



Home Page

- Credentials
- Degrees
- Fees
- Tests
- Communications
- Deficiency Letters
- Additional Credentials
- Images
- Assignments/Salary
- Professional Development
- TCIS History

# How To Update Your PD/Employment Status

**Handheld devices, tablets and Macs are not compatible with our system.  
Please make sure you are using a desktop or laptop computer for the most optimal experience.**



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Action Center	
New Documents on File	1
Notifications	0
Deficiencies	0
Registrations	0
Renewals	0
Reinstatements	0



- Add Communication Record
- [Edit Your Contact Information](#)
- [Update Your PD/Employment Status](#)
- [Add Educator Military Leave records](#)

**On your Home Page, click on the paper and pencil icon located on the upper right side of the page. Select "Update Your PD/Employment Status" from the dropdown menu.**

**Edit Educator Employment Profile**

License: Professional Educator License (Issued) ▼

School Year	Fall Semester	Spring Semester
2017 - 2018	Active ▼	Active ▼
2018 - 2019	Active ▼	Active ▼
2019 - 2020	Active ▼	Active ▼
2020 - 2021	Active ▼	Active ▼
2021 - 2022	Active ▼	Active ▼

Future Cycle

a. **Active** - Employed in an IL public school for 50 percent or more of full-time equivalency in a school year and complete professional development activities.

b. **Exempt** - The following educators are Exempt and do not have to complete professional development.  
 Educators NOT Employed in an IL public, charter, or state-operated school  
 IL public, charter, or state-operated school educators during leave of absence  
 IL public, charter, or state-operated school paraprofessionals  
 IL public, charter, or state-operated school day-to-day substitutes

c. **Part-Time** - Employed in an IL public, charter, or state-operated school for less than 50% percent of full-time equivalent school year are "exempt" and do not have to complete professional development activities.

d. **Retired** - Retired (or retiring at/near the end of the current school year) from the IL Teachers Retirement System, Teachers Retirement System, or another IL State Government retirement system. Does not apply if federal, out-of-state, or private retirement system.

e. **Military** - Educator is unavailable for employment due to military service, including service in any reserve capacity during period of unavailability due to military service. Copies of military orders required. This exemption does not apply to military spouse.

I certify under penalty of loss of my right to teach or work in the schools of Illinois that the answers to the questions are true and correct in every respect.

Continue - click to save  
 Cancel - Please cancel the wizard

**Finish** ➔

- Active**
- Exempt**
- Part Time**
- IL State Teacher or Govt System Retiree**
- Military**

**Click on the down arrow for each semester you wish to change the status. You can choose from Active, Exempt, Part-Time, IL State Teacher or Govt System Retiree (if retired) and Military. Definitions for each area are on listed on this page.**

Edit Educator Employment Profile

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School Year	Fall Semester	Spring Semester
2017 - 2018	Active ▼	Active ▼
2018 - 2019	Active ▼	Active ▼
2019 - 2020	Exempt ▼	Exempt ▼
2020 - 2021	Exempt ▼	Exempt ▼
2021 - 2022	Exempt ▼	Exempt ▼

I certify under penalty of loss of my right to teach or work in the schools of Illinois that the answers to the questions are true and correct in every respect.

Continue - click to save  
 Cancel - Please cancel the wizard

Finish ▶

**For this example, “Exempt” was selected for three of the five years for the educator’s cycle. When done, select “Continue” and click “Finish”.**



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[redacted]		
<b>Primary Information</b>	<b>Contact Information</b>	<b>Profile</b>
Full Name [redacted]	Address [redacted]	Flag <input type="checkbox"/>
IEIN: [redacted]	City, State Zip [redacted]	PD Status <input checked="" type="checkbox"/>
SSN [redacted]	Email [redacted]	Exempt <input type="checkbox"/>
DOB [redacted]	Phone [redacted]	
Former Name [redacted]	Phone 2 [redacted]	

Licenses

**Your PD/Employment status has been successfully updated as shown in your "Profile" box next to "PD Status".**