License with Stipulations/Part-time CTE (ELS/PCTE)</b>	NO – if issued on/before 12/31/2014 YES – if issued on/after 1/1/2015	N/A	\$50/5-year cycle	UNLIMITED