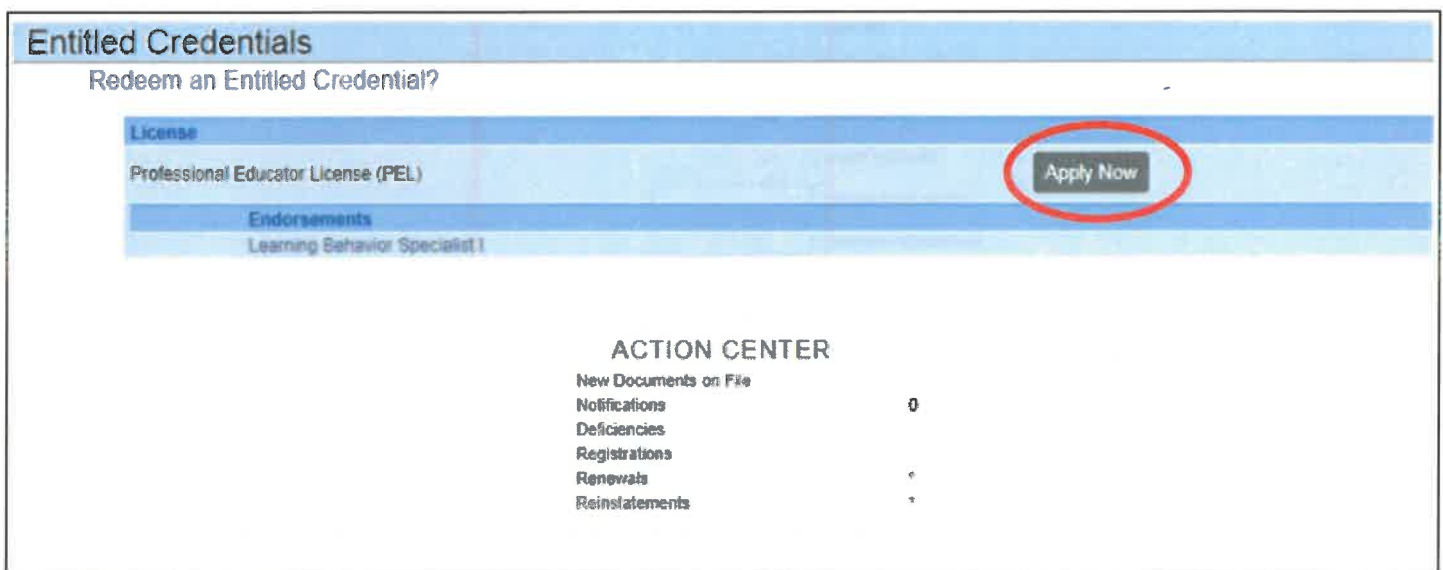


How to Apply for an Entitlement and Register a PEL

1. [Log-in](#) to your ELIS account. Confirm the PEL is in Completed Program status.



2. From the Log in Screen, click the “Apply Now” button to redeem an Entitled Credential



3. Complete the Completer’s Survey (only applies to initial teaching program completers).

*This link takes you to a third party survey company- Qualtrics.

4. Upon completion of the survey, you may have to log back into ELIS account to complete the application process.

* To log in, repeat steps 1-2.

5. Complete the Entitlement Application information (if prompted).

*Ensure email address is accurate, all communications are sent to the primary email.

Candidate Entitlement Application

Before receiving your license, you are required to take a short survey about your preparation program. Your feedback will help the Illinois State Board of Education continuously improve educator preparation across the state. The survey should take approximately 15 minutes.

[Click here to take the survey now!](#)

Mailing Address:

City:

Country Code: United States

State Code: Illinois

Zip Code:

Zip Plus:

Primary Phone: () - ext.

