



# **Illinois State Board of Education**

## **Entitling Institution**

**Teacher Certification Information System (TCIS)**

## **System Documentation**

**February 18, 2010**

# TCIS/ECS System Documentation

---

Introduction.....	3
Access to ECS and TCIS .....	3
ECS Access.....	3
TCIS Access.....	5
Requesting Access to TCIS for Institutions.....	5
TCIS Menu Items.....	5
Institution Electronic Entitlement.....	6
Notification Entry Screen .....	7
Important Note on Type 10 Special Certificates.....	16
Correcting Notification Entries.....	17
Program Buttons .....	19
Entitlement Certificate Log.....	22
Notification Completion Screen .....	24
Subsequent Endorsement Recommendation.....	27
Institution Entitlement Certificate Export.....	38

# TCIS/ECS System Documentation

---

## Introduction

The Illinois State Board of Education's Teacher Information System (TCIS) is the state's database system that manages teacher certification data and processes. TCIS is a client-server application that is used by Regional Offices of Education (ROE), Entitling Institutions, and the Illinois State Board of Education (ISBE) to enter, store, and process applications for teaching certificates, endorsements, approvals and teacher service record data.

The Illinois State Board of Education's Educator Certification System (ECS) is a web-based system that allows educators and district administrators access to the TCIS data. ECS is basically a "front end" to TCIS. All data in ECS is TCIS data and is current and "real time". The ECS web site consists of three portals, or doorways to certification data: The Administrator Lookup allows district administrators to easily access educator credentials for purposes of identifying, managing and evaluating teacher placements.

The Educator Portal allows teachers to confirm their credentials, record professional development, register and renew their certificates, apply for new certificates, request additional endorsements and request duplicate certificates. ECS accepts only credit cards as payment for application services.

The Public Portal allows the public to perform a search of public certificate information for educators in Illinois by using the City, District, School, or Educator Name.

## Access to ECS and TCIS

### ECS Access

ECS can be accessed on any computer with internet access and an internet browser at [www.isbe.net/ECS](http://www.isbe.net/ECS) or by clicking on the ECS link on ISBE's Home Page.

# TCIS/ECS System Documentation



Once the ECS link is clicked on ISBE's Home Page the following screen is displayed:



To access an educator account the user clicks on the Click Here link in the Educator Access box.

# TCIS/ECS System Documentation

ECS - Educator Certification System		
Log Into ECS - Frequently Asked Questions		
<p>Welcome to the ISBE Educator Certification System</p> <p><b>Login Options</b></p> <p>Login To ECS</p> <p>New User</p> <p>Reset Account</p> <p><b>Help Using ECS</b></p> <p>ECS User Manuals</p> <p>Contact ECS Support</p> <p>Contact Regional Office</p> <p><b>Navigation</b></p> <p>ISBE Home</p> <p>Prof. Dev. Provider</p> <p>CeRTS (Read Only)</p>	<p><b>Already have an account? Login Here:</b></p> <p>Account ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/></p>	<p><b>New User? Create Account Here:</b></p> <p>All educators in Illinois can view and track their certification information by creating an ECS account. Once created, this account will allow you to view your information, apply for new certificates, register and renew your certificates, and enter professional development.</p> <p><input type="button" value="Create New Account"/></p>
	<p><b>Forgot Login Info? Login Here:</b></p> <p>If you do not remember your Account ID or password you can click the Reset Account button below to log in by verifying some basic information about your account.</p> <p><input type="button" value="Reset Account"/></p>	<p><b>District Administrators: Look Up Staff Here</b></p> <p>SSN: <input type="text"/> OR</p> <p>IEIN: <input type="text"/> AND</p> <p>Last Name: <input type="text"/></p> <p><input type="button" value="Find Staff Member"/></p>

## TCIS Access

Institutions utilize TCIS to enter entitlement notifications and subsequent endorsement recommendations. Access to TCIS must be granted by the Illinois State Board of Education. Once access is granted it can be access on any PC computer with internet access and an internet browser at [cx.isbe.net](http://cx.isbe.net)

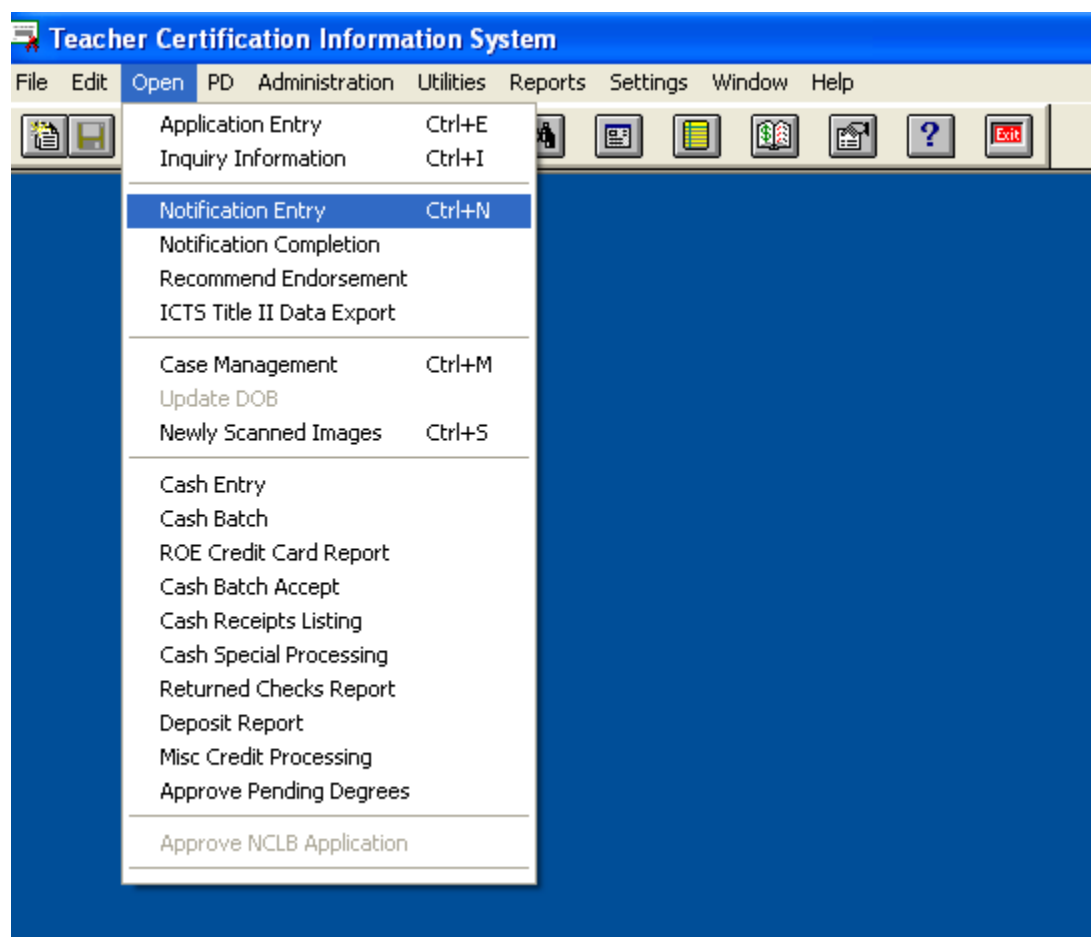
## Requesting Access to TCIS for Institutions

Please refer to the TCIS Security and CITRIX Install Instructions for details on accessing TCIS and establishing a TCIS network id and password.

## TCIS Menu Items

Depending upon your role as a TCIS user various menu items will be enabled or disabled. The **Open** menu item in TCIS contains screens used by entitling institutions. Entitling institutions have access to the Notification Entry, Notification Completion, Recommend Endorsement, and ICTS Title II Data Export screens.

# TCIS/ECS System Documentation



**The Notification Entry, Notification Completion, Recommend Endorsement, and ICTS Title II Data Export** menu items are used by entitling institutions to enter entitlement certificate and endorsement recommendation data and to export entitlement certification data for Title II reporting.

## Institution Electronic Entitlement

There are currently 60 entitling institutions in the State of Illinois that prepare students become teachers, administrators, and school service personnel. Upon completion of an approved program these students are entitled to a certificate. Certificates by entitlement are one of the two ways to receive a certificate from the State of Illinois. The second way is to receive a certificate is to apply to ISBE for a certificate by transcript evaluation. There are certain eligibility requirements to apply for a certificate by evaluation.

