



Are you prepared for license renewal?

The number of required Professional Development hours you owe depends on the license(s) you hold.

- 1. Verify the correct number of Professional Development (PD) hours needed to renew your license.**

QUICK TOOL TO DETERMINE REQUIRED PD HOURS

Position	PD Hours Due
Teachers	120 hours
School Support Personnel	120 hours
Administrators	100 hours + 1 Administrators' Academy Annually
Substitute Teachers	0 hours
Paraprofessionals	0 hours
Career and technical educators should view full requirements here .	

Not sure how many hours you need? Check out the full list of requirements on the [ISBE website!](#)

- 2. Complete your required PD hours with an Illinois approved provider**

Ensure that PD is from an Illinois approved professional development provider prior to registering, paying, or attending an activity. Not sure if a provider is IL approved? check out a list of Approved Providers on the [ISBE website!](#)

What can I use to fulfill my PD?

- Holding the **National Board for Professional Teaching Standards (NBPTS) certification** at the time of license renewal will fulfill 60 hours of PD if you are a teacher/school support personnel **and** will fulfill 40 hours of PD if you are an administrator.
- Holding an **Illinois Department of Financial and Professional Regulation (IDFPR) or national license** fulfills ALL 120 hours of professional development for school support personnel. [See more details here](#) under the School Support Personnel header.
- **Activities completed through an Illinois [approved professional development provider](#)** will fulfill varying hours of PD.
- **College/University Coursework** taken at an Illinois regionally accredited institution of higher education will fulfill varying PD hours (1 semester hour = 15 PD hours). Out-of-state coursework can be honored if your district or another approved professional development provider approves it by providing you with the ISBE Evidence of Completion form (ISBE 77-21B).

- 3. Enter your completed PD hours into your ELIS account and renew your license by paying registration fees prior to the expiration date of your license(s).**

Even if you do not owe any PD, you must pay registration fees to renew your license.