

# 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.

Select	License ID	License	Status Code	Program	Application Date	Original Issued	Issued	Expires	REI	Registered Title	Register	Apply
	247822	Professional Educator License	CP	Completed Program	08/11/2022(21)						Register Address Region	Add/Update

Description	Area	Registration	Issued	Expires	Endorsement
Learning Behavior Specialist I		Professional through Age 21			Completed Program

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

Entitled Credentials

Redeem an Entitled Credential?

License	Action
Professional Educator License (PEL)	Apply Now
Endorsements	
Learning Behavior Specialist I	

**ACTION CENTER**

New Documents on File	
Notifications	0
Deficiencies	
Registrations	
Renewals	*
Reinstatements	*

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  \*

State Code  \*

Zip Code  \*

Zip Plus4

Primary Phone (  )  -  ext.  \*

Secondary Phone (  )  -

Primary Email Address  \*

Secondary Email Address

## 6. Answer the Background Questions

Please answer the following required questions of the Criminal History Disclosure Statement.

Yes	No	Question
<input type="radio"/>	<input type="radio"/>	Has your license or certificate (teaching, administrative, school support, etc.) ever been formally denied, suspended, or rescinded in Illinois or any other state?
<input type="radio"/>	<input type="radio"/>	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 sanction.)
<input type="radio"/>	<input type="radio"/>	Have you ever been convicted of any sex, narcotic, or drug offense in Illinois or any other state, or are you subject to pending criminal charges for any sex, narcotic, or drug offense (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 sanction.)
<input type="radio"/>	<input type="radio"/>	Have you failed to (a) file an Illinois tax return, (b) pay the interest, penalty, or tax shown on an Illinois filed return, or (c) pay an final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue which was not subsequently resolved to the Department's satisfaction?
<input type="radio"/>	<input type="radio"/>	Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? (Note: 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.)
<input type="radio"/>	<input type="radio"/>	Are you currently more than 30 days delinquent in complying with a child support order? Note: I am not more than 30 days delinquent in complying with a child support order. I certify 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.
<input type="radio"/>	<input type="radio"/>	Yes, I am currently more than 30 days delinquent in complying with a child support order.
<input type="radio"/>	<input type="radio"/>	I solemnly affirm that the information provided above is true, correct and complete. Applicants who knowingly alter or misrepresent their qualifications in order to obtain a license shall be denied its issuance 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.

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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.

Detail	License ID	License	Status Code	Status Date	Effective Date	Application Date	Orig. Renewal	Renewal	Expires	FEF	Registered Title	Register	Apply
64602	JPT1923	Professional Educator License	I	Issued	01/11/2019	11/02/2018	11/02/2019	11/02/2019	11/02/2020	16/08/2020		Register in An Additional Region	Apply for Endorsement

Description	Code	Endorsement Through Grade	Status Description	Issued	Endorsement	Apply
Principal		PreKindergarten through Grade 12	Issued	11/02/2019	6-1403 (11/02/2019)	

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 Entitlement Application**

Please review the following information

You have successfully applied for your new Illinois teaching credential.

The request has been 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 revoked/history file.

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

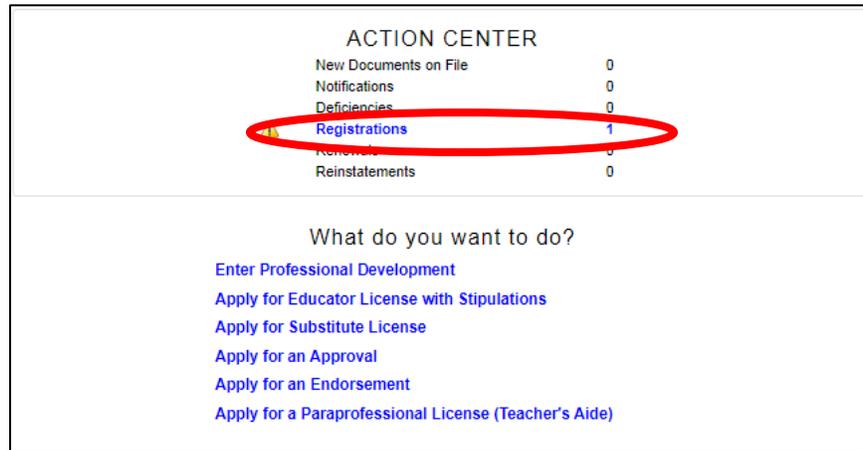
[Click here to view your credential history.](#)