Initial entry of entitlement certificates for program completers is completed by using the Notification Entry screen; Notification Completion “electronically signing and sealing” the entitlement certificate is done on either the Notification Entry screen or the Notification Completion screen. Entitlement certificates should be applied for by the student on the Educator

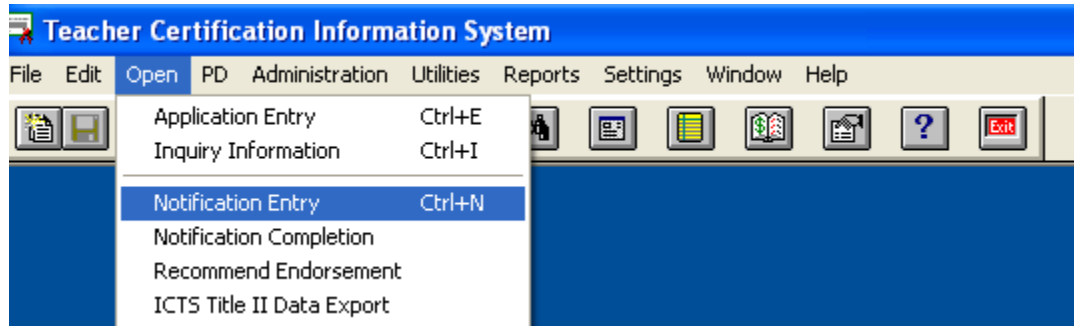
# TCIS/ECS System Documentation

---

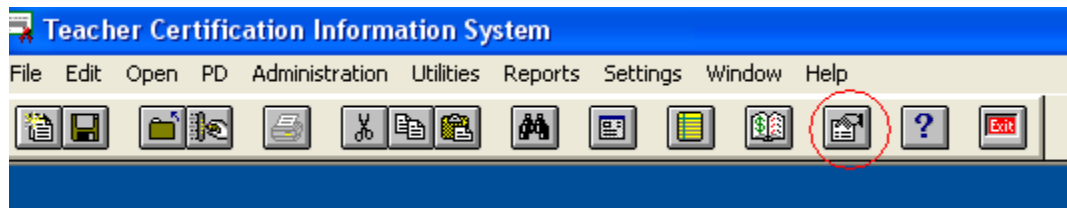
Certification System (ECS) at [www.isbe.net/ECS](http://www.isbe.net/ECS). If the student does not have a credit card and/or cannot use ECS to apply for the certificate they should be advised to apply through their regional office of education.

## Notification Entry Screen

In this section we will become familiar with the entitlement notification entry process.



To access the Notification Entry screen you can either <click> on the Open menu item and then click on the Notification Entry menu item as shown above or you can click on the Notification Entry button on the toolbar as shown below.



When you <click> on the Notification Entry menu item the Notification Entry screen will be displayed. It is on this screen that you enter the entitlement certificates.

Upon entering the **Notification Entry** screen, the first thing you will notice is that the Date Received, Notification State, and Notification Institution Name have already been filled. Also, the only field of the three that can be modified is the Date Received. This date is important because the completer of the institution's approved program has three years starting from this date to complete the application for the certificate. If they do not complete the application process within this three year period, and still wish to get their certificates, they will have to apply for transcript evaluation.

# TCIS/ECS System Documentation

**Entitlement Notification Entry**

General Information

SSN: [ ] Date Received: 08/03/2007 [Edit Notifications]

Last/First/MI: [ ] [ ] [ ] DOB: / / [ ]

Degree Information

State: IL - Illinois [ ]

Institution: WIU - Western Illinois University [ ]

Degree: B - Bachelors [ ]

Major: [ ]

Approved Program Information

State: IL [ ]

Institution: WIU - Western Illinois University [ ]

Certificate Type: [ ]

Bilingual Education Teacher - Spanish Approval Letter

Teacher Of English As A Second Language Approval Letter

Early Childhood Special Education Approval Letter

Learning Behavioral Specialist I Approval Letter

Approved Program and Endorsement Information

Approved Program/Endorsements	Aprv Prg	Ends	Tied to Cert	MS	HS	K-3	K-4
[ ]	...	...	...	...	...	...	...

Has Applicant Completed \*ALL\* Requirements Of The Approved Program?

YES - As the authorized official of this recognized Illinois teacher education institution, I do hereby certify that the above-named applicant has completed all requirements of the certification statutes and relevant rules and regulations and has successfully completed an approved program leading to the certification and endorsements for which the applicant is recommended.

NO - This notification for entitlement is being entered prior to completion of all requirements.

Clear Log/Report Change Name Tests Degree Print Summary Apply Close

The entry for the screen is fairly straightforward. You begin by entering the SSN and then pressing the {TAB} key.

If the applicant is already in the system (derived from previous testing results or from previous applications) his/her name will appear in the area reserved for the name entry. If the name is already present you will not be able to type in the areas reserved for the name entry. If the name is misspelled then it can be changed by using the Change Name button. An example of how the screen would look is displayed below.

# TCIS/ECS System Documentation

**Entitlement Notification Entry**

General Information  
SSN: 999-99-9999 Date Received: 08/03/2007 Edit Notifications  
Last/First/MI: Smith John J DOB: 09/13/1964

Degree Information  
State: IL - Illinois  
Institution: WIU - Western Illinois University  
Degree: B - Bachelors  
Major:

Approved Program Information  
State: IL  
Institution: WIU - Western Illinois University  
Certificate Type:  
 Bilingual Education Teacher - Spanish Approval Letter  
 Teacher Of English As A Second Language Approval Letter  
 Early Childhood Special Education Approval Letter  
 Learning Behavioral Specialist I Approval Letter

Approved Program and Endorsement Information

Approved Program/Endorsements	Aprv Prg	Ends	Tied to Cert	MS	HS	K-3	K-4
	...	...	...	...	...	...	...

Has Applicant Completed \*ALL\* Requirements Of The Approved Program?  
 YES - As the authorized official of this recognized Illinois teacher education institution, I do hereby certify that the above-named applicant has completed all requirements of the certification statutes and relevant rules and regulations and has successfully completed an approved program leading to the certification and endorsements for which the applicant is recommended.  
 NO - This notification for entitlement is being entered prior to completion of all requirements.

Clear Log/Report Change Name Tests Degree Print Summary Apply Close

Generally, the student's name should always appear in the system due to the fact that passage of the tests is now a requirement for program acceptance and completion. If the student's name does not appear when the ssn# is entered more than likely they are in the system under the wrong ssn# and you should contact ISBE 217-782-7091 before proceeding.

The {Tab} key is used to advance between fields of the Notification Entry screen. Every time you press {Tab} the next field will be highlighted as the current input field. In the below example the {Tab} key was used to advance through the Date Received, Name, Date of Birth fields until the focus was on the degree information. If the Date of Birth is empty please enter the student's date of birth.

# TCIS/ECS System Documentation

**Entitlement Notification Entry**

General Information  
SSN: 999-99-9999 Date Received: 08/03/2007 Edit Notifications  
Last/First/MI: Smith John J DOB: 09/13/1964

Degree Information  
State: IL - Illinois  
Institution: WIU - Western Illinois University  
Degree: B - Bachelors  
Major: 6 - 60 Credit Hours, A - Associate, B - Bachelors, C - C.A.S., D - Doctorate, M - Masters, N - No Degree, S - Specialist

Approved Program Information  
State: IL  
Institution: WIU - Western Illinois University  
Certificate Type:  
 Bilingual Education Teacher - Spanish Approval Letter  
 Teacher Of English As A Second Language Approval Letter  
 Early Childhood Special Education Approval Letter  
 Learning Behavioral Specialist I Approval Letter

	Aprv Prg	Endrs	Tied to Cert	MS	HS	K-3	K-4
Approved	---	---	---	---	---	---	---

Has Applicant Completed \*ALL\* Requirements Of The Approved Program?  
 YES - As the authorized official of this recognized Illinois teacher education institution, I do hereby certify that the above-named applicant has completed all requirements of the certification statutes and relevant rules and regulations and has successfully completed an approved program leading to the certification and endorsements for which the applicant is recommended.  
 NO - This notification for entitlement is being entered prior to completion of all requirements.

Clear Log/Report Change Name Tests Degree Print Summary Apply Close

The screen above shows a partially completed notification entry. The Degree dropdown box has been expanded to show all the degree options available. By far the most common selections will be Bachelors and Masters.

It is important to note that the degree can be entered two ways. The first would be to use the mouse and click the drop down arrow to the right of the Degree field. Once the drop down has displayed all the options, the desired degree can then be selected.

The second method would be use the keyboard and just type the desired degree code. Again, this will most likely be a <B> for Bachelors or a <M> for Masters. The appropriate degree level must be entered whether or not the applicant received the degree from your institution. If they did not receive a degree from your institution you are able to select the state and institution where they did received their degree in the picklist above the degree type.

# TCIS/ECS System Documentation

Once the degree type is selected pressing the (Tab) key will move you to the next field which is degree major. Select the degree major and press the (Tab) key to advance.

**Entitlement Notification Entry**

General Information  
SSN: 999-99-9999 Date Received: 08/03/2007 Edit Notifications  
Last/First/MI: Smith John J DOB: 09/13/1964

Degree Information  
State: IL - Illinois  
Institution: WIU - Western Illinois University  
Degree: B - Bachelors  
Major: Elementary Education [0086]  
Approved Program Information  
State: IL  
Institution: WIU - Western Illinois University  
Certificate Type:  
 Bilingual Education Teacher - Spanish Approval Letter  
 Teacher Of English As A Second Language Approval Letter  
 Early Childhood Special Education Approval Letter  
 Learning Behavioral Specialist I Approval Letter

	Aprv Prg	Endrs	Tied to Cert	MS	HS	K-3	K-4
Approved	---	---	---	---	---	---	---

Has Applicant Completed \*ALL\* Requirements Of The Approved Program?  
 YES - As the authorized official of this recognized Illinois teacher education institution, I do hereby certify that the above-named applicant has completed all requirements of the certification statutes and relevant rules and regulations and has successfully completed an approved program leading to the certification and endorsements for which the applicant is recommended.  
 NO - This notification for entitlement is being entered prior to completion of all requirements.

