Educators not actively employed in an IL public, charter or state-operated school are exempt from professional development requirements (PD). The way to receive a PD exemption is to change the employment profile status in ELIS. Please note that the employment profile status and the license status are two different things. An inactive, part-time or retired employment status does not mean the license itself is inactive. The pages that follow illustrate how to change the employment profile status in ELIS.
ELIS - IL EDUCATOR LICENSURE INFORMATION SYSTEM
CHANGING EMPLOYMENT PROFILE STATUS

Log into the ELIS user account here >>> [https://sec3.isbe.net/IWASNET/login.aspx](https://sec3.isbe.net/IWASNET/login.aspx).

Enter the Login Name and Password. Click on [LOG IN].
ELIS - IL EDUCATOR LICENSURE INFORMATION SYSTEM
CHANGING EMPLOYMENT PROFILE STATUS

Click on **Continue >>**

ELIS is redirecting the user to his/her ELIS home page.
On the home screen click on **Click Here to Update Your Educator Employment Profile**. NOTE: The educator’s current employment profile is Active.
ELIS - IL EDUCATOR LICENSURE INFORMATION SYSTEM
CHANGING EMPLOYMENT PROFILE STATUS

The employment profile screen lists each semester of the educator’s current renewal cycle. Click on the down arrows. Select the correct employment status by clicking on it. Click FINISH when the correct employment status is reflected for every semester. **NOTE:** Category definitions are included on the screen.

**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 - NOT Employed in an IL public school, is "exempt" and does not have to complete professional development activities.

**c.** Part-Time - Employed in an IL public 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 and qualify for benefits from a State 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. This exemption does not apply to military spouse.
ELIS - IL EDUCATOR LICENSURE INFORMATION SYSTEM
CHANGING EMPLOYMENT PROFILE STATUS

EXAMPLE

BEFORE – All semesters are marked ACTIVE

AFTER – The educator changes her employment status

Upon clicking Finish, ELIS returns to the credentials page and displays the updated employment status.