



Illinois State Board of Education

PD Provider Registration

Pursuant to Article 21B-45(i)(7) of the School Code, approved PD Providers are required to register annually with the Illinois State Board of Education prior to offering any professional development activities in the current fiscal year. To facilitate this process, Providers will register through ELIS. The steps outlined below will assist you with the registration process.

1. Navigate to the registration screen.

<https://sec3.isbe.net/ELIS/Pages/Public/PDRegistration.html>

2. Search for the RCDT code assigned to your organization.

Select the ellipses to open the search window.

Provider Information

Name
Please be sure the Name exactly matches the one assigned to the RCDT code.

RCDT

...

You may need to enter the organization's name in several ways to locate it. For example, try entering:

ISBE
IL State Board of Education
Board of Education

Region County District Type (RCDT) Lookup

 Search

RCDT	Name	Address	City
✓ 65108896551	Illinois St Board of Education	100 N 1st St	Springfield

65108896551 Illinois St Board of Education Ok

3. Enter your Provider name exactly as shown by the RCDT code entry.

Provider Information

Name

Please be sure the Name exactly matches the one assigned to the RCDT code.

RCDT

4. Enter the address for your organization.

5. Indicate how your organization was approved as a PD provider.

Some organizations are approved in statute, or statutorily approved. Others are approved by application. You can search the list of approved PD providers if unsure.

<https://www.isbe.net/Documents/prof-dev-provider-list.pdf>

6. Enter contact information for the individual who handles/will handle communications regarding professional development

7. Enter information about PD activities offered by your organization.

If you have ever charged a fee for a PD activity, then answer “yes” to that question.

8. Note any additional information that applies to your organization’s current method for managing PD offerings.

9. Submit Form.

Your organization will be contacted within 2-3 weeks to confirm your organization’s successful registration, or to communicate next steps if your organization is not currently approved to offer professional development activities for Illinois Educators.