Clear Log/Report Change Name Tests Degree Print Summary Apply Close

Once the degree major is typed in, pressing the {Tab} key will move to the next field which is the Certificate Type.

# TCIS/ECS System Documentation

**Entitlement Notification Entry**

General Information  
SSN: 999-99-9999 Date Received: 08/03/2007 Edit Notifications  
Last/First/MI: Smith John J DOB: 09/13/1964

Degree Information  
State: IL - Illinois  
Institution: WIU - Western Illinois University  
Degree: B - Bachelors  
Major: Elementary Education [0086]

Approved Program Information  
State: IL  
Institution: WIU - Western Illinois University  
Certificate Type: 03 - Elementary Teaching  
03 - Elementary Teaching  
04 - Early Childhood Teaching  
09 - Secondary Teaching  
10 - Special Teaching  
26 - Provisional Alternative Administrative K-12  
29 - Transitional Bilingual Teaching  
73 - School Service Personnel  
75 - Administrative

Approved Program and Endorsement Information  
Approved Program/Endorsements Aprv Prg

Has Applicant Completed \*ALL\* Requirements Of The Approved Program?  
 YES - As the authorized official of this recognized Illinois teacher education institution, I do hereby certify that the above-named applicant has completed all requirements of the certification statutes and relevant rules and regulations and has successfully completed an approved program leading to the certification and endorsements for which the applicant is recommended.  
 NO - This notification for entitlement is being entered prior to completion of all requirements.

Clear Log/Report Change Name Tests Degree Print Summary Apply Close

In the example above the focus has been advanced to the Certificate Type by using the {Tab} key. The arrow to the right of the Certificate Type field was then pressed to display a list of valid Certificate Types. Alternately, the Certificate Type number could have been typed. For instance, if the student was entitled to an Elementary Teaching certificate, then type {03}.

The Certificate Type drop down will only list valid certificate types for the Institution and Degree chosen. This means that if your institution has not been approved to offer the <73 – School Service Personnel> program then it will not display in the list, nor will it allow it to be typed. Once the Certificate Type has been entered the focus is advanced to the Approved Program/Endorsements table by pressing the {Tab} key.

From this table the Approved Program completed and Endorsements for which the applicant is eligible can be assigned. The screen below shows the start of this process.

# TCIS/ECS System Documentation

Entitlement Notification Entry
✕

**General Information**

SSN:  Date Received:

Last/First/M:    DOB:

**Degree Information**

State:

Institution:

Degree:

Major:

**Approved Program Information**

State:

Institution:

Certificate Type:

Bilingual Education Teacher - Spanish Approval Letter

Teacher Of English As A Second Language Approval Letter

Early Childhood Special Education Approval Letter

Learning Behavioral Specialist I Approval Letter

**Approved Program and Endorsement Information**

Approved Program/Endorsements	Aprv Prg	Endrs	Tied to Cert	MS	HS	K-3	K-4
ELEM - Elementary Education	<input checked="" type="checkbox"/>	---	---	---	---	---	---
ELEM - Elementary Education	---	---	---	---	---	---	---
ESL - English As A Second Language							
FACS - Family & Consumer Science							
FREN - Foreign Language - French							
GERM - Foreign Language - German							

Has Applicant Completed \*ALL\* Requirements Of The Approved Program?

YES - As the authorized official of this recognized Illinois teacher education institution, I do hereby certify that the above-named applicant has completed all requirements of the certification statutes and relevant rules and regulations and has successfully completed an approved program leading to the certification and endorsements for which the applicant is recommended.

NO - This notification for entitlement is being entered prior to completion of all requirements.

In the example above the drop down arrow to the right of the Approved Program/Endorsements column has been selected. This displays all endorsements and approved programs. **Select or enter the PROGRAM the student completed first; then you can enter the endorsements in the subsequent rows.** The desired Approved Program or Endorsement can then be selected by using the scroll bars and selected. Alternately, the approved program or endorsement can be entered by typing its four letter code. This code precedes the name of the endorsement and/or approved program. In the example above, the {ELEM} code would be typed if the desired approved program was Elementary Education. Another example is EARL is the Early Childhood Approved Program.

Once the desired code has been either typed or selected from the list the {Enter} key should be pressed. When the {Enter} key is pressed the boxes to the right will be enabled or disabled depending on which are valid for the selected approved program or endorsement. If there is only one choice available then the system will automatically select the option and the entry focus will move to the next line of the table to prepare for the next endorsement or approved program. If there are multiple choices then a check box will appear allowing the user to select those items that are valid for the current individual. The check box can be clicked with the mouse or can be selected by highlighting the row and pressing the {Space} bar. The {Space} bar will alternately check and uncheck the current check box. The example below shows two endorsement entries in the table.

# TCIS/ECS System Documentation

**Entitlement Notification Entry**

General Information  
SSN: 999-99-9999 Date Received: 08/03/2007 Edit Notifications  
Last/First/MI: Smith John J DOB: 09/13/1964

Degree Information  
State: IL - Illinois  
Institution: WIU - Western Illinois University  
Degree: B - Bachelors  
Major: Elementary Education [0086]

Approved Program Information  
State: IL  
Institution: WIU - Western Illinois University  
Certificate Type: 03 - Elementary Teaching

Bilingual Education Teacher - Spanish Approval Letter  
 Teacher Of English As A Second Language Approval Letter  
 Early Childhood Special Education Approval Letter  
 Learning Behavioral Specialist I Approval Letter

Approved Program and Endorsement Information

Approved Program/Endorsements	Aprv Prg	Endrs	Tied to Cert	MS	HS	K-3	K-4
ELEM - Elementary Education	<input checked="" type="checkbox"/>	---	---	---	---	---	---
LA - Language Arts	---	<input checked="" type="checkbox"/>	---	<input checked="" type="checkbox"/>	---	---	---
BISC - Biological Science	---	<input checked="" type="checkbox"/>	---	<input checked="" type="checkbox"/>	---	---	---
	---	---	---	---	---	---	---

Has Applicant Completed \*ALL\* Requirements Of The Approved Program?  
 YES - As the authorized official of this recognized Illinois teacher education institution, I do hereby certify that the above-named applicant has completed all requirements of the certification statutes and relevant rules and regulations and has successfully completed an approved program leading to the certification and endorsements for which the applicant is recommended.  
 NO - This notification for entitlement is being entered prior to completion of all requirements.

Clear Log/Report Change Name Tests Degree Print Summary Apply Close

It is important when adding the last endorsement in the endorsement grid that you tab to the next empty row before clicking on the (Apply) button; doing this will commit your last entry to the data that will be saved when you click the (Apply) button.

If your institution has been approved to also recommend students for approval letters one of several approval letter checkboxes will be available.

**Entitlement Notification Entry**

General Information  
SSN: 999-99-9999 Date Received: 08/03/2007 Edit Notifications  
Last/First/MI: Smith John J DOB: 09/13/1964

Degree Information  
State: IL - Illinois  
Institution: WIU - Western Illinois University  
Degree: B - Bachelors  
Major: Elementary Education [0086]

Approved Program Information  
State: IL  
Institution: WIU - Western Illinois University  
Certificate Type: 03 - Elementary Teaching

Bilingual Education Teacher - Spanish Approval Letter  
 Teacher Of English As A Second Language Approval Letter  
 Early Childhood Special Education Approval Letter  
 Learning Behavioral Specialist I Approval Letter

Approved Program and Endorsement Information

# TCIS/ECS System Documentation

If the student meets the requirements for the approval letter check the appropriate checkbox and when the certificate is issued the approval letter will also automatically be issued.

Currently, many institutions enter (or send) their notifications prior to the applicants actually completing all requirements of the approved program for which they are enrolled. The applicants then must complete a certificate application, which the entitling institution must sign and seal. The signature and seal is the Regional Office's method of determining that the applicant has truly completed all requirements of the approved program for which the entitlement notification was entered.

Applicants can now apply for their entitlement certificates online through ECS [www.isbe.net/ECS](http://www.isbe.net/ECS). Since there is no method over the web of evaluating a signed and sealed application form, we have implemented two new methods in which an institution can electronically mark an applicant as having completed the approved teacher education program in which they were enrolled. The first is with the existing notification entry screen. The notification entry screen has been modified to allow the institution to mark the applicant "complete" as the entitlement notification is being entered. This is done by selecting the "Yes" option at the bottom of the screen. This electronic authorization will substitute for the paper-based signed and sealed application for online processing.

**Entitlement Notification Entry**

General Information  
SSN: 999-99-9999 Date Received: 08/03/2007 Edit Notifications  
Last/First/MI: Smith John J DOB: 09/13/1964

Degree Information  
State: IL - Illinois  
Institution: WIU - Western Illinois University  
Degree: B - Bachelors  
Major: Elementary Education [0086]

Approved Program Information  
State: IL  
Institution: WIU - Western Illinois University  
Certificate Type: 03 - Elementary Teaching

Bilingual Education Teacher - Spanish Approval Letter  
 Teacher Of English As A Second Language Approval Letter  
 Early Childhood Special Education Approval Letter  
 Learning Behavioral Specialist I Approval Letter

Approved Program and Endorsement Information

Approved Program/Endorsements	Aprv Prg	Endrs	Tied to Cert	MS	HS	K-3	K-4
ELEM - Elementary Education	<input checked="" type="checkbox"/>	...	...	...	...	...	...
LA - Language Arts	...	<input checked="" type="checkbox"/>	...	<input checked="" type="checkbox"/>	...	...	...
BISC - Biological Science	...	<input checked="" type="checkbox"/>	...	<input checked="" type="checkbox"/>	...	...	...

