

[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.**

The screenshot shows the Illinois State Board of Education website. The top navigation bar includes 'Home', 'My Credentials', 'PD Plus', and 'Help'. The left sidebar lists various menu items: Credentials, Degrees, Fees, Tests, Communications, Deficiency Letters, Additional Credentials, Images, Assignments/Salary, Professional Development, and TCIS History. The main content area features an 'Action Center' with a table of counts for various items:

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

Below the table are two buttons: 'Apply for a Credential' and 'Register in an Additional Region'. In the upper right corner, there is a paper and pencil icon. A red arrow points from this icon to a dropdown menu that is open, showing three options: 'Add Communication Record', 'Edit Your Contact Information', and 'Update Your PD/Employment Status'. Another red arrow points from the 'Update Your PD/Employment Status' option to the left.

**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.**

Illinois State Board of Education

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### Edit Educator Employment Profile

Displayed below are the current and future cycles for your license.

License: Professional Educator License (Issued)

School Year	Fall Semester	Spring Semester
2022 - 2023	Active	Active
2023 - 2024	Active	Active
2024 - 2025	Active	Active
2025 - 2026	Active	Active
2026 - 2027	Active	Active
2027 - 2028	Active	Active
2028 - 2029	Active	Active
2029 - 2030	Active	Active
2030 - 2031	Active	Active
2031 - 2032	Active	Active
2032 - 2033	Active	Active

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.

Type here to search

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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

**When done, select “Continue” and click “Finish” at the bottom of the page.**

Type here to search

Taskbar icons: File Explorer, Excel, Word, Outlook, Teams, PowerPoint, Chrome

The screenshot shows a web browser window with the URL 'Illinois State Board of Education'. The navigation bar includes 'Home', 'My Credentials', 'PD Plus', and 'Help'. The main content area is titled 'Credentials' and features a left-hand menu with options like 'Credentials', 'Degrees', 'Fees', 'Tests', 'Communications', 'Deficiency Letters', 'Additional Credentials', 'Images', 'Assignments/Salary', 'Professional Development', and 'TCIS History'. The main content is divided into three sections: 'Primary Information' (with fields for Full Name, IEIN, SSN, DOB, and Former Name), 'Contact Information' (with fields for Address, Address 2, City, State Zip, Email, Phone, and Phone 2), and 'Profile' (where 'PD Status' is set to 'Active' and is circled in red). Below these sections is a 'Page View' selector with 'Legacy' and 'New' options, and a 'Print' button. A red warning message states: 'Please take the time to become familiar with your credential(s). You are responsible for checking the accuracy and knowing the expiration, renewal, and registration dates. You are also responsible for knowing the requirements to maintain your credential(s) to work in the public schools of Illinois.' Below this is a 'Licenses' section with a table:

Select	License ID	License	Status Code	Status Desc.	Entitlement	Application Date	Orig Issued	Expires	ROE	Registered Thru	Register
Select	[Redacted]		I	Issued		[Redacted]					Register in an Additional Region

At the bottom of the screenshot, a red text overlay reads: 'Your PD/Employment status has been successfully updated as shown in your "Profile" box next to "PD Status."' The Windows taskbar is visible at the very bottom.

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