ILLINOIS
STATE BOARD OF
EDUCATION

CLICK HERE to view
the tutorial video.

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.

Click on the paper and pencil icon located in the upper right side of the page. Select "Update Your PD/Employment Status" from the dropdown menu.

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.

When done, select "Continue" and click "Finish" at the bottom of the page.

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

Have questions about licensure?
Contact your nearest Regional Office of Education or Intermediate Service Center.
Visit our ISBE License Renewal page for additional information regarding renewal requirements.

5