

# ELIS - IL EDUCATOR LICENSURE INFORMATION SYSTEM

## CHANGING EMPLOYMENT PROFILE STATUS

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.

Home | My Credentials | Educator | Help

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**Credentials**

**Primary Information**

Full Name: **Elizabeth Test**  
 IEIN: **951316**  
 DOB: **11/5/1978**  
 Gender: **Female**

**Contact Information**

Address: **1234 Main Street**  
 City, State Zip: **Springfield, IL 62702**  
 Email: [dheckenk@isbe.net](mailto:dheckenk@isbe.net)  
 Primary Phone: **(555) 555-5555**  
 Secondary Phone: **(217) 555-1212**

**Employment**  
 Profile **Status**  
 Status: **Active**

[Click Here to Edit Your Contact Information](#)
[Click Here to Update Your Educator Employment Profile](#)

Show All

License Status

### Licenses

Select	License ID	License	Status Code	Status Desc	Entitlement	Application Date	Issued	Expires	ROE	Registered Thru	Register	Apply
Select	2268750	Professional Educator License	I	Issued	IL-UIU (09/05/2006)	09/11/2013	07/01/2013	06/30/2015	15	2015	Register in an Additional Region	Apply for Endorsement

ELIS - IL EDUCATOR LICENSURE INFORMATION SYSTEM  
CHANGING EMPLOYMENT PROFILE STATUS

Log into the ELIS user account here >>> <https://sec3.isbe.net/IWASNET/login.aspx>.

Enter the Login Name and Password. Click on **LOG IN**.

## Illinois State Board of Education

Gery J. Chico, Chairman   Christopher A. Koch, State Superintendent

*IWAS for EDUCATORS   IWAS for EDUCATORS   IWAS for EDUCATORS*

**Already have an account? Login Here:**

**Login Name**

**Password**

Remember Login Name

**LOG IN**

**FORMER ECS USERS CLICK HERE FOR FIRST TIME ACCESS TO THE ELIS SYSTEM**

ELIS (Educator Licensure Information System) is now replacing ECS (Educator Certification System).

You will be directed to create an IWAS for Educators account to instantly access ELIS and view your credentials. After successfully creating your account, you will be able to log in on the left side of this page anytime to access your information.

**Forgot Your Password?**

If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

**Need Help?**

If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

This web site has been optimized for Internet Explorer 9.0 or above / Firefox 18.0 or above. You can download the latest version of these browsers by clicking on the following icons.

ELIS - IL EDUCATOR LICENSURE INFORMATION SYSTEM  
CHANGING EMPLOYMENT PROFILE STATUS

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Click on

Illinois State Board of Education  
Gery J. Chico, Chairman Christopher A. Koch, State Superintendent

*I WAS for EDUCATORS I WAS for EDUCATORS I WAS for EDUCATORS I WAS for EDUCATORS*

Hello Elizabeth, you last logged in 9/2/2014 3:31:09 PM.

**Welcome to your personal IWAS for Educators account.**

From this page you can click on the "Continue" button to access all of your credentials online.

ELIS is redirecting the user to his/her ELIS home page.

Illinois State Board of Education


Please wait while we transfer you to the selected application

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# ELIS - IL EDUCATOR LICENSURE INFORMATION SYSTEM

## CHANGING EMPLOYMENT PROFILE STATUS

On the home screen click on [Click Here to Update Your Educator Employment Profile](#). NOTE: The educator's current employment profile is Active.



**Illinois State Board of Education**  
Gery J. Chico, Chairman  
 Dr. Christopher Koch, State Superintendent

**Educator Licensure Information**  
Welcome, Test!

Home
Search
Educator
Tools
Help

 **Welcome, Elizabeth Test!**

**Primary Information**

Full Name: **Elizabeth Test**  
 IEIN: **951316**  
 SSN: **\*\*\*-\*\*-2229**  
 DOB: **11/5/1978**  
 Gender: **Female**

**Contact Information**


Address: **1234 Main Street**  
 City, State Zip: **Springfield, IL 62702**  
 Email: **etest@jsbe.net**  
 Primary Phone: **(555) 555-5555**  
 Secondary Phone: **(217) 555-1212**

**Profile**

Status: **Active**  
 Deceased: **No**

[Add Communication Record](#)
[Click Here to Edit Educator](#)
[Click Here to Update Your Educator Employment Profile](#)

CREDENTIAL CENTER					
License / Approval Type	Applied	Expires	Registered Thru	<a href="#">PD Hours</a>	Stat
Professional Educator License (PEL)	09/11/2013	06/30/2015	2015	1	Issu
Endorsements			Applied	Issue Date	Status
Elementary Education			09/11/2013	09/05/2007	Issued
Elementary Education (Self Contained General Education)			09/11/2013	09/05/2007	Issued
English Language Arts			09/11/2013	09/05/2007	Issued

ACTION CENTER		
	New Documents on File	0
	Deficiencies	0
	Registrations	0
	<a href="#">Renewals</a>	1
	Reinstatements	0


**What do you want to do?**

- [Enter Professional Development](#)
- [Apply for Educator License with Stipulations](#)
- [Apply for Substitute License](#)
- [Apply for an Approval](#)
- [Apply for an Endorsement](#)
- [Apply for a Paraprofessional Endorsement](#)

## 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.


Edit Educator Employment Profile 

School Year	Fall Semester	Spring Semester
2014 - 2015	<div style="border: 1px solid red; padding: 2px;"><ul style="list-style-type: none"><li>Active</li><li>Exempt</li><li>Part Time</li><li>Retired</li><li>Military</li></ul></div>	Active ▼
2015 - 2016		Active ▼
2016 - 2017		Active ▼
2017 - 2018	Active ▼	Active ▼
2018 - 2019	Active ▼	Active ▼

- 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.

**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 

# ELIS - IL EDUCATOR LICENSURE INFORMATION SYSTEM

## CHANGING EMPLOYMENT PROFILE STATUS

### EXAMPLE

BEFORE – All semesters are marked ACTIVE

Edit Educator Employment Profile

School Year	Fall Semester	Spring Semester
2010 - 2011	Active	Active
2011 - 2012	Active	Active
2012 - 2013	Active	Active
2013 - 2014	Active	Active
2014 - 2015	Active	Active

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** – 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.

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

AFTER – The educator changes her employment status

Edit Educator Employment Profile

School Year	Fall Semester	Spring Semester
2010 - 2011	Active	Active
2011 - 2012	Active	Active
2012 - 2013	Part Time	Part Time
2013 - 2014	Part Time	Exempt
2014 - 2015	Exempt	Retired

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** – 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.

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

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

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Welcome, Elizabeth Test!

**Primary Information**

Full Name: **Elizabeth Test**  
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 Primary Phone: **(555) 555-5555**  
 Secondary Phone: **(217) 555-1212**

**Profile**

Status: **Retired**