Considering Retirement?

Wondering How to Keep Your Educator License up to date?

It’s easier than you think!

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| **All you need is a little information:**Licensees who are retired and qualify for benefits from a State retirement system have no Professional Development (PD) or registration fees. * Licenses are renewed in 5 year cycles.
* You are required to complete professional development only for the years that you work. Even if you only work for one year during the 5 year cycle.
* The average number of PD hours needed for each year of active teaching is 24
	+ You are responsible for this pro-rated amount of PD for the years that you worked at least 50% of the school year and it can be completed and recorded any time prior to renewal.
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| **And a little Guidance:**Before retiring:* PD must be entered into the [Educator Licensure Information System (ELIS)](https://sec3.isbe.net/IWASNET/login.aspx) for any years that you worked. Even if you only work for one year during the 5 year cycle.
* “Retired” status must be recorded in the ELIS system.
* Renewal must be processed in ELIS between April 1st and June 30th in the year that your license is due.
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| **To Keep your license:**Currently you must renew in ELIS each cycle (5 years)* Once retired, there are no more registration fees as long as the license is in retired status and the individual does not return to work for 50% or more of a school year (TRS limitations).
* If you return to work as a substitute teacher on your PEL, you will not need to pay fees or complete PD.
* Licenses in retired status cannot lapse.
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| **Still have questions?** Please contact the Regional Office of Education at 217-854-4016 ext 20 ORISBE Educator Licensure Division Call Center at 217-557-6763.* [How do I record my professional development hours (PD) in ELIS?](http://www.isbe.net/ELIS/instructions/record-prof-dev.pdf)
* [How do I register my license?](http://www.isbe.net/ELIS/instructions/license-renewal-elis.pdf)
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