Has Applicant Completed \*ALL\* Requirements Of The Approved Program?

YES - As the authorized official of this recognized Illinois teacher education institution, I do hereby certify that the above-named applicant has completed all requirements of the certification statutes and relevant rules and regulations and has successfully completed an approved program leading to the certification and endorsements for which the applicant is recommended.

NO - This notification for entitlement is being entered prior to completion of all requirements.

Clear Log/Report Change Name Tests Degree Print Summary Apply Close

# TCIS/ECS System Documentation

Once all entries are made in the Approved Program/Endorsement table then the information should be checked for accuracy. Once all information is confirmed, the <Apply> button is pressed to save the certificate.

Once the <Apply> button is pressed the screen will revert back to its original state before any entry was made except that the Degree will remain. This will help facilitate entering multiple people with the same Degree type.

## Important Note on Type 10 Special Certificates

It is very important that when entering a Type 10 Special Certificate Approved Program that you do not select (checkmark) the endorsement grade level columns for MS, HS, K-3, or K-4 when entering the approved program area. Approved programs on Type 10 Certificates are for the entire grade level of the certificate (LBSI is pre-k to 12). The system will create the endorsement at the grade level of the certificate and it is not necessary to mark other grade levels as that would be redundant.

**Entitlement Notification Entry**

General Information  
SSN: 999-99-9999 Date Received: 08/03/2007 Edit Notifications  
Last/First/MI: Smith John J DOB: 09/13/1964

Degree Information  
State: IL - Illinois  
Institution: WIU - Western Illinois University  
Degree: B - Bachelors  
Major: Reading Specialist [0295]

Approved Program Information  
State: IL  
Institution: WIU - Western Illinois University  
Certificate Type: 10 - Special Teaching

Bilingual Education Teacher - Spanish Approval Letter  
 Teacher Of English As A Second Language Approval Letter  
 Early Childhood Special Education Approval Letter  
 Learning Behavioral Specialist I Approval Letter

Approved Program and Endorsement Information

Approved Program/Endorsements	Aprv Prg	Endrs	Tied to Cert	MS	HS	K-3	K-4
SREA - Reading Specialist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	...	...
	...	...	...	...	...	...	...

Has Applicant Completed \*ALL\* Requirements Of The Approved Program?  
 YES - As the authorized official of this recognized Illinois teacher education institution, I do hereby certify that the above-named applicant has completed all requirements of the certification statutes and relevant rules and regulations and has successfully completed an approved program leading to the certification and endorsements for which the applicant is recommended.  
 NO - This notification for entitlement is being entered prior to completion of all requirements.

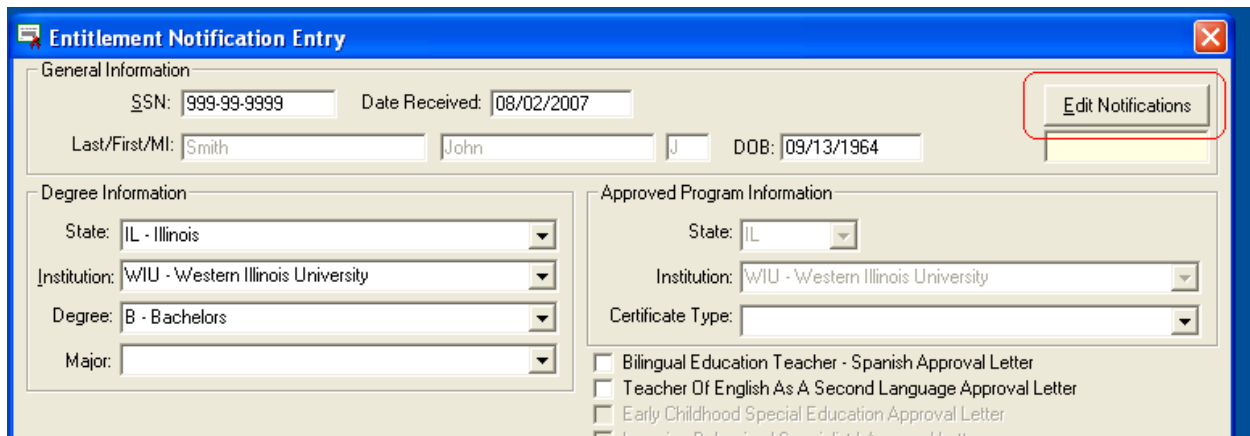
Clear Log/Report Change Name Tests Degree Print Summary Apply Close

# TCIS/ECS System Documentation

## Correcting Notification Entries

If an error is made while entering notifications it can be corrected by using the <Edit Notification> button. This feature will only allow notifications to be corrected that were entered by the same institution that is doing the correcting. It allows the endorsements and/or approved programs to be corrected, as well as deleting an entire certificate. It does not allow the degree or certificate type to be modified. In cases where the degree or certificate types are incorrect the best course of action is to delete the original certificate and reenter it using correct information.

To start the editing process a valid SSN must be entered. If the SSN does not exist the <Edit Notification> button will not be enabled. As the SSN is entered and the user presses the {Tab} key then the screen will appear like the screen pictured below.



Notice in the above example that the SSN is the same SSN that we used in the previous examples. Also, the screen is ready to either enter new certificate entitlements or edit existing certificate entitlements. The name is displayed in the name fields and they are disabled to prevent them from being edited.

To start the editing of a certificate entitlement that was entered earlier press the <Edit Notification> button. This will display a screen with all valid pending entitlement notification certificates. Once an applicant has applied for an entitlement certificate it will not be displayed in this list and will not be available for changes.

The screen that is shown when the <Edit Notification> button is pressed is displayed below.

## TCIS/ECS System Documentation

Cert Num	Code	Description	School	Notification Received
2258553	04	Early Childhood Teaching	WIU - Western Illinois University	09/13/2006

As you can see from the above example, all entitlement certificates that have been entered and for which the student has not yet applied will be displayed in the entitlement list. You cannot edit or delete an entitlement certificate after the student has applied for the certificate. To edit the entitlement certificate select the desired certificate and press the <Select> button. If the certificate is to be deleted then press the <Delete> button. Alternately, if no action is to be taken then press the <Cancel> button.

Once the certificate has been selected and the <Select> button has been pressed the screen will appear as shown below.

# TCIS/ECS System Documentation

**Entitlement Notification Entry**

General Information

SSN: 999-99-9999 Date Received: 09/13/2006 Edit Notifications

Last/First/MI: Smith John J DOB: 09/13/1964 2258553

Degree Information

State: IL - Illinois

Institution: WU - Western Illinois University

Degree:

Major:

Approved Program Information

State: IL

Institution: WU - Western Illinois University

Certificate Type: 04 - Early Childhood Teaching

Bilingual Education Teacher - Spanish Approval Letter

Teacher Of English As A Second Language Approval Letter

Early Childhood Special Education Approval Letter

Learning Behavioral Specialist I Approval Letter

Approved Program and Endorsement Information

Approved Program/Endorsements	Aprv Prg	Endrs	MS	HS	K-3	K-4
EARL - Early Childhood Education	<input checked="" type="checkbox"/>	...	...	...	...	...
	...	...	...	...	...	...

Has Applicant Completed \*ALL\* Requirements Of The Approved Program?

YES - As the authorized official of this recognized Illinois teacher education institution, I do hereby certify that the above-named applicant has completed all requirements of the certification statutes and relevant rules and regulations and has successfully completed an approved program leading to the certification and endorsements for which the applicant is recommended.

NO - This notification for entitlement is being entered prior to completion of all requirements.

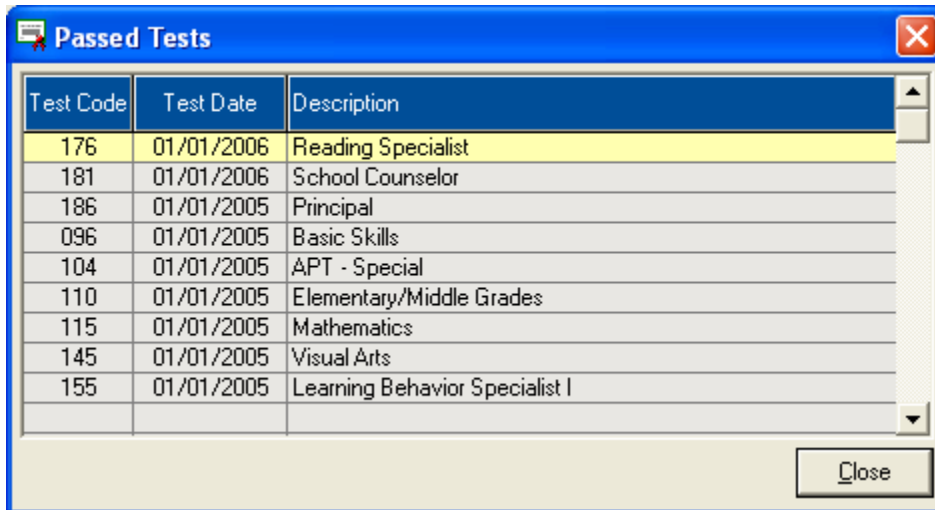
Clear Log/Report Change Name Tests Degree Print Summary Apply Close

As you can see, it looks exactly as it did when the notification was first entered. The only difference is that all the selection criteria are disabled except the Approved Program/Endorsement Table. Also, you can see the certificate number of the original notification below the <Edit Notification> button. Once all modifications are made the changes are saved by pressing the <Apply> button. The screen will return to its default state in preparation for further entry.

