

ELIS

Educator Licensure Information System

All licensure transactions must be completed online in the ELIS system. This includes all applications for licenses, endorsements, registration/renewal of licenses, payment etc.

How to create an ELIS account: **USE FIREFOX OR GOOGLE CHROME AS YOUR BROWSER ON A DESKTOP OR A LAPTOP. HAND HELD DEVICES ARE NOT COMPATIBLE WITH ISBE'S WEBSITE**

1. Go to www.isbe.net
2. Click on system Quick Links (close to top of screen) and choose ELIS: Educator Licensure Information System
3. Look for EDUCATOR ACCESS and click on [Login to your ELIS Account](#).
4. On the right hand side of the screen click on CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM
5. Enter in all the information requested and create a Login Name and Password
6. BE CAREFUL WHEN ENTERING YOUR SOCIAL SECURITY NUMBER; MAKE CERTAIN THAT YOU TYPE IT CORRECTLY
7. Click on Continue
8. Submit
9. Create my Account
10. Continue

It appears this is the first time you have logged on to the Educator Licensure Information System (ELIS).

- You must review and add/update your contact information. To do so, [Click Here](#).
- You must review and update your PD/Employment Status. To do so, [Click Here](#).
- Remember to keep your contact information current at all times.

I would like to...

- [View Licensure Requirements](#).
- [Enter Professional Development](#)
- Apply for:
 - [A Professional Educator License \(PEL\)](#).
Examples: Teacher, Administrative, School Support Personnel
 - [A Substitute License \(SUB\)](#).
 - [A Short-Term Substitute License \(STS\)](#).
 - [A Paraprofessional License \(Teacher's Aide\)](#)
 - [An Educator License with Stipulations \(ELS\)](#)
 - [An Approval](#)
- [Register in Another Region](#)

11. Click on the appropriate link to apply for the license needed
12. Follow the rest of the prompts, answer any questions and pay the fee with your debit/credit card

If you are applying for a brand new classroom, school service personnel, paraprofessional or substitute license, you will need to return to your ELIS account to register the license when issued. Registration is mandatory and must be completed no later than December 31st of the calendar year issued to prevent the new license from lapsing. Reinstatement fees are typically \$500. Registration fees are collected based on the type of license issued, but are generally collected for a 5-year segment of time at a fee of \$10 per year.