

Considering Retirement?

Wondering How to Keep Your Educator License Up to Date?

It's Easier Than You Think!

Before Retiring:

- Professional Development (PD) must be entered into the Educator Licensure Information System (ELIS) for all the years that you worked during your current 5 year cycle even if you only worked for one year.
- "IL State Teacher or Govt System Retiree" must be recorded in ELIS for all appropriate semesters by going to "Click Here to Update your PD/Employment Status" in the upper right of the ELIS screen. Your PD screen will then indicate how many PD hours you need.
- If your retirement year and renewal year are the same, after entering all your required PD hours, then go to "Click Here to Update your PD/Employment Status" in the upper right of the ELIS screen. Update the two semesters of your renewal year to "IL State Teacher or Govt System Retiree"
- Remember renewal must be processed in ELIS between April 1st and June 30th in the year that your license is due.

To Keep your License After Retiring:

- Once retired and you qualify for benefits from a state retirement system, there are no more registration fees or PD requirements as long as the license is in retired status and you do not return to work for 50% or more of a school year (Contact TRS for exact limitations).
- If you return to work as a Substitute Teacher or Paraprofessional on your PEL, you will **not** need to pay fees or complete PD and you would remain in retired status (Contact TRS for exact limitations).
- Remember currently you must renew in ELIS every 5 year cycle and renewal must be processed in ELIS between April 1st and June 30th in the year that your license is due. After each renewal cycle you must again update your status to "IL State Teacher or Govt System Retiree" for the new five year cycle.
- The Illinois State Board of Education considers the educator is responsible for keeping up with new laws and rules. You should periodically go to isbe.net and click on "Educator Licensure" for posted new information.

Still Have Questions?

Contact the Kane County Regional Office of Education at (630) 232-5955

**KANE COUNTY REGIONAL OFFICE OF EDUCATION
28 NORTH FIRST STREET, GENEVA, IL 60134
REGIONAL SUPERINTENDENT PATRICIA DAL SANTO
ASSISTANT REGIONAL SUPERINTENDENT DEANNA OLIVER**