## Program Buttons

Several buttons appear at the bottom of the Notification Entry screen that you can use to retrieve or enter additional data on the student. Click on the **Tests** and **Degree** buttons to view the tests and degrees that have been entered for this student.

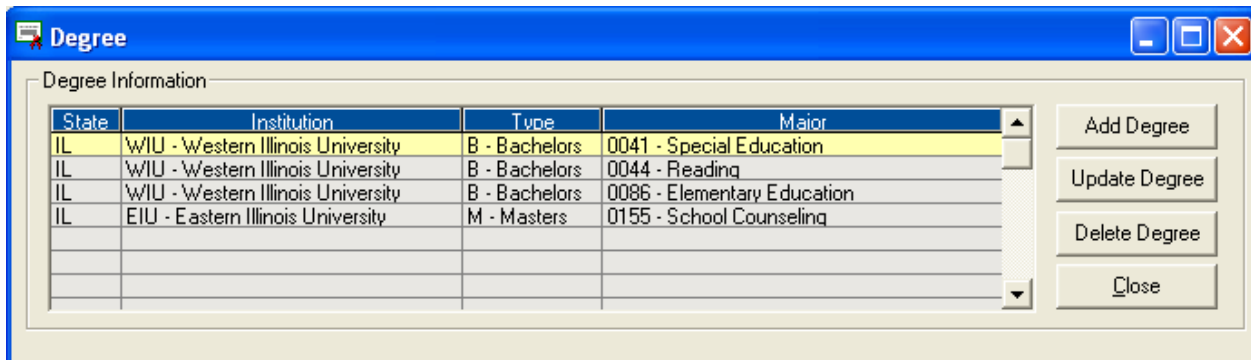
# TCIS/ECS System Documentation



The 'Passed Tests' window displays a table of test results. The table has three columns: Test Code, Test Date, and Description. The data is as follows:

Test Code	Test Date	Description
176	01/01/2006	Reading Specialist
181	01/01/2006	School Counselor
186	01/01/2005	Principal
096	01/01/2005	Basic Skills
104	01/01/2005	APT - Special
110	01/01/2005	Elementary/Middle Grades
115	01/01/2005	Mathematics
145	01/01/2005	Visual Arts
155	01/01/2005	Learning Behavior Specialist I

A 'Close' button is located at the bottom right of the window.

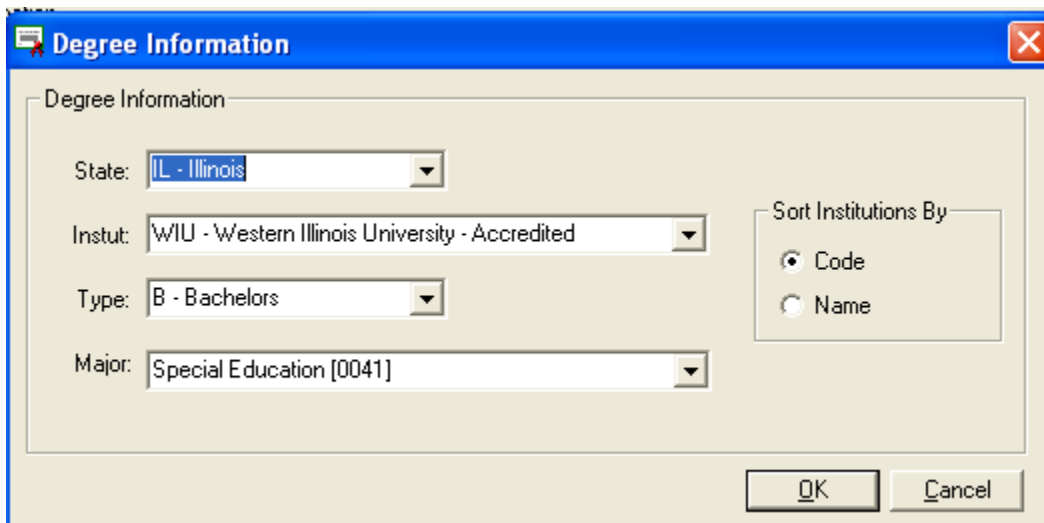


The 'Degree' window displays a table of degree information. The table has four columns: State, Institution, Type, and Major. The data is as follows:

State	Institution	Type	Major
IL	WIU - Western Illinois University	B - Bachelors	0041 - Special Education
IL	WIU - Western Illinois University	B - Bachelors	0044 - Reading
IL	WIU - Western Illinois University	B - Bachelors	0086 - Elementary Education
IL	EIU - Eastern Illinois University	M - Masters	0155 - School Counseling

Buttons for 'Add Degree', 'Update Degree', 'Delete Degree', and 'Close' are located on the right side of the window.

Tests may not be modified, however degrees may be updates using the appropriate buttons.



The 'Degree Information' window is a form for editing degree details. It includes the following fields and options:

- State: IL - Illinois
- Instut: WIU - Western Illinois University - Accredited
- Type: B - Bachelors
- Major: Special Education [0041]
- Sort Institutions By:  Code,  Name

'OK' and 'Cancel' buttons are at the bottom.

The **Print Summary** button will launch a new window with a student summary report that you can print by clicking on the printer icon at the top of the window.

# TCIS/ECS System Documentation

1 of 1+ Total:18 100% 18 of 18

**Illinois State Board of Education**  
Department of Certification and Professional Development  
---Western Illinois University ---

9/8/2006

**999-99-9999**      **John J. Smith**      **DOB: 9/13/1964**

123 AnyStreet  
Any Town, IL 62777      (217) 777-7777      (217) 888-8888

<u>Passed Test</u>	<u>Test Date</u>
096 - Basic Skills	01/01/2005
104 - APT - Special	01/01/2005

The **Change Name** button allows you to change the student's name if it is incorrect. NES provides ISBE with test scores of students and the names are occasionally truncated as they do not capture as many characters as does ISBE. Please correct these names.

**Change Name**

SSN: 999-99-9999

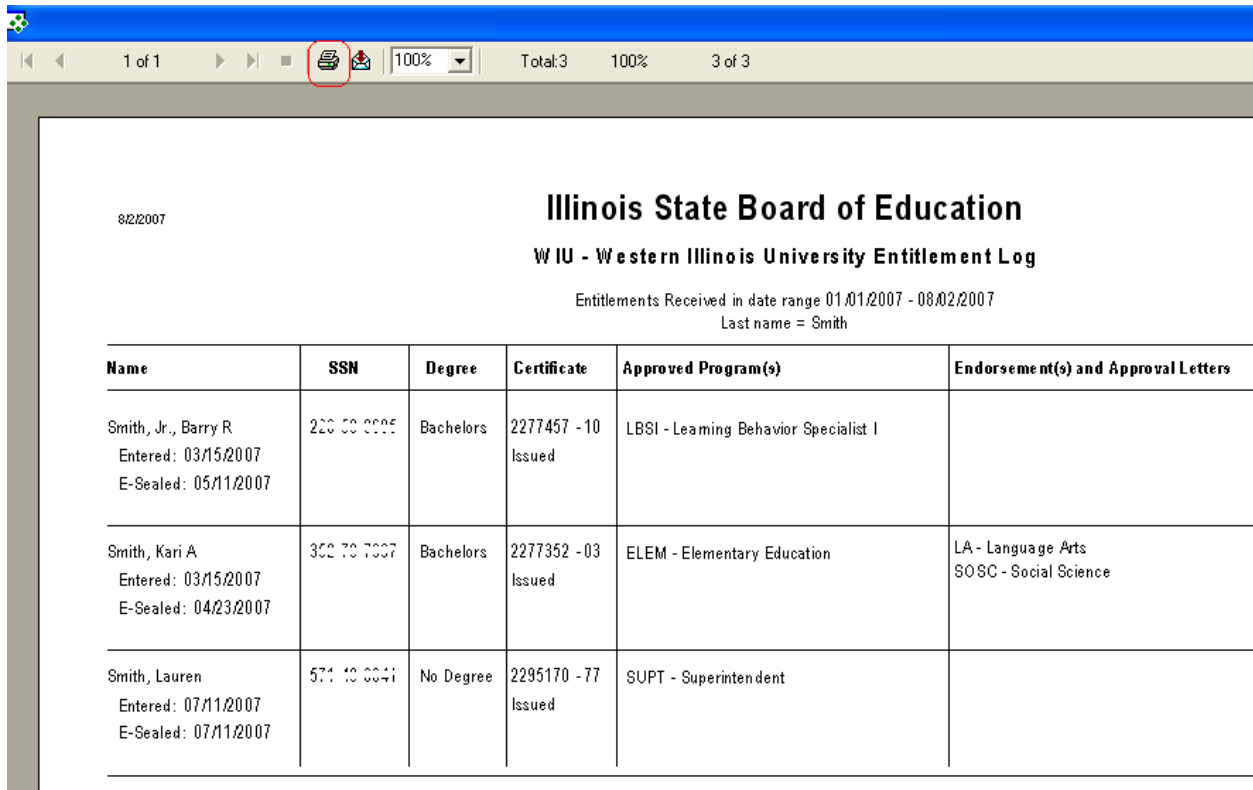
<u>C</u> urrent Name	<u>N</u> ew Name
First: John	First: John
MI: J	MI: J
Last: Smith	Last: Smith