Secondary Phone: () -

Primary Email Address:

Secondary Email Address:

6. Answer the Background Questions

Answer the following required questions of the Criminal History Disclosure Statement

Yes No Question

Have you ever been convicted of a felony or certificate (teaching, administrative, school support, etc.) ever been formally denied, suspended, or revoked in Illinois or any other state?

Have you ever been convicted of a felony in Illinois or any other state, or are you subject to pending criminal charges for a felony in Illinois or any other state? (You are not obligated to disclose sealed and expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanctions.)

Have you ever been convicted of any sex, narcotic, or drug offenses in Illinois or any other state, or are you subject to pending criminal charges for any sex, narcotic, or drug offenses (whether felony or misdemeanor) in Illinois or any other state? (You are not obligated to disclose sealed and expunged records of a conviction or an arrest. If unsure, you may seek legal counsel or contact ISBE for further information. Failure to accurately disclose this information may result in application denial or licensure sanctions.)

Have you failed to file an Illinois tax return, (state the interest penalty or tax shown on an Illinois filed return, if any), or final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue which was not subsequently accepted to the Department's satisfaction?

Have you ever been educated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? (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 currently more than 30 days delinquent in complying with a child support order?
If I am not more than 30 days delinquent in complying with a child support order, I swear under penalty of perjury that the information is true and correct. I understand that failure to respond to this question may result in disciplinary action and that making a false statement with regard to this question may subject me to disciplinary action and contempt of court.
 I am currently more than 30 days delinquent in complying with a child support order.

I hereby affirm that the information provided above is true, correct and complete. Applicants who knowingly offer or misrepresent their qualifications in order to obtain a license shall be deemed to be deemed to be ineligible and may be subject to the suspension or revocation of all previously held licenses.

7. Pay for the PEL application by entering your CC information and confirming payment by clicking "Submit" at the bottom of the payment screen.

Please review the information below. Once you have reviewed the information, click "Submit." By clicking "Submit," you are electronically signing this application and authorizing the Illinois State Board of Education (ISBE) to charge your credit card for the listed application amount. Once an application has been evaluated, a refund is no longer available.

Profile
 Name Test Blank 30
 Maiden Test Educators
 Gender M
 Birth Date 1/1/1990

Payment
 Amount \$100.00

Credentials
 License Professional Educator License (PEL)
 Endorsement(s) Principal

*A non-refundable convenience fee will be added by JetPay, a third party processing company, and will appear as a separate charge on your credit card statement.

Once you click "Submit," you will be redirected to JetPay to enter your payment information. You will then be redirected back to ELIS to complete the application process. Do NOT close this window until you receive your confirmation.

8. The license will now go into issued status and is ready to register. If it has issued, skip to step 10.

Status	License ID	License	Issue Date	Expiration Date	Expiration	Renewal	Points	DOB	Registration Fee	Transfer	Notes
Issued	101234	Professional Educator License	1/1/2025	12/31/2027	12/31/2027	12/31/2027	0.00	1/1/1990	100.00	100.00	Transfer of an Existing License

Endorsement	Code	Endorsement Group State ID	Issue Date	Expiration	Notes
Principal	1000	Professional Educator License ID	1/1/2025	12/31/2027	1000-1000000

9. If it has not issued, you will get this screen. Contact your Licensure Officer to determine next steps or cause of pending review status.

Candidate Exemption Application

Please review the following information:

You have successfully applied for your new Illinois teaching credential.

The request for review is routed to a licensure specialist for review.

This occurs most often because you have not passed all the required tests, you have answered your criminal background questions in a manner that requires additional review, or you were listed in the national misconduct history file.

