



Peoria County Regional Office of Education

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RENEWING PARAPROFESSIONAL LICENSE

Renewals can be done **between April 15th and June 30th** of the year in which you are due to renew.

All renewals will be done online in the ELIS licensure program.

Steps to renew:

1. Log into ELIS at: <https://sec3.isbe.net/IWASNET/login.aspx>. Separate instructions are attached which will show you how to create an ELIS account.
2. Look for the ACTION CENTER box on the right side of the ELIS home page.
3. The word **REGISTRATION/RENEWAL** will be in bold blue with a yellow exclamation point next to it – click on the word to begin the wizard renewal process.
4. Verify all personal information and answer the yes/no legal questions.
5. Pay the \$50 registration fee which will renew the Para License for another 5 years.
6. You will be returned to your home page at the end of the renewal process. Verify that your REGISTERED THRU date has changed to 2023.
7. ISBE is no longer printing paper certificates so if your district requires something printed out, go to the MY CREDENTIALS screen and print that screen info.