Ok Cancel





# TCIS/ECS System Documentation



8/2/2007

**Illinois State Board of Education**  
**W IU - Western Illinois University Entitlement Log**

Entitlements Received in date range 01/01/2007 - 08/02/2007  
Last name = Smith

Name	SSN	Degree	Certificate	Approved Program(s)	Endorsement(s) and Approval Letters
Smith, Jr., Barry R Entered: 03/15/2007 E-Sealed: 05/11/2007	220 00 0005	Bachelors	2277457 -10 Issued	LBSI - Learning Behavior Specialist I	
Smith, Kari A Entered: 03/15/2007 E-Sealed: 04/23/2007	300 70 7007	Bachelors	2277352 -03 Issued	ELEM - Elementary Education	LA - Language Arts SO SC - Social Science
Smith, Lauren Entered: 07/11/2007 E-Sealed: 07/11/2007	571 10 0041	No Degree	2295170 -77 Issued	SUPT - Superintendent	

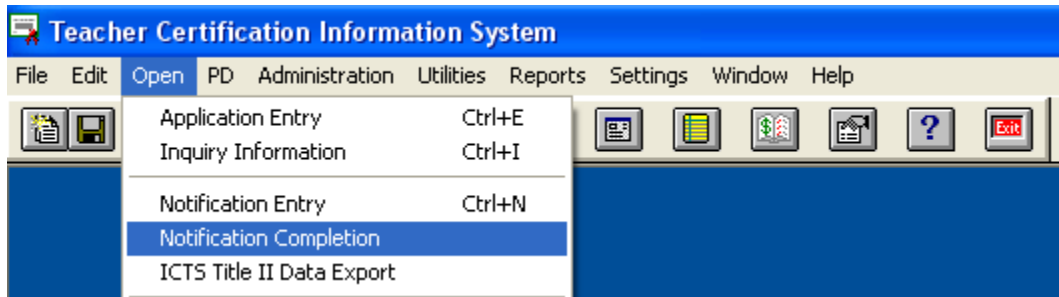
To print the log, click on the Printer icon at the top of the preview window as shown above.

## Notification Completion Screen

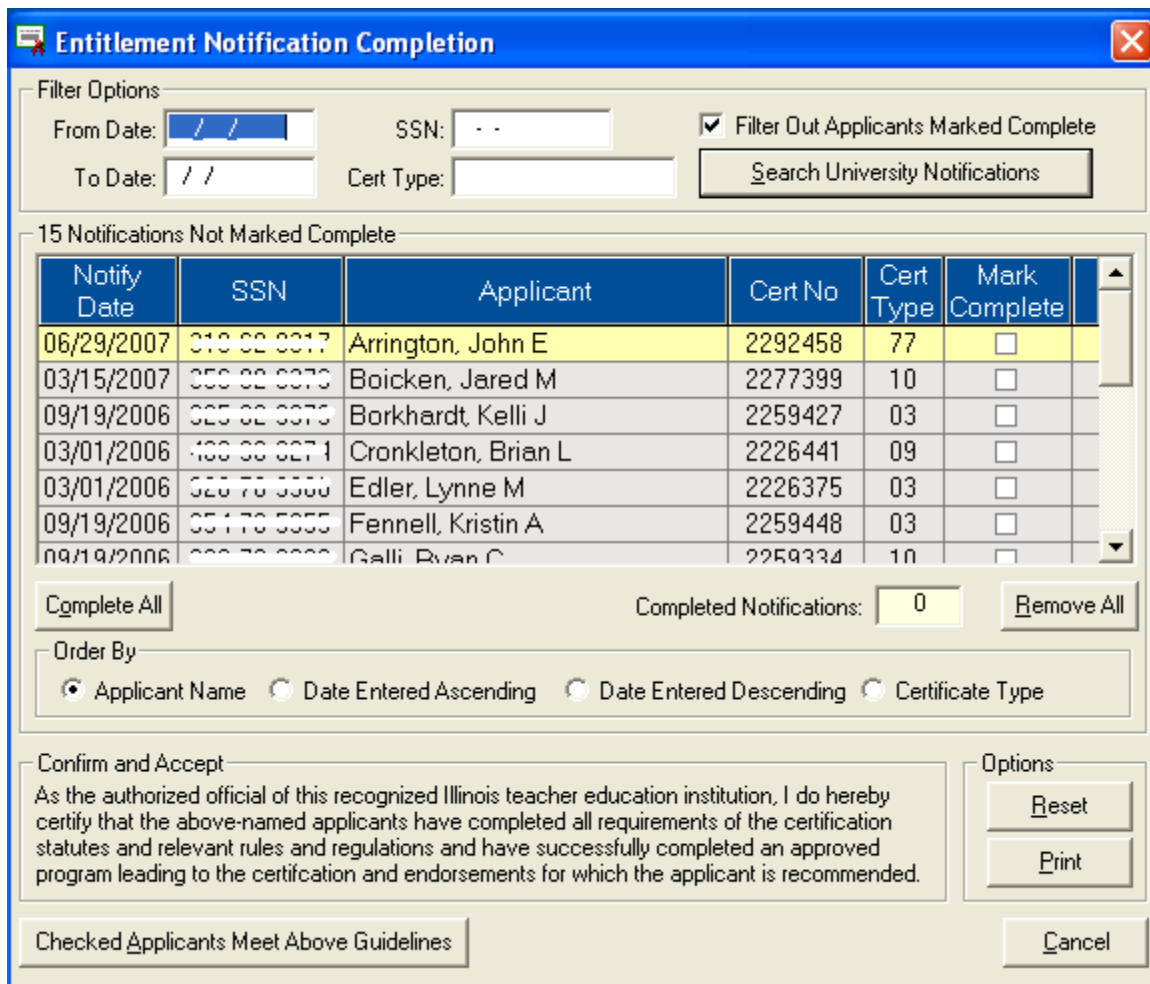
The Notification Completion screen allows applicants to be marked as having completed all requirements of their approved education program. The system does not differentiate between applicants marked complete on the Notification Entry screen and applicants marked complete on the Notification Completion screen. The primary difference is to provide two different methods of managing the effort of marking applicants complete and ready for certificate application. The Notification Entry screen allows applicants to be marked complete on a case by case basis. The Notification completion screen allows batches of applicants to be marked at the same time.

To access the Notification Completion screen click on the Open menu item and then click on the Notification Completion menu item.

# TCIS/ECS System Documentation



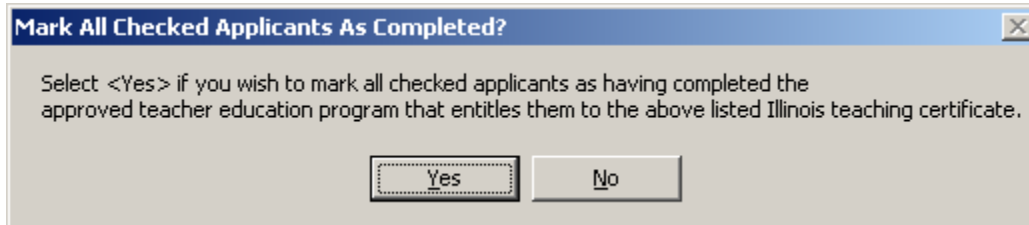
By default the screen will display all entitlement certificates that your institution has recommended to student that have not yet been marked complete.



The list of entitlement certificates can be filtered by the date of notification, social security number and certificate type. Also, the list can be sorted by various options as indicated in the Order By section. Lastly, the list can be set to show entitlement certificates that have been marked complete by un-checking the Filter Out Applicants Marked Complete checkbox at the top of the screen.

# TCIS/ECS System Documentation

You can see that at the top of the certificate table is a count of the current certificates displayed. Once all desired applicants have been marked or unmarked, the Checked Applicants Meet Above Guidelines button can be pressed to accept all entries. A message box (displayed below) will appear to confirm that all marked applicants have completed all requirements for the approved program in which they earned their entitlement.



Once an applicant has been marked as having completed all requirements the applicant can apply for the entitlement certificate online using ECS at [www.isbe.net/ECS](http://www.isbe.net/ECS). Instructions for ECS can be found on the main page of the ECS system.

To view and print a list of the entitlement certificates displayed in the grid click the **Print** button.

