

Educator Audit Frequently Asked Questions 2024

General Educator Audit Information

Q. What authority does the Illinois State Board of Education have to conduct an audit?

ISBE is required to conduct random audits of educators, according to [Section 21B-45\(f-5\) of the School Code](#).

Q. What is the timeline for the audit?

Date	Action
Jan. 12, 2024	Notice of Intent to audit is sent to educator's primary and secondary email addresses. Read receipts and delivery confirmations are included.
Feb. 19, 2024	Audit docs must be uploaded into ELIS by educator (<u>except for those activities registered for and completed via PD+</u>).
May 31, 2024	Audit is complete. Final audit report is sent to ISBE Legal Department. Status of licenses changed to "HOLD" for those that did not clear the audit. Educator is notified via certified mail if they failed to clear the audit: Educators who cleared the audit are notified via email.

Q. What documents are acceptable to submit for the audit?

- ISBE 77-21B -- [Evidence of Completion for Professional Development](#) form (Providers are required to issue this form at the completion of an activity.)
- Copy of transcripts from a regionally accredited Illinois institution
- Learning Hub printout (Chicago Public Schools educators only)
- Copy of Illinois Department of Financial and Professional Regulation (IDFPR) or other national professional license as specified in [Section 25.805\(b\)\(2\)](#)

Please note: The above are the only acceptable documents. Agendas, brochures, flyers, meeting minutes, lesson plans, certificates of completion from unapproved providers, and receipts are not acceptable.

Q. What if I do not submit the required documentation by Feb. 19th, 2024?

Failure to submit documents by Feb. 19th will not result in any action on a license but may delay the review by the auditors.

Q. What if I cannot satisfy the requirements of the audit?

Educators who do not meet required professional development hours or who do not provide sufficient evidence of completion will be notified that their license has lapsed and has been put into a "hold" status until evidence of completing the required professional development has been submitted. The "hold" will be placed on an account on May 31 if documentation is not received or audit deficiencies exist. A license in "hold" status is not valid for employment in an Illinois public, charter, or state-operated school. Upon submission of the required audit documents, the license status shall be changed to "lapsed" and the educator may reinstate the license. A lapsed license may be reinstated by meeting the requirements set forth in [Section 21B-45\(b\) of the School Code](#).

Educator Audit Process and Necessary Documentation

Q. What actions do educators need to take by Feb. 19, 2024?

1. Make copies of your ISBE 77-21B Evidence of Completion for Professional Development forms for each activity. Please note: If you have registered for and completed a PD activity via PD+, your evidence of completion form can be viewed by the auditors. There is no need to submit these separately.
2. Make copies of your college coursework transcripts.
3. Add your Illinois Educator Identification Number (IEIN) to all documents. You can find your IEIN in the top section of your Credentials page.
4. Upload your ISBE 77-21B forms and, if applicable, copies of your graded transcripts to your Educator Licensure Information System (ELIS) account no later than Feb. 19, 2024. Documents must be in PDF format to be uploaded in ELIS.
5. If you hold a valid IDFPR license, please upload a copy of it to your account.

Q. What must be entered into educators' ELIS accounts for each activity?

An educator shall enter any professional development credit earned prior to renewal. The licensee shall enter into ELIS the name, date, description, and location of the activity; the number of professional development hours earned; and the provider's name.

Q. Are Illinois Administrative Academy courses audited? Do I need to enter those courses into my ELIS account?

No, any Illinois + Academy course completed is entered by the provider, not the educator, and is not part of the professional development audit.

Q. I am a Chicago Public Schools educator, and we use the Learning Hub. How do I submit these professional development hours?

Chicago Public Schools educators may submit a printout from the Learning Hub that reflects professional development hours completed between July 1, 2018-June 30, 2023.

Q. I am a school support personnel (school nurse, school counselor, school social worker, school psychologist, speech language pathologist). What actions do I need to take if I hold a valid professional license?

Educators who hold both a Professional Educator License endorsed in school support personnel and one of the professional licenses listed under [Section 25.805\(b\)\(2\)](#) shall enter the license as an activity on the Professional Development page of ELIS and upload a copy of the valid license into ELIS.

Q. I completed college coursework through a regionally accredited Illinois institution between July 1, 2018-June 30, 2023. What actions do I need to take?

An educator who completes applicable higher education coursework shall enter the coursework using the semester-to-hour conversion set forth in [Section 25.805\(c\)](#) and upload a copy of the transcript into ELIS. Each semester hour is equal to 15 hours of professional development, and each quarter hour is equal to 10 hours of professional development. For example, a course worth three semester hours is equal to 45 professional development hours. A course worth three quarter hours is equal to 30 professional development hours.

Q. How many professional development hours are required?

- A. **Teachers or a school support personnel:** Educators are required to complete 24 hours of PD per year while employed 50% or more full-time equivalency (FTE) in an Illinois public, charter, or state-operated school for a total of 120 hours for the five-year cycle.
- B. **Employed in a position that requires an administrative endorsement:** Educators employed on an administrative endorsement for 50% or more FTE in an Illinois public, charter, or state-operated school must complete 20 hours of PD each year for a total of 100 hours for the five-year cycle.

Q. What if I can't find my documentation?

Contact the providers of the PD you took (most likely the school district). It should have attendance records of the activities and may be able to provide a copy of your evidence of completion forms. Educators must be able to document that they completed the amount of professional development required for renewal. Educators who cannot find documentation of the activities they recorded in the ELIS will not be able to count them.

Other Questions

Q. Did educators receive a reduction in professional development hours due to the COVID-19 pandemic?

The PD reduction was automatically added to educators' professional development screen in their ELIS account if they were employed for 50% or more FTE in an Illinois public, charter, or state-operated school during the 2021-22 school year. It appears in the description as "Per PA 102-0852 effective May 13, 2022, active educators are eligible for a professional development reduction in FY 2022." No documentation is required for this deduction and no action is required by the educator.

Q. What reductions in PD hours do I get on my license because I have a master's degree?

There have not been any reductions for number or types of degrees held since the beginning with the 2015-20 renewal cycle and every cycle thereafter.

Q: What if I cannot login to my ELIS account?

Please call the Help Desk at 217-557-4723 from 8 a.m.-5 p.m. Monday through Friday If you need assistance with accessing your ELIS account.