

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)

189 E. Court St. Suite 600, Kankakee, IL 60901
Ph: (815) 937-2950 Fax: (815) 937-2921

Renewal Procedures of Standard Teaching Certificates

Standard teaching certificates are issued to experienced teachers with four or more years of full time teaching experience. These certificates are valid for five years and are subject to professional development to renew the certificate when the teacher is employed in an Illinois public school in a position that requires certification.

The requirements for continuing professional development apply to individuals who hold a Standard 04 Early Childhood, 03 Elementary, 09 Secondary or 10 Special Teaching Certificates and who are employed in Illinois public schools during the five year validity cycle of those certificates. Completing requirements for the teaching certificate you are employed on covers all the teaching certificates you hold. If you hold a standard teaching certificate in Illinois but did **not** teach in an Illinois public school during the current validity cycle, you are exempt from professional development, and will only need to pay the registration fee to renew your certificate for another five year cycle.

Educators with one or more advanced degrees or hold a Master Teaching Certificate are eligible for a reduction in the CPDUs or coursework options. These reductions apply to teachers who held their degrees or certificates prior to beginning the new certification cycle.

CPDU's

Bachelors degree = 120cpdu's or 12/semester
One advanced degree = 80cpdu's or 8/semester
2nd advanced degree = 40cpdu's or 4/semester
Master Teaching Cert. (this certificate has a 10 year cycle) = 40cpdu's or 2/semester

Coursework

Bachelors degree = 8 semester hours
One advanced degree = 6 semester hours
2nd advanced degree = 4 semester hours

If the professional development is not completed at the end of your certificates' five year validity cycle, please call your Regional Office of Education for reinstatement procedures.

Renewal Process

For teachers who need to earn and record professional development in order to renew their certificate(s), the following process needs to be followed:

- Record completed professional development activities in the Educator Certification System (ECS)
- After recording all professional development activities, you should submit the Statement of Assurance form 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
- Teachers can check status of approval via the ECS system
- Once both approvals have been given, the teacher 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 Standard Teaching Certificate

Information provided by the
Illinois State Board of Education

Professional Development Options



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

- Earned a Masters or Doctoral Degree
- Having completed requirements for becoming Highly Qualified in a teachable area for which you were not Highly Qualified at the beginning of this certificate's validity period
- Complete National Board for Professional Teaching Standards (NBPTS) certificate process
- Earn a subsequent Illinois certificate or endorsement
- Complete four semester hours of graduate coursework in Assessment of Teaching Performance or NBPTS Preparation
- Complete 8 semester hours of college coursework related to education or to your teachable areas
- 120 CPDU credits

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_sm.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 :
 3-5 observations: **9**
 6 or more observations: **11**
For 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**
- 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. Supervising student teacher

- CPDUs earned:
30 for student teacher supervision (limit 1 per cycle) **12** for supervision of pre-student teaching clinical experience (teacher able to do both)

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 one's own class = **8**
 Project involving other's classes = **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
15 (foreign language teachers to related language destination)

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**
 6 or more meetings = **11**

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**