The screenshot shows a web browser window with a blue header bar. The address bar shows "1 of 3" and "Total:15 100% 15 of 15". The main content area displays the following information:

8/2/2007

## Illinois State Board of Education

W IU - Western Illinois University

Completed Apps Filtered Out

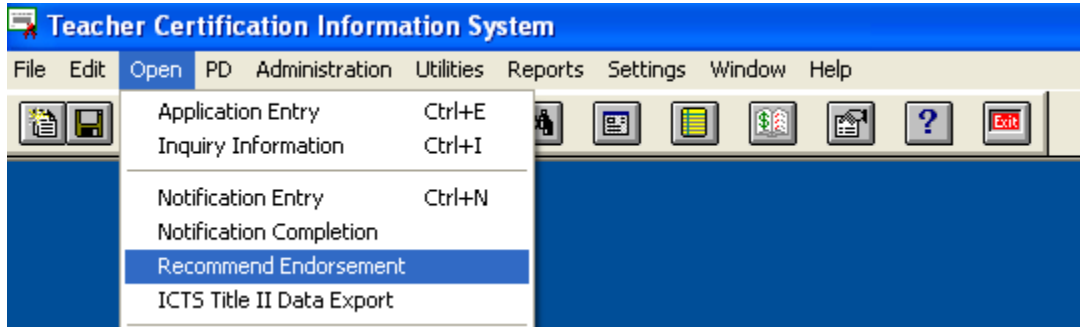
Name	SSN	Degree	Certificate	Approved Program(s)	Endorsement(s) and Appro
Arrington, John E Entered: 06/29/2007 E-Sealed:	310 02 0017	No Degree	2292458 -77 N-N	SUPT - Superintendent	
Boicken, Jared M Entered: 03/15/2007 E-Sealed:	350 02 0070	Bachelors	2277399 -10 N-N	PE - Physical Education	
Borkhardt, Kelli J Entered: 09/19/2006 E-Sealed:	025 02 0070	Bachelors	2259427 -03 N-N	ELEM - Elementary Education	LA - Language Arts

# TCIS/ECS System Documentation

---

## Subsequent Endorsement Recommendation

Institutions also have the ability to recommend students for subsequent endorsements on existing issued certificates. To access this feature click on the Open menu item and select the Recommend Endorsement menu item.



To recommend a student for a subsequent endorsement on an existing issued certificate begin by entering the student's social security number (SSN) or Illinois Educator Identification Number (IEIN) and press the {Enter} key.

**Institution Endorsement Recommendation**

General Information

IEIN:  SSN:

Name:

Endorsement Information

Certificate:

Endorsement:

Grade Level:

Has the Educator Completed ALL Requirements Of The Endorsement?

As the authorized official of this recognized Illinois teacher education institution, I do hereby certify that the above-named applicant has completed all requirements of the certification statutes and relevant rules and regulations and has successfully completed all of the requirements for the above listed endorsement. The recommendation is being based upon the following criteria:

Test Only

Test and required coursework

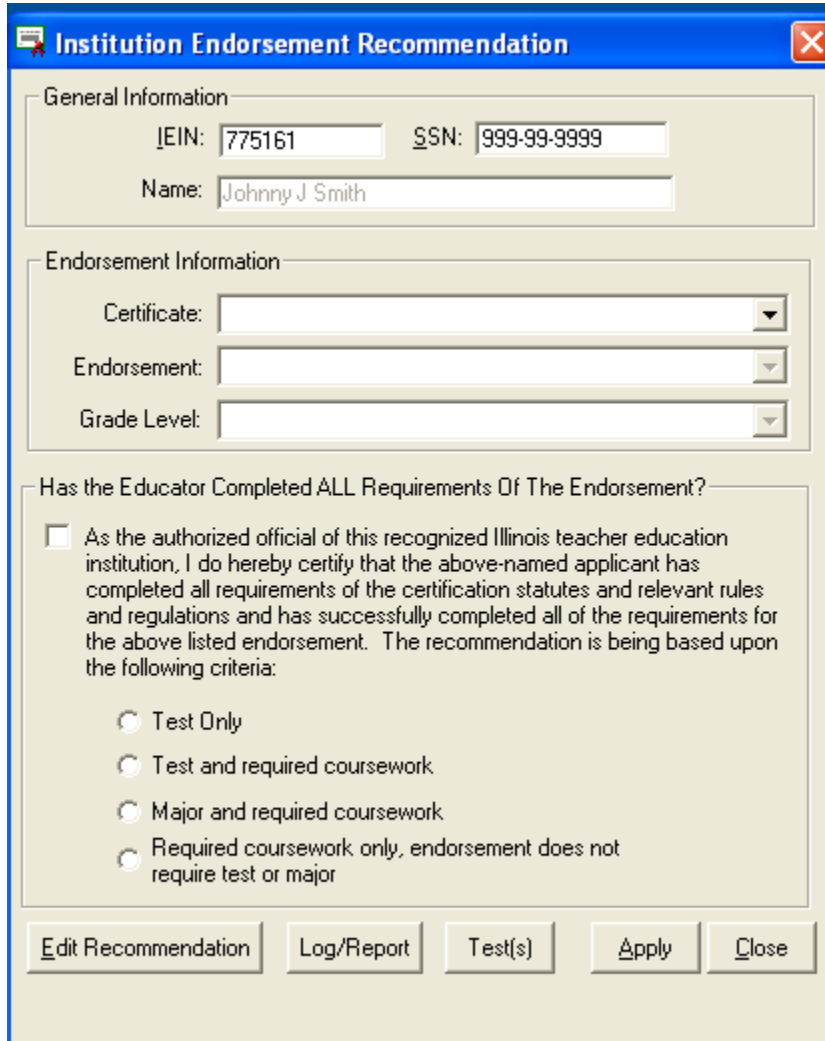
Major and required coursework

Required coursework only, endorsement does not require test or major

# TCIS/ECS System Documentation

---

If the student is found in TCIS the name and IEIN fields will be populated.

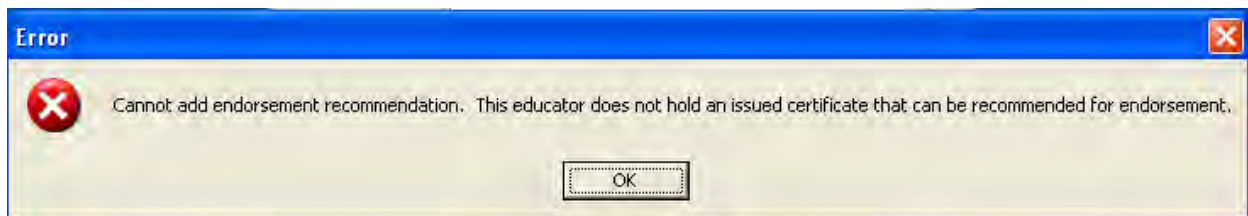


The screenshot shows a dialog box titled "Institution Endorsement Recommendation". It contains three main sections:

- General Information:** Includes input fields for "IEIN:" (containing "775161"), "SSN:" (containing "999-99-9999"), and "Name:" (containing "Johnny J Smith").
- Endorsement Information:** Includes three dropdown menus for "Certificate:", "Endorsement:", and "Grade Level:", all of which are currently empty.
- Has the Educator Completed ALL Requirements Of The Endorsement?:** This section contains a checkbox that is currently unchecked. Below the checkbox is a paragraph of text: "As the authorized official of this recognized Illinois teacher education institution, I do hereby certify that the above-named applicant has completed all requirements of the certification statutes and relevant rules and regulations and has successfully completed all of the requirements for the above listed endorsement. The recommendation is being based upon the following criteria:". Below this text are four radio button options:
  - Test Only
  - Test and required coursework
  - Major and required coursework
  - Required coursework only, endorsement does not require test or major

At the bottom of the dialog box, there are five buttons: "Edit Recommendation", "Log/Report", "Test(s)", "Apply", and "Close".

If the student is not found in TCIS or does not hold an issued certificate for which endorsements can be added the following message will be displayed. If you feel you have received this message in error please contact your ISBE certificate representative.



# TCIS/ECS System Documentation

---

Once the student has been found in TCIS the second step in entering a subsequent endorsement recommendation is to select the certificate for which you wish to apply the endorsement recommendation. Subsequent endorsement recommendations can only be applied to one certificate at a time.

**Institution Endorsement Recommendation**

General Information

IEIN: 775161    SSN: 999-99-9999

Name: Johnny J Smith

Endorsement Information

Certificate: 2357185 - 09 Secondary Teaching

Endorsement:

Grade Level:

Has the Educator Completed ALL Requirements Of The Endorsement?

As the authorized official of this recognized Illinois teacher education institution, I do hereby certify that the above-named applicant has completed all requirements of the certification statutes and relevant rules and regulations and has successfully completed all of the requirements for the above listed endorsement. The recommendation is being based upon the following criteria:

- Test Only
- Test and required coursework
- Major and required coursework
- Required coursework only, endorsement does not require test or major

Edit Recommendation    Log/Report    Test(s)    Apply    Close

Once the certificate is selected the Endorsement pick list is enabled; the third step is to select the endorsement for which you are making the recommendation.

# TCIS/ECS System Documentation

**Institution Endorsement Recommendation**

**General Information**

IEIN: 775161      SSN: 999-99-9999

Name: Johnny J Smith

**Endorsement Information**

Certificate: 2357185 - 09 Secondary Teaching

Endorsement: TMAT - Teacher Leader - Mathematics

Grade Level:

Has the Educator Completed ALL Requirements Of The Endorsement?