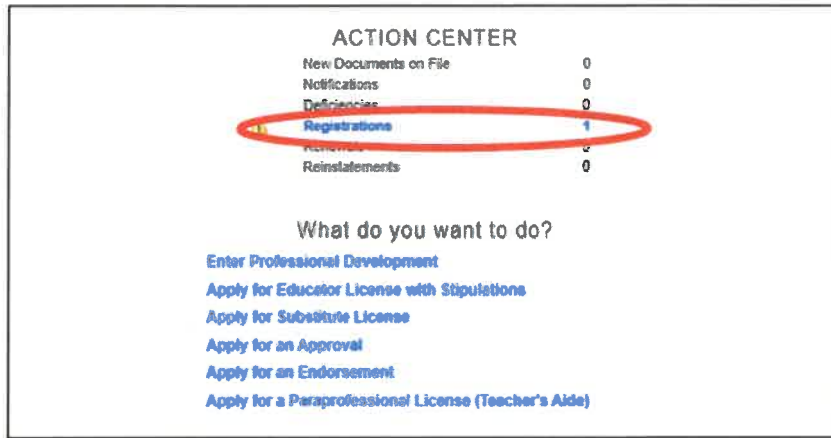
Once the specialist has reviewed your file a detailed statement will be sent that outlines what tests you need to perform to have your license issued. Applications are reviewed in the order in which they are received.

[Click here to view your credential information.](#)

Please continue the wizard
 Please cancel the wizard

10. Once the license is in issued status, it must be registered within 60 days. To register, click “Registrations” from the Action Center.

*Failure to register the license will result in a lapsed license, which then requires [reinstatement](#).



11. Select the PEL license to register



12. Answer the background questions, then select Next.



13. Select the region you will be employed or anticipate future employment. Then select Next.

* You can always register additional regions at no additional charge, at any time.

Please select the primary region in which you would like to register your license and click the "Next" button. You should register your license in the region where you plan to work or live. You will have an opportunity to select additional regions at no cost in the Credentials section of your ELIS account.

Region: 05 - Region 05 North Cook ISC 1

Previous Region	New Region
02	If you work in Union, Alexander, or Pulaski County, choose Region 30 If you work in Johnson or Massac County, choose Region 21
10	Choose Region 03
22	Choose Region 26
25	If you work in Jefferson County, choose Region 13 If you work in Hamilton County, choose Region 20
27	Choose Region 33
38	If you work in Logan County, choose Region 17 If you work in Menard County, choose Region 51 If you work in Mason County, choose Region 53
43	If you work in Woodford County, choose Region 53 If you work in Putnam or Marshall County, choose Region 35
46	Choose Region 01
55	Choose Region 47

Next Cancel

14. Review the information and payment amount for registration, click Submit to confirm.

* \$10 for remaining fiscal year (June 30-July 1) + \$10 per year of 5 full fiscal years = \$60 registration

* Full amount must be paid at time of registration.

Please review the information below. Once you have reviewed the information, click "Submit." By clicking "Submit," you are electronically signing this application and authorizing the Illinois State Board of Education (ISBE) to charge your credit card for the total application amount. Once an application has been evaluated, a refund is no longer available.

Profile
 Name: Test Blank 38
 Maiden: Test Educators
 Gender: M
 Birth Date: 1/1/1990

Region
 Region 05 - Region 05 North Cook ISC 1

Payment
 Amount: \$60.00

Credentials
 License: PEL - Professional Educator License
 Endorsement(s): Not Applicable

*A non-refundable convenience fee will be added by JiffPay, a third party processing company, and will appear as a separate charge on your credit card statement.

Once you click "Submit," you will be redirected to JiffPay to enter your payment information. You will then be redirected back to ELIS to complete the application process. Do NOT close this window until you receive your confirmation.

Submit Cancel

15. Proceed with registration, select Finish.

Register Unregistered Licenses

Please review the following information.

Your license has been registered as you requested. And it is now valid For employment In an Illinois Public Or state-operated school. If you would like To register your license In additional regions, click 'Finish', then select the link under the 'Register' tab beside your license on the following page. You can register your license in additional regions for no charge.

