

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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Procedures for Moving from Initial to Standard-Level Certificate

Initial teaching certificates are issued to teachers who have less than four years of teaching. To move from Initial to Standard certification, you must accrue four years of teaching on a valid certificate and complete one of the professional development options.

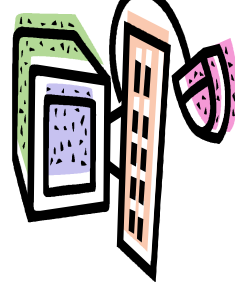
Once you have four years of teaching, the Initial certificate becomes invalid. If you have your professional development option completed you must apply for the Standard certificate. If you do not have an option completed, you must apply for a one-year reinstatement and complete the professional development within that year. If you do not complete an option within that reinstatement year, you cannot apply for another certificate of that same type. You can apply for a certificate of another type if you meet the requirements for that certificate.

If your certificate registration expires and you do not have four years of teaching experience you must reregister the Initial certificate through your Regional Office of Education. Registration runs on a fiscal year from July 1 to June 30. No matter what time of the year you applied for your original Initial certificate, if it's within that fiscal year, that's your first year of registration. There is no limit to the number of times you can register the Initial if you do not have the required four years of teaching experience.

Application checklist

Teachers who have four years of teaching experience and have completed one of the professional development options need the following to apply for a Standard certificate.

- ISBE 73-03C, Application for Teaching Certificate (one application and fee for each Initial teaching certificate if more than one is held)
- Statement(s) on school or district letterhead verifying teaching experience.
- \$30 money order made out to State Superintendent of Education for each certificate.
- \$25 cash or personal check (made out to I-KAN ROE) for the registration fee. This amount may be less depending on if there are already registration fees on file.
- Professional development must be recorded in the ECS system.
- Statement of Assurance must be electronically submitted through ECS.



Initial Teaching Certificate Renewal



Information on when and how to move from an Initial to a Standard Certificate.

Professional Development Options



Below is a list of the professional development options available for Initial Certificate holders.

- Advanced education-related degree, earned any time prior to application
- Approved Induction and Mentoring Program (two-year program required after Sept. 1, 2007)
- National Board for Professional Teaching Standards (NBPTS) certification process
- 12 semester hours of graduate-level coursework towards an advanced, education-related degree
- A 12-hour, post-baccalaureate, education-related professional development certificate issued by an Illinois institution of higher education
- Earning a subsequent Illinois certificate or endorsement
- Meeting requirements for becoming "highly qualified in another teaching area for NCLB purposes

- Four Semester hours of approved graduate-level coursework in one of the following:
 - Assessment of teaching performance
 - NBPTS certification preparation
 - 60 Continuing Professional Development Units (CPDUs).

CPDU Values for Professional Development Activities

The following is a synopsis of this information. For full definitions and evidence of completion needed, please refer to http://www.isbe.net/certification/pdf/cpdu_values_in.pdf.

002. Peer review and (peer) coaching.

- CPDUs per semester: 20
- **For peer review:** 3-5 observations: **9**
- 6 or more observations: **11**
- **For peer coaching:** 3-5 observations: **5**
- 6 or more observations: **8**

003. Mentoring in a formal program

- CPDUs per semester:
- **For a mentor, recipient or remediating teacher:** 3-5 observations: **9**
- 6 or more observations: **11**

For a consulting teacher: 3-5 meetings: **6**

- 3-5 meetings and one or more observations: **9**
- 6 or more meetings: **8**

- 6 or more meetings and one or more observations: **11**

006. Facilitating parent education programs

CPDUs per semester (divisible per quarter):

For facilitating: 4 (or 2 per quarter)

For presenting: 8 (or 4 per quarter)

007. Business, school, or community partnerships

CPDUs per semester:

3-5 meetings attended: **5**

6 or more meetings attended: **8**

010. Teaching college or university courses

CPDUs per semester: 20

012. Workshops, seminars, conferences, Institutes and symposiums.

CPDUs: 1 per hour

013. Making a presentation

CPDUs: First presentation of a given topic: **8**

017. Observing programs or teaching in

School's related businesses, or industry

CPDUs per semester (divisible per quarter): **5** (or 2.5/quarter)

019. Study groups

CPDUs per semester:

3-5 meetings attended: **6**

6 or more meetings: **8**



021. Participating in work/learn programs or internships

CPDUs per semester (divisible by quarter):

1-10 contact hours: **5**

11-20 contact hours: **8**

21 or more contact hours: **11**

022. Curriculum development or assessment activities

CPDUs per semester (divisible by quarter):

3-5 meetings attended: **8**

6 or more meetings attended: **11**

023. Team or department leadership

CPDUs per semester of service: **5**

025. Publishing educational articles, columns, or books

CPDUs earned: Based on specific criteria. Refer to aforementioned website for more information.

026. Participation in professional association or labor organization

CPDUs per semester:

3-5 meetings attended: **8**

6 or more meetings attended: **11**

027. Portfolio of student and teacher work

CPDUs: **15**

