



Illinois State Board of Education

How To Update Professional Development/Employment Status:

The professional development/employment status indicates if you are actively working and required to complete professional or are exempt from completing professional development due to being retired, working part-time or not employed in an IL public, charter, or state-operated school, or unavailable for employment due to military service.

All ELIS accounts default to active status when they are first created and again after each license renewal.

If you have had employment changes or retired during a license cycle, you will need to manually update your professional development/employment status for part, or all, of the cycle. ELIS will recalculate the total professional development hours required based on the professional development/employment status.

To change your **professional development/employment status**, follow the steps below.

1. Login to your ELIS account (<https://apps.isbe.net/iwasnet/login.aspx>).
2. Click the arrow next to your name and IEIN to verify your current PD status, located in the Profile box.

Home Page

Samuel W. Lee 1294422

Primary Information

Full Name	Samuel W. Lee
IEIN	1294422
SSN	***-**-8937
DOB	1/3/1948

Contact Information

Address	123 Main St.
City, State Zip	Springfield, IL 62702
Email	Samuel.Lee@isbe.net
Phone	(912) 345-6789
Phone 2	(912) 345-6789

Profile

Flag

PD Status Active

Action Center

New Documents on File	0
Notifications	0
Deficiencies	0
Registrations	0
Renewals	0
Reinstatements	0

Apply for a Credential

Register in an Additional Region

3. To update your PD/Employment Status, click the pencil/paper icon at the top right of the page. Then you will click on the "Update Your PD/Employment Status" link

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4. On the next screen, if you have more than one license, make sure the applicable license is listed in the License box.

Click the down arrow for each semester that needs to be changed. Choose the appropriate status in the drop-down menu. Repeat for each semester that needs to be changed.

Click "Finish" when you are done updating your status.

Edit Educator Employment Profile

License: Professional Educator License (Issued) ▼

School Year	Fall Semester	Spring Semester
2014 - 2015	Active ▼	Active ▼
2015 - 2016	Active ▼	Active ▼
2016 - 2017	Active ▼	Active ▼
2017 - 2018	Active ▼	Active ▼
2018 - 2019	Active ▼	Active ▼
2019 - 2020	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 must 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 equivalency in a 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, the Chicago Teachers Retirement System, or another IL State Government retirement system. **Does not apply if retired from a 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. License is on hold 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 ▶

- ▶ Please visit the Renewal page on our website at <https://www.isbe.net/Pages/Educator-Renewal.aspx>, for additional information regarding renewal requirements.
- ▶ If you encounter a problem or have additional questions, please contact your Regional Office of Education/ISC <https://www.isbe.net/Pages/contact-licensure.aspx>.