



Illinois State Board of Education

Darren Reisberg, Chair of the Board
Dr. Carmen I. Ayala, State Superintendent of Education

Educator Licensure Information System

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How to Add Professional Development

**Handheld devices, tablets and Macs are not compatible with our system.
Please make sure you are using a desktop or laptop computer for the most optimal experience.**



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💡 Action Center

New Documents on File	0
Notifications	0
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Click on the “Professional Development” tab on your “Home” page.



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Professional Development

License: Professional Educator License (Issued) Start Date: 7/1/2021 End Date: 6/30/2027 [Refresh](#)

Edit	Name	Description	Provider	Hours	EffectiveDate (QA only)	Begin Date	End Date	Create Info	Updated Info	Delete
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* Administrator's Academy credit only, not also counted for PD hours requirement.

Hours Required: 120.00 Total Hours: 0.00 Hours Remaining: 120.00

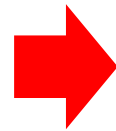
[Click Here to Add Professional Development Hours](#)



Select "Click Here to Add Professional Development Hours."




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Professional Educator Development Hours

Educator: **Test Account.**
Please enter the Professional Development information below.

Activity Name:

Provider: 

Hours: - *Enter PD hours rounded to the nearest quarter hour increment (1.0, 1.25, 1.5, 1.75)

Description:

Begin Date: MM/DD/YYYY * MM/DD/YYYY *

End Date: MM/DD/YYYY * MM/DD/YYYY *

Once you have entered the required data, click on the "Next" button.

Save - I want to save this professional development information

Cancel - Please cancel the wizard

First, type the name of the professional development activity in the "Activity Name" field. Then, click on the magnifying glass to add the name of the provider of the PD activity.



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Professional Educator Development Hours

Select a Professional Development Provider

Choose one of the following providers. If your provider is not listed, please contact your provider and ask them to register as an approved provider. To troubleshoot, please visit this [guide](#).

Select a provider...

(Mason/Tazewell/Woodford ROE - 414 Court St Ste 100, Pekin), 414 Court St Ste 100, Pekin, IL 61554
825CHI Inc NFP, 1276 North Milwaukee Avenue, Chicago, IL 60622
A-C Central CUSD 262, 501 W Buchanan, Ashland, IL 62612
Abingdon-Avon CUSD 276, 507 N Monroe St Ste 3, Abingdon, IL 61410
Abraham Lincoln Presidential Library and Museum, 212 N Sixth St, Springfield, IL 62701
Abstinence & Marriage - A&M Partnership, 411 E. Business Center Drive, Mount Prospect, IL 60056
Academy for Urban School Leadership, 3400 North Austin Avenue, Chicago, IL 60634

Once you have entered the required data, click on the "Next" button.

Save - I want to save this professional development information
 Cancel - Please cancel the wizard

Finish

Click in the box to choose an existing provider as shown here. Scroll through the list to find your PD provider.

If the PD provider you are looking for is not listed, please contact the PD provider and ask them to register as an approved provider.



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Professional Educator Development Hours

Educator: **Test Account.**
Please enter the Professional Development information below.

Activity Name:

Provider:

Hours: - *Enter PD hours rounded to the nearest quarter hour increment (1.0, 1.25, 1.5, 1.75)

Description:

Begin Date: MM/DD/YYYY *

End Date: MM/DD/YYYY *

Once you have entered the required data, click on the "Next" button.

Save - I want to save this professional development information

Cancel - Please cancel the wizard

Enter the number of PD hours awarded by the PD provider, a short description of the PD activity, and the beginning date and ending date of the PD activity. Click "Finish" when all fields are completed.



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Professional Development

License

Start Date

End Date

Professional Educator License (Issued) ▼

7/1/2021

6/30/2027

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Edit	Name	Description	Provider	Hours	EffectiveDate (QA only)	Begin Date	End Date	Create Info	Updated Info	D
	Professional Development for Elementary Teachers	PD Description Here	Augustana College, 639 38th St, Rock Island, IL 61201	2.00	11/02/2021	11/01/2021	11/02/2021	testaccount2021 - 11/18/2021	testaccount2021 - 11/18/2021	

* Administrator's Academy credit only, not also counted for PD hours requirement.

Hours Required: 120.00 Total Hours: 2.00 Hours Remaining: 118.00

[Click Here to Add Professional Development Hours](#)

The information you entered can now be seen on the "Professional Development" tab. You can monitor the PD hours required, hours entered, and hours remaining at the bottom of this screen.

NOTE: All professional development requirements must be met before you can renew your license.

Have questions about licensure? Contact your nearest [Regional Office of Education or Intermediate Service Center](#).

Visit our [ISBE License Renewal](#) page for additional information regarding renewal requirements.