

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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School Service Personnel Certificate Renewal



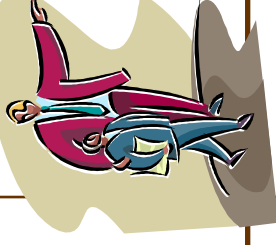
Information on how to renew your School Service Personnel Certificate

Renewal of School Service Personnel Certificates

Effective July 1, 2008, Illinois implemented renewal requirements for individuals who are employed in positions requiring School Service Personnel certificates in Illinois public schools.

In order to renew your certificate, you will need to collect the appropriate amount of professional development based on the number of years worked part or full-time during your certificates validity cycle. As the activities are collected, they need to be entered into ECS (Educator Certification System), which is found on the Illinois State Board Website (www.isbe.net).

On or after September 1 of the final year of your validity cycle, you submit a "Statement of Assurance" listing sufficient professional development to cover the timeframe you were employed



during the current cycle. Once that Statement is approved by your

Regional Superintendent and the State Teacher Certification Board (as opposed to the State

Board of Education), you may register with your Regional Office of Education for the next validity cycle.

If you are not employed in an Illinois public school or employed in a public school as a substitute on a part-time basis or a day-to-day basis, you are only required to pay the registration fee to renew your certificate.



Professional Development Options



Below is a list of the professional development options available for School Service Personnel Certificate holders.

- Accrue 80 Continuing Professional Development Units (CPDUs). 3 of the 4 purposes must be addressed.
- Complete the National Board for Professional Teaching Standards (NBPTS) certification process
- Hold an active license issued by the State as a clinical professional counselor, a professional counselor, a clinical social worker, a social worker, or a speech-language pathologist
- Hold national certification as a Nationally Certified School Psychologist from the National School Psychology Certification Board
- Hold national certification as a National Certified School Nurse from the National Board for Certification of School Nurses
- Hold national certification as a National School Counselor from the National Board for Certified Counselors
- Holds a Certificate of Clinical Competence from the American Speech-Language Hearing Association

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_school_personnel.pdf.

001. **Collaborative Planning**
CPDUs per semester:
 3-5 meetings attended = 5
 6 or more meetings = 8
002. **Peer review and Peer coaching**
CPDUs per semester:
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 mediating teacher: 3-5 observations: 9
 6 or more observations: 11
For consulting school service personnel
 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
004. **Site-based management or decision-making teams/committees**
CPDUs per semester:
 3-5 meetings attended = 8
 6 or more meetings = 11

005. Coordinating community resources

CPDUs per semester:
 4 per semester of 2 per quarter

006. Parent education programs

CPDUs per semester:
For facilitating = 4 or 2 per quarter
For presentations = 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

008. Supervision or preparation of a candidate

CPDUs earned:
 30 for student supervision field experience or internship
 12 for supervision of pre-internship field experience

009. College coursework

CPDUs earned:
 15 per semester hour of credit earned

010. Teaching college or university courses

CPDUs earned:
 20 (same course can be counted once/cycle)

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

CPDUs: 1 per hour

013. Presenting at workshops

CPDUs: Presentation: first time = 8
 Repetitions = 3

014. Training as external reviewers

CPDUs: First training sequence completed = 10
 Subsequent training (one/cycle) = 5

015. Reviewer training for accreditation of University prep programs for SSP cert.

CPDUs: First training sequence completed = 10
 Subsequent training (one/cycle) = 5

016. Action research

CPDUs: Project involving students served by certificate holder = 8
 Project involving students served by certificate holder and others = 11

017. Observing programs

CPDUs per semester:
 5 per semester or 2.5 per quarter hour

018. Travel (requires approval by Reg. Supt)

CPDUs: 12 per episode per year

019. Study groups

CPDUs per semester:
 3-5 meetings attended = 6
 6 or more meetings = 8

020. Education-related committee

CPDUs: 15 per year or 7.5 per semester

021. Work/learn programs or internships

CPDUs: 1-10 contact hours = 5
 11-20 contact hours = 8
 21 or more contact hours = 11

022. Curriculum development or assessment

CPDUs: 3-5 meetings attended = 8 (4/quarter)
 6 or more meetings = 11 (5.5/quarter)

023. Team or department leadership

CPDUs: 5

024. External or internal review team

CPDUs: External = 15 (once per semester)
 Internal = 8 per semester or 4/quarter

025. Publishing (please refer to website for values)

026. Non-strike prof. assoc. or union service

CPDUs: 3-5 meetings attended = 8
 6 or more meetings = 11

027. Portfolio of student and SSP work

CPDUs: 15