

ELIS Professional Development Hours Steps and Information

As a new or renewed NBCT, ISBE will automatically add the NBPTS Master Teacher designation to your PEL. Please allow time for your NBPTS Master Teacher Designation to be updated. You may login to your ELIS account to review the status of your designation.

The NBCT designation will be valid for the same validity period as your NBPTS certification (5 years). The PEL will be valid for five years and your professional development requirement will be 60 hours (instead of 120) every five years as long as your NBPTS designation remains in valid status.

However, ELIS does not automatically recognize your valid NBPTS designation; therefore, you will need to manually enter your PD hours for National Board. When you add your valid certification information as a PD activity on your Professional Development page in ELIS, your originally required 120 PD hours will be reduced to 60 hours. Be sure the begin and end dates of the activity are chosen within your current PEL cycle. If you choose dates outside of your PEL cycle, you will not receive credit. To do this, please refer to the steps below.

Please remember, your PEL renewal cycle is separate from your NB renewal cycle. If you need assistance, please locate your ROE/ISC information [here](#) or contact the ISBE Educator Effectiveness Department at (217)557-6763.

You may review ISBE's FAQ document regarding PEL renewal and National Board renewal [here](#).

Follow the steps below to successfully add your National Board Certification as an activity in your ELIS account:

1. [Login to ELIS.](#)
2. On the menu panel, select Professional Development.
3. Select "Click here to add professional development hours."
4. In the "Activity Name" field, create a new activity titled, "National Board."
5. In the "Provider" field, click the search icon. From the dropdown, select "National Board Resource Center, Campus Box 5390."
6. In the "Hours" field, add 60 PD hours for the activity.
7. In the "Description" field, enter "National Board for Professional Teaching Standards Certification."
8. For "Begin Date" and "End Date" fill in start and end dates within your current PEL cycle.
9. Click "Save" once you have entered all of this information.
10. Click "Finish." The page should refresh with your PD Hours listed.