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Continue - Please continue the wizard  
 Cancel - 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

Licenses Requiring Registration									
License Code	License	Status Code	Status Desc	Expiration Date	Issued	Expires	NSL	Notes	Registration
PEL	Professional Educator License	0	Issued	11/03/2019	11/03/2019	05/18/2025			Register: PE License Only

12. Answer the background questions, then select Next.

Register Unregistered Licenses

To be valid for employment in an Illinois public or state-operated school, an issued license must be registered in at least one region in the state. After completing the following steps, your license will be registered for its full validity period (for example, a professional educator license will be registered for five years.) Registration fees are \$15 per year and will be collected at the end of the registration process. Any past registration fees that have not been paid will also be collected at this time. Please complete the following steps to register your license.

Please answer the following required questions of the Criminal History Disclosure Statement:

**Question**

- Yes, my license or certificate (teaching, administrative, school support, etc.) ever been formally denied, suspended, or revoked in Illinois or any other state?
- No, I have never been convicted of a felony in Illinois or any other state, or am 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 (CHS) for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)
- No, I have never been convicted of any sex, narcotic, or drug offense in Illinois or any other state, or are you subject to pending criminal charges for any sex, narcotic, or drug offense (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 (CHS) for further information. Failure to accurately disclose this information may result in application denial or licensure sanction.)
- No, I have never failed to (a) file an Illinois tax return, (b) pay the interest, penalty, or tax shown on an Illinois filed return, or (c) pay any final assessment of interest, penalty, or tax as required by law and administered by the Illinois Department of Revenue, which was not subsequently resolved to the Department's satisfaction?
- No, I have never been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? (Note: 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.)
- No, I am not currently more than 30 days delinquent in complying with a child support order? (Note: I am not currently more than 30 days delinquent in complying with a child support order. I certify under penalty of perjury that this 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.)
- Yes, I am currently more than 30 days delinquent in complying with a child support order.
- I certify, under penalty of loss of my right to teach or work in the schools of Illinois, the answers to these questions are true and correct in every respect.

**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 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

**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 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.

Submit Cancel

15. Proceed with registration, select Finish.

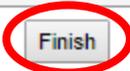
**Register Unregistered Licenses**

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.

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Continue - Please continue the wizard  
 Cancel - Please cancel the wizard



16. View registration on the credentials screen.

Print

Licenses

Select	License ID	License	Status Code	Status Desc.	Endorsement	Application Date	Orig. Issue	Issued	Expires	ROE	Registered Thru	Register	Apply
Select	247915	Professional Educator License	I	Issued	E-ADD (1150218)	11/01/19	11/01/19	11/01/2019	11/01/2021	01	2021	Register in an Additional Region	Apply for Endorsement

Approved Program/Endorsements For Selected License

Description	Units	State Description	Issued	Endorsement
Percent		Prerequisite/through Grade 12	Issued	11/01/19

Registrations

Show 2 entries Search

Final Year	School Year	Region Code	Region	License Code	License	Certificate Number
2019	2019-2020	05	Region 05 North Coast ESC 1	PEL	Professional Educator License	
2020	2020-2021	05	Region 05 North Coast ESC 1	PEL	Professional Educator License	
2021	2021-2022	05	Region 05 North Coast ESC 1	PEL	Professional Educator License	
2022	2022-2023	05	Region 05 North Coast ESC 1	PEL	Professional Educator License	
2021	2021-2022	05	Region 05 North Coast ESC 1	PEL	Professional Educator License	

Showing 1 to 5 of 5 entries Previous Next



**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.