

Enter Professional Development (PD) if required

1. On your Home Page select the **Enter Professional Development** link

If this link is not on your home page – Click **Educator** tab, then scroll down to **Professional Development**



The screenshot shows the Illinois State Board of Education website. At the top, there is a navigation bar with 'Home', 'My Credentials', 'Educator', and 'Help'. The 'Educator' tab is selected, and a dropdown menu is open, showing various options: 'Credentials (3)', 'Degrees (3)', 'Testing (5)', 'Images (1)', 'Fees (1)', 'Deficiency Letters', 'Highly Qualified', 'Assignments (5)', 'Professional Development (1)', and 'Historical Data'. A red arrow points to the 'Professional Development (1)' link. Below the dropdown, there is a table with columns 'Edit' and 'Name'. The table contains one row: 'NBPTS Recert Activities' with a description 'Completion of all activities for NBPTS recertification'.

2. Select **Click Here to Add Professional Development Hours** to enter your PD



The screenshot shows the 'Educator Professional Development Education' page. At the top, there is a dropdown menu for 'License' set to 'Professional Educator License (Lapsed)'. Below this, there are input fields for 'Start Date' (07/01/2013) and 'End Date' (02/18/2015), and a 'Refresh' button. Below the date fields is a table with columns: 'Edit', 'Name', 'Description', 'Provider', 'Hours', 'Begin Date', 'End Date', 'Create Info', and 'Updated Info'. The table contains one row: 'NBPTS Recert Activities' with a description 'Completion of all activities for NBPTS recertification.', provider 'NBPTS', hours '0.50', begin date '07/01/2009', end date '06/30/2014', create info 'dheckenk - 12/27/2013', and updated info 'hitls.master - 08/13/2014'. Below the table, there is a note: '* Does not count towards Professional Development hour requirement.' Below the note, there are input fields for 'Hours Required: 0.00', 'Total Hours: 0.50', and 'Hours Remaining: 0.00'. Below these fields is a red arrow pointing to a link: 'Click Here to Add Professional Development Hours'.

Note: Undergraduate and graduate level coursework is entered as PD Hours. 1 semester hour = 15 Contact Hours. Include the University, course number and course title.

3. Enter the appropriate amount of PD required for the years of service within this renewal cycle.

Professional Educator Development Hours

Educator: Sally A. Test.

Please enter the Professional Development information below.

Activity Name: *

Provider: *

Hours: * - Use quarter hour increments

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

Finish

Dates must be entered as
MM/DD/YYYY

4. Submissions (of PD) are automatically approved. Individuals are unable to pay until April 1st of the renewal year. ELIS is programmed to allow for the submission of PD and payment of registration in a single process.

