I. REQUESTING A PROFESSIONAL DEVELOPMENT EXEMPTION

Login to ELIS

https://sec3.isbe.net/IWASNET/login.aspx

 Already have an account? Login Here:

Login Name Password

Remember Login Name

LOG IN

FORMER ECS USERS CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM

ELIS (Educator Licensure Information System) is now replacing ECS (Educator Certification System).

You will be directed to create an IWAS for Educators account to instantly access ELIS and view your credentials. After successfully creating your account, you will be able to log in on the left side of this page anytime to access your information.

Forgot Your Password?

If you have forgotten your login name or password, click on the link below.

Need Help?

If you need help with logging in, the sign up procedure or your password, please click on the link below.
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Click “Continue”
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Click on “Click here to review your professional development”

Click on “Click Here to Add Professional Development Hours”
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Enter the information below exactly as illustrated.

![Image of Professional Educator Development Hours form]

- **Activity Name**: EXEMPT
- **Provider**: N/A
- **Purpose**: N/A
- **Hours**: 0
- **Description**: NON-PUBLIC EDUCATOR
- **Begin Date**: 07/01/2009
- **End Date**: 06/14/2014

Once you have entered the required data, click on the "Next" button.
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ELIS returns to the screen below that reflects the exemptions information. Click on “Submit Your Professional Development”.

Select the applicable region from the drop-down menu – click on “Finish”
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ELIS returns again to the screen below. Note that the option to “Submit Your Professional Development” is no longer reflected on the screen. The exemption request has been submitted for review. Allow a minimum of 4 weeks for notification of the review.

Following the review you will receive the following email message. Click on the link at to login to ELIS. The remaining instructions cover registration after receiving the email message below.

This message was sent with High importance.

From: licensure@isbe.net
To: GeorgeGest@emailcarrier.com
Cc:  
Subject: Illinois Educator Credential Information

This e-mail was sent from a notification-only address that cannot accept incoming e-mail. Please do not reply to this message.

Your ELIS account has been updated. You may have been issued a deficiency notice, new license, endorsement or approval. Please log-in to ELIS to view your updated Illinois licensure information.

The link below will take you to your updated Illinois licensure information.

https://sec3.isbe.net/IWASNET/login.aspx
II. REGISTER A PROFESSIONAL DEVELOPMENT LICENSE

Login to ELIS (see pages 1-2) Click on “Renew Your Credentials”

Click on “Click Here to Renew these Licenses”
Complete the renewal/registration wizard by reviewing and, if applicable, updating the information displayed on the three screens illustrated below. Click “Next” after reviewing/updating each screen.
Fill in the required information; note that the total fee is displayed at the bottom of the screen; click “Next” or the arrow.

Select the applicable region from the drop down menu – click Finish.
Review the information. Click “Next” or the arrow.
Click on **Finish** below to return to the credentials page

The Regional Office of Education (ROE) will review and approve or deny the exemption request. The educator will receive the following email upon completion of the exemption review.

Both the expiration date and the “registered thru” date should have changed to 2019. You have completed renewal and registration.

For additional assistance educators may contact ISBE Educator Licensure at 217-557-6763 or licensure@isbe.net