

How to Complete a PD Educator Application...

ILLINOIS VIRTUAL SCHOOL
BRIDGING EDUCATION & TECHNOLOGY
PROFESSIONAL DEVELOPMENT

Login Page

Your account as an Educator allows you to:

- Create and Access your admissions application
- Register for courses
- Pay fees and manage billing
- Access your personal information
- Manage your notification preferences

Create an Educator Account

User ID:
Password:

Login

[Forgot your password?](#)

Step 1: At

<https://pd.ilvirtual.org/>,
click on the **"Create an Educator Account"** link
in the gray banner

Step 2: Complete the fields with the appropriate information: First Name, Last Name, Email address that you use frequently, and telephone number.

Create a User ID (can contain letters and numbers) and a password that you will remember. Retype the password to confirm it, then click the **'Create'** button

ILLINOIS VIRTUAL SCHOOL
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Create an Educator Account

Once you create your account, you will be able to:

- Create an application
- Register for Courses
- Pay fees and manage billing
- Access your educator's personal information
- Manage your notification preferences

Please provide the following information:

First Name:
Last Name:
E-mail:
Telephone:
User ID:
Password:
Re-type Password:

Create

NOTE: You will receive an email containing the IVS credentials (user id /username and password) that you created. Please keep them on file for future use.

You will now be logged into the PD Information System to Complete the application.

Welcome, FakeEducator, Yosemite [IVE - Educator]
Today is Monday, 8/9/2016 10:23:11

ILLINOIS VIRTUAL SCHOOL
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Main menu

- Home
- Calendar
- Create an application**
- Billings
- Contact School
- Account Settings

Welcome to the Illinois Professional Development online application.

Please fill out the application below, and click on 'Submit' once you're done.

If you have any questions, you may contact us at (202) 452-1100 or via e-mail at lpd@bocevox.com.

Please, fill all mandatory fields. The mandatory fields have a yellow background.

You will be able to register for courses immediately after submitting your application.

Thank you,

Illinois Professional Development

Submit

Personal Information

Title: **Select**

First Name*: Yosemite Middle Initial:

Last Name*: FakeEducator Other Name:

Gender*: **Select** Ethnicity: **Select**

Address Description: **Select**

Region of Residence*: **Select** Street*:

City*: ZIP*:

State*: **Select** Country*: **United States**

Primary Phone*: 309-676-1000 Secondary Phone:

Email*: dlews@ilvirtual.org Mobile Phone:

Personal Information

Title:

First Name*: Middle Initial:

Last Name*: Other Name:

Gender*: Ethnicity:

Address Description:

Region of Residence*:

Street*:

ZIP*:

Country*:

City*:

State*:

Primary Phone*:

Secondary Phone*:

Mobile Phone*:

Email*:

Illinois Teaching Certificate

Work Information

Franklin/Williamson ROE
Fulton/Schuyler ROE
Grundy/Kendall ROE
Hamilton/Jefferson ROE
Hancock/McDonough ROE
Henderson/Marcel/Warren ROE
Bureau/Henry/Stark ROE
Jackson/Perry ROE
Kane ROE
Iroquois/Kankakee ROE
Knox ROE
Lake ROE
La Salle ROE
Logan/Mason/Menard ROE
Macon/Piatt ROE
Calhoun/Greene/Jersey/Macoupin ROE
Madison ROE
Marshall/Putnam/Woodford ROE
McHenry ROE
Monroe/Randolph ROE

Step 3: Complete Personal Information. Fill in all fields accurately.

NOTE: For **Region of Residence**, please select your **ROE** (Regional Office of Education)

Step 4: Complete Illinois Teaching Certificate area.

NOTE: If you select Yes, you must enter your IEIN number. If you do not know your IEIN number, please follow the steps below.

Illinois Teaching Certificate

Do you hold a current Illinois Teaching Certificate?*

Illinois Teaching Certificate

Do you hold a current Illinois Teaching Certificate?*

Enter your IEIN#*:

If you do not know your IEIN # please perform a search at: [Illinois State Board of Education](#)

Educator Certification System (ECS)

The Educator's Certification System (ECS) is a web-based system that allows educators and district administrators (TCIS).

Educator Access
[Click here](#) to access your private certification account.

Illinois Administrators' Academic
[Click here](#) to access Illinois Administrators' Academic offered throughout Illinois.

To locate your IEIN number, click the "Illinois State Board of Education" link, which opens the ECS area on the ISBE website.

In the Educator Access area of the ECS site, click the "Click here" link to open a new window.

You can log in if you have an account, create a new account, or reset your account to locate your IEIN Number.

You can also use the District Administrators area to type in your SSN and Last Name to locate your IEIN Number.

Already have an account? Login Here:

Account ID:

Password:

[Forgot Login Information? Click Here.](#)

New User? Create Account Here:

All educators in Illinois can view and track their Once created, this account will allow you to view and renew your certificates, and enter professional information.

Forgot Login Info? Login Here:

If you do not remember your Account ID or password you can click the Reset Account button to log in by verifying some basic information about your account.

District Administrators: Look Up Staff Here

SSN: OR

IEIN: AND

Last Name:

Step 5: Complete Work Information.

Note: If you a K-12 teacher currently employed by a school district, please select **"Currently employed by a local education agency"**.

K-12 teachers will then need to follow the "tree" down to locate and select the school.

To begin, click the IVS link, then click the + sign in front of IVS to open up next level.

Scroll down to locate your ROE and click the + sign in front of the ROE name.

Locate your school district, and click the + sign in front of district name to list school buildings in the district.

Click the name of your school.

Step 6: Wait for application to reload.

Step 7: Review all information, then click the **Submit** button.

Work Information

Select your current work situation*:

Work Information

Select your current work situation*:

- Select
- Currently employed by a local education agency
- Illinois Virtual School employee
- ISBE employee
- Other
- Retired
- ROE employee

Select your current work situation*:

Select a local education agency where you work*:

Agency Address:

Phone:

- [-] Lake ROE
 - [+] Adlai E Stevenson HSD 125
 - [+] Allendale Association
 - [+] Alt Behavior Treatment Centers
 - [+] Antioch CCSD 34
 - [+] Aptakisic-Tripp CCSD 102
 - [+] Associates in Clinical Psychology
 - [+] Bannockburn SD 106
 - [+] Barrington CUSD 220
 - [+] Arnett C Lines Elem School
 - [+] Barbara B Rose Elem School
 - [+] Barrington High School
 - [+] Barrington Mdle Sch- Prairie Cmps
 - [+] Barrington Middle Sch Station
 - [+] Countryside Elem School
 - [+] Grove Avenue Elem School
 - [+] Hough Street Elem School
 - [+] North Barrington Elem School
 - [+] Roslyn Road Elem School
 - [+] Sunny Hill Elem School
 - [+] Woodland Elem School

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Work Information

Select your current work situation*:

Select a local education agency where you work*:

Agency Address:

Phone: