

Quick reference for ECS

You can find the Educator Certification System (ECS) through the Illinois State Board of Education website (www.isbe.net).

Logging In:

- If you have used ECS before you can type in your account ID and password if you **have not** been in ECS before, you will need to click on "Create An Account" and follow prompts.

To Record Professional Development

- Click on **Professional Development and Renewal** at the top
- Click on **Professional Development Activity**
- Click under the certificate on **Enter/Review Professional Development**
- Click under the certificate again on **Enter/Review Professional Development**
- Follow the prompts to submit your PD activity

To Submit Your Statement of Assurance (SOA)

- Click on **Professional Development and Renewal** at the top
- On left side, click on **Statement of Assurance**
- Click under your certificate on **Submit/Review SOA**
- Follow the steps and answer the questions
- After the statement has been submitted you **must wait** until the ROE **and** ISBE have both approved it before you can pay your registration fee.

For more detailed instructions, click on ECS User Manuals found on the left side of the ECS screen. Then click on the appropriate certificate that you are looking to renew (Initial/Standard/Administrative)

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Renewal Procedures of Administrative Certificates

Individuals employed on an administrative certificate for any period of time during their certificate's validity period must complete professional development requirements in order to be eligible to renew their administrative certificate. Two separate requirements must be met in order to renew such administrative certificates:

1. Completion of an annual Administrator's Academy course; and
2. Completion of twenty (20) continuing professional development hours for every year of administrative employment

During each year of employment under an administrative certificate, administrators must complete one (1) Administrator's Academy course. **Please note: Administrators' Academy courses must be completed annually during each fiscal year (July 1st through June 30) in which the administrator is employed.**

- **Administrative certificate holders who evaluate certified staff must also complete "Introduction to the Evaluation of Certified Staff" and do so in addition to the annual Administrator's Academy requirement** if you have not already completed this requirement in the past.

Individuals employed under administrative certificates must also complete twenty (20) professional development hours for every year of administrative employment on their certificate cycle. Further, administrators must complete at

least **one professional development activity per year** of administrative employment.

Renewal Process

For administrators who need to earn and record professional development in order to renew their certificate, the following process needs to be followed.

- Record earned professional development hours in the Education Certification System (ECS). Administrator's Academies will be input into ECS by the Regional Office of Education of the county in which the academy was taken.
- After all professional development activities have been recorded, you should submit the Statement of Assurance to the ROE via the ECS system
- If all requirements have been met, the Regional Superintendent approves and recommends renewal to the State Teacher Certification Board (STCB)
- STCB meets and approves recommendation for renewal
- Administrators can check status of approval via the ECS system
- Once both approvals have been given, the administrator may then register their certificate(s) by paying the registration fee to their local ROE or with their credit card on the ECS system

Information on how to renew your Administrative Certificate

Professional Development Options

Below is a list of professional development options available for Administrative Certificate holders and the required documentation for each activities.

- **Completed college course:** grade slip or transcript (originals or copies)
- **Taught college course:** appropriate page of college catalog/brochure indicating administrator was teacher of specific course or letter from dean of college indicating administrator was teacher of specific course
- **Participated in regional conference:** proof of conference registration or participation (issued by conference provider) and conference brochure/flyer
- **Presented at regional conference:** conference brochure/flyer indicating administrator was a presenter
- **Participated in state conference:** proof of conference registration or participation (issued by conference provider) and conference brochure/flyer
- **Presented at state conference:** conference brochure/flyer indicating administrator was a presenter
- **Participated in national conference:** proof of conference registration or participation (issued by

- conference provider) and conference brochure
- **Presented at national conference:** conference brochure/flyer indicating administrator was a presenter
- **Participated in workshop:** proof of workshop registration or participation (issued by workshop provider) and workshop brochure/flyer/agenda
- **Presented at workshop:** workshop brochure/flyer/agenda indicating administrator was a presenter
- **Participated in seminar:** proof of seminar registration or participation (issued by seminar provider) and seminar brochure/flyer
- **Presented at seminar:** seminar brochure/flyer indicating administrator was a presenter
- **Participated in symposium:** proof of symposium registration or participation (issued by symposium provider) and symposium brochure/flyer
- **Presented at symposium:** symposium brochure/flyer indicating administrator was a presenter
- **Participated in institute:** proof of institute registration or participation (issued by institute provider) and institute brochure/flyer
- **Presented at institute:** institute brochure/flyer indicating administrator was a presenter
- **Provided mentoring to administrator:** proof that district/college/professional organization has established a mentoring program for new or all administrators, name(s) of administrators receiving mentoring, and log showing dates and times of mentoring

- **Received formal mentoring as administrator:** proof that district/college/professional organization has established a mentoring program for new or all administrators, name of administrator providing the mentoring, and log showing dates and times of mentoring
- **Conducted independent study/research/project:** report showing outline of study/research/project which includes the following: 1) brief description (minimum of two paragraphs), 2) list of all related references (research, studies, etc.), and 3) log showing dates and times of work
- **Read, wrote or listened to professional book:** report which includes the following; 1) title of book, 2) author's name, 3) dates and times of reading/listening/writing, & 4) brief description of content (at least four sentences)
- **Read, wrote or listened to professional journal:** report which includes the following; 1) title of journal, 2) title of article, 3) author's name, 4) dates and times of reading/listening/writing, and 5) brief description of content (at least four sentences)

Credits

- 15 hours for each semester hour of college credit earned or taught (graduate or undergraduate)
- 1 hour for each hour of the administrator's direct participation in a relevant activity other than college coursework

Please note: Not everything an administrator does may count toward satisfying the professional development hours. Only activities that increase the administrator's knowledge and/or skills **AND** address the following purposes may count: 1) improve the administrator's knowl-

edge of instructional practices and administrative procedures; 2) maintain the basic level of competence required for initial certification; and 3) improve skills and knowledge regarding the improvement of teaching performance in clinical settings, and assessment of levels of student performance.

For additional information regarding professional development and necessary evidence of completions, please go online to http://www.isbe.net/certification/html/pd_option_admin.htm.

What if I Am a Teacher and an Administrator?

An individual employed as a teacher during some semesters and as an administrator for others within the same 5-year validity period must complete teacher requirements for those semesters employed as a teacher and administrator requirements while employed as an administrator.

- An example of this would be the person who teaches 2 years and becomes an administrator for the next 3 years. This individual must complete the requirements for teacher renewal for the first two years and for administrator renewal for the next three years of the validity period.

For those certificate holders who are employed as teachers and administrators during the same semester(s), the area in which the majority of work is done determines whether to complete the teacher or administrator certificate renewal requirements.

A certificate holder working 50% as a teacher and 50% as an administrator during the same semester (s) may choose either renewal process to complete.