Continue - Please continue the wizard

Cancel - Please cancel the wizard



16. View registration on the credentials screen.

License ID	License	License Code	License Date	Endowment	Application Date	Exp. Date	Status	Region	Registration Fee	Register	Apply for Endowment
10001	Professional Teacher License	1	06/01/2016	00000000	06/01/2016	06/01/2018	Active	00000000	00	Register	Apply for Endowment

Approved Program Endorsements for Selected License

Endorsement	Code	Endorsement Name	Region	Status	Application Date	End Date
Professional Teacher License	1	Professional Teacher License	00000000	Active	06/01/2016	06/01/2018

Registration

Region	License Code	Region	License Code	License	Registration Fee
0000	00000000	Region 01 North Cook Pk. 1	01	Professional Teacher License	00
0000	00000000	Region 02 North Cook Pk. 2	02	Professional Teacher License	00
0000	00000000	Region 03 North Cook Pk. 3	03	Professional Teacher License	00
0000	00000000	Region 04 North Cook Pk. 4	04	Professional Teacher License	00
0000	00000000	Region 05 North Cook Pk. 5	05	Professional Teacher License	00

- HELPFUL TIPS**

 - For best performance, use a desktop or laptop computer.
 - A completed program status remains available for application for 12 months. After that, the license expires.
 - Registration remains available for 6 months. After that, the license becomes lapsed.
 - Always keep contact information up to date, especially the primary email address.

ILLINOIS EDUCATOR LICENSURE INFORMATION SYSTEM – ELIS EDUCATOR ENTITLEMENT APPLICATION WIZARD

ELIS defaults to the Credentials screen. The tables on the credentials screen reflect the Professional Educator License (including the expiration and registration dates), Endorsements and Approved Programs, Approvals, and Region of Registration.

Primary Information
Full Name: Elizabeth Test
IEIN: 951316
DOB: 11/31/1978
Gender: Female

Contact Information
Address: 1234 Main Street
City, State Zip: Springfield, IL 62702
Email:
Primary Phone: (555) 555-5555
Secondary Phone: (217) 555-1212

Profile
PD Status: Active
[Click Here to Update Your PDEmployment Status](#)

[Click Here to Edit Your Contact Information](#)

Show All

Select	License ID	License	Status Code	Status Desc	Entitlement	Application Date	Issued	Expires	ROE	Registered Thru	Registrar	Apply
Select	2288750	Professional Educator License	I	Issued	IL-UJ (09/05/2008)	04/15/2015	04/15/2015	06/30/2020	15	2020	Registrar in an Additional Region	Apply for Endorsement

Illinois Approved Program Endorsements For Selected License											
Description	Grade	Status	Description	Issued	ROE	Entitlement	Application Date				
Elementary Education	Kindergarten through Grade 9	Issued	Kindergarten through Grade 9	09/05/2007	IL-UJU (11/17/2010)	04/15/2015	04/15/2015				
Elementary Education (Self Contained General Education)	Kindergarten through Grade 9	Issued	Kindergarten through Grade 9	08/05/2007	IL-UJU (11/17/2010)	04/15/2015	04/15/2015				
Elementary Education (Self Contained General Education)	Kindergarten through Grade 9	Issued	Kindergarten through Grade 9	04/15/2015	IL-ISU (04/15/2015)	04/15/2015	04/15/2015				
English As A Second Language	Kindergarten through Grade 9	Issued	Kindergarten through Grade 9	04/15/2015	IL-ISU (04/15/2015)	04/15/2015	04/15/2015				
Language Arts	Junior HS - Grade 5 through Grade 8	Issued	Junior HS - Grade 5 through Grade 8	04/15/2015	IL-ISU (04/15/2015)	04/15/2015	04/15/2015				

Approvals			
Approval Code	Approval	Application Received	Status
ECT	Early Childhood Special Education	04/16/2015	Approved
			Approval Denied/Granted Date: 04/15/2015

Designations			
Source	Status	Endorsement	Grade

Registration			
Fiscal Year	School Year	Region Code	License Code
2020	2019-2020	15	PEL
			CITY OF CHICAGO
			Professional Educator License