As the authorized official of this recognized Illinois teacher education institution, I do hereby certify that the above-named applicant has completed all requirements of the certification statutes and relevant rules and regulations and has successfully completed all of the requirements for the above listed endorsement. The recommendation is being based upon the following criteria:

- Test Only
- Test and required coursework
- Major and required coursework
- Required coursework only, endorsement does not require test or major

Edit Recommendation   Log/Report   Test(s)   Apply   Close

Once the endorsement is selected the next step is to select the grade level of the endorsement for which you are making your recommendation, only one endorsement and grade level combination can be made at a time.

# TCIS/ECS System Documentation

**Institution Endorsement Recommendation**

General Information

IEIN: 775161    SSN: 999-99-9999

Name: Johnny J Smith

Endorsement Information

Certificate: 2357185 - 09 Secondary Teaching

Endorsement: SDE - Safety & Driver Education

Grade Level: 3 - Senior HS

Has the Educator Completed ALL Requirements Of The Endorsement?

As the authorized official of this recognized Illinois teacher education institution, I do hereby certify that the above-named applicant has completed all requirements of the certification statutes and relevant rules and regulations and has successfully completed all of the requirements for the above listed endorsement. The recommendation is being based upon the following criteria:

Test Only

Test and required coursework

Major and required coursework

Required coursework only, endorsement does not require test or major

Edit Recommendation    Log/Report    Test(s)    Apply    Close

The final step is to electronically sign and seal the endorsement recommendation and select the method by which you used to verify that the student has met all of the requirements for the endorsement. This is done by clicking on the check box next to the authorization text and selecting one of the four options.

**Important Note: The system DOES NOT verify that the educator has passed the appropriate test; this function is the responsibility of the certification officer who is making the endorsement recommendation.**

For the convenience of the user a Test(s) button is at the bottom of the screen that will let you view the tests the educator has passed.

# TCIS/ECS System Documentation

**Institution Endorsement Recommendation**

General Information

IEIN: 775161      SSN: 999-99-9999

Name: Johnny J Smith

Endorsement Information

Certificate: 2357185 - 09 Secondary Teaching

Endorsement: SDE - Safety & Driver Education

Grade Level: 3 - Senior HS

Has the Educator Completed ALL Requirements Of The Endorsement?

As the authorized official of this recognized Illinois teacher education institution, I do hereby certify that the above-named applicant has completed all requirements of the certification statutes and relevant rules and regulations and has successfully completed all of the requirements for the above listed endorsement. The recommendation is being based upon the following criteria:

Test Only

Test and required coursework

Major and required coursework

Required coursework only, endorsement does not require test or major

Edit Recommendation    Log/Report    Test(s)    Apply    Close

Once the data entry is complete, click on the {Apply} button to save the endorsement recommendation to the educator's certificate. The endorsement will be posted to the educator's certificate with a status of "Notification". The educator can now apply for the endorsement from his or her ECS account.

At the bottom of the Endorsement Recommendation screen there are several buttons to allow the user to edit and existing endorsement recommendation, view and print a log of the endorsement recommendation made, and to view passed test(s).

Once an endorsement recommendation has been made the institution user can edit or delete the endorsement recommendation. Editing or deleting an endorsement recommendation can only be done if the educator has not yet applied for the endorsement. To edit or delete an endorsement recommendation enter the educator's SSN or IEIN and press the {Enter} key, then click on the Edit Recommendation button.

# TCIS/ECS System Documentation

**Institution Endorsement Recommendation**

General Information

IEIN: 775161      SSN: 999-99-9999

Name: Johnny J Smith

Endorsement Information

Certificate: [Dropdown]

Endorsement: [Dropdown]

Grade Level: [Dropdown]

Has the Educator Completed ALL Requirements Of The Endorsement?

As the authorized official of this recognized Illinois teacher education institution, I do hereby certify that the above-named applicant has completed all requirements of the certification statutes and relevant rules and regulations and has successfully completed all of the requirements for the above listed endorsement. The recommendation is being based upon the following criteria:

- Test Only
- Test and required coursework
- Major and required coursework
- Required coursework only, endorsement does not require test or major

Edit Recommendation    Log/Report    Test(s)    Apply    Close

Once the Edit Recommendation button has been clicked the following screen is displayed listing all of the endorsement recommendation for the selected educator. You will only be able to delete or edit an endorsement recommendation made by your institution and for which the educator has not already applied.

# TCIS/ECS System Documentation

Cert Num	Code	Description	Code	Description	Code	Level	Inst	Date
2412333	75	Administrative	DSE	Director of Special Education	6	Preschool to Age 21	WIU	12/17/2010

To delete an endorsement recommendation click on the row of the endorsement for which you wish to delete and then click on the Delete button.

To edit an endorsement recommendation click on the row of the endorsement for which you wish to edit and click on the Select button. Once the Select button has been pressed the Endorsement Recommendation screen will be displayed with the endorsement information; make the desired changes and click on the Apply button. Note you will need to check the electronic sign and seal check box and select the appropriate method of evaluation.

# TCIS/ECS System Documentation

**Institution Endorsement Recommendation**

General Information

IEIN: 775161    SSN: 999-99-9999

Name: Johnny J Smith

Endorsement Information

Certificate: 2412333 - 75 Administrative

Endorsement: DSE - Director of Special Education

Grade Level: 6 - Preschool to Age 21

Has the Educator Completed ALL Requirements Of The Endorsement?

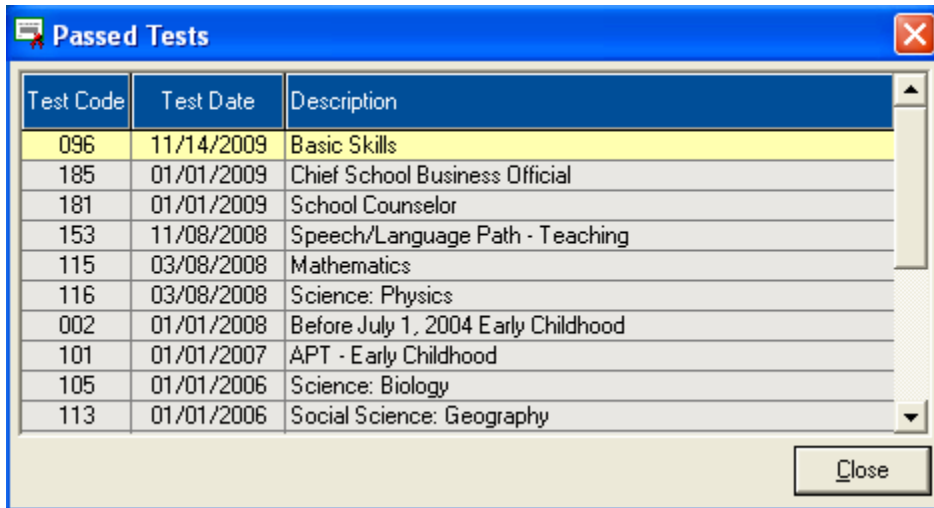
As the authorized official of this recognized Illinois teacher education institution, I do hereby certify that the above-named applicant has completed all requirements of the certification statutes and relevant rules and regulations and has successfully completed all of the requirements for the above listed endorsement. The recommendation is being based upon the following criteria:

- Test Only
- Test and required coursework
- Major and required coursework
- Required coursework only, endorsement does not require test or major

Edit Recommendation    Log/Report    Test(s)    Apply    Close

To view passed test(s) associated with the educator click on the Test(s) button and the following screen will be displayed; use this screen to verify the educator has passed the appropriate test for the endorsement for which you are making the recommendation.

# TCIS/ECS System Documentation



A screenshot of a Windows dialog box titled "Passed Tests". It contains a table with three columns: "Test Code", "Test Date", and "Description". The table lists ten test entries. The first entry, "096" on "11/14/2009" for "Basic Skills", is highlighted in yellow. A "Close" button is located at the bottom right of the dialog box.

Test Code	Test Date	Description
096	11/14/2009	Basic Skills
185	01/01/2009	Chief School Business Official
181	01/01/2009	School Counselor
153	11/08/2008	Speech/Language Path - Teaching
115	03/08/2008	Mathematics
116	03/08/2008	Science: Physics
002	01/01/2008	Before July 1, 2004 Early Childhood
101	01/01/2007	APT - Early Childhood
105	01/01/2006	Science: Biology
113	01/01/2006	Social Science: Geography

To view and/or print a report of the endorsement recommendations made by your institution, click on the Log/Report button. Once the Log/Report button is pressed the following screen is displayed.



A screenshot of a Windows dialog box titled "Report - NotifyEndrsLog". It features two date input fields: "Start Date" with the value "01/01/2010" and "End Date" with the value "02/28/2010". At the bottom of the dialog box are "Ok" and "Cancel" buttons.

Enter the date range desired and click on the OK button to view the report of endorsement recommendations made by your institution.

# TCIS/ECS System Documentation

2/17/2010

Page 1 of 1

**Illinois State Board of Education**  
**Western Illinois University**  
Institution Endorsement Recommendations  
1/1/2010 to 2/28/2010

Name	SSN	Cert#	Certificate Type	Endorsement	Grade Level	Method	Date Recommended
Smith, Johnny J	999-99-9999	2412333	75 - Administrative	DSE - Director of Special Education	Preschool to Age 21	Coursework & Test	2/17/2010 - CTAYLOR

If you wish to print the report, click on the printer icon at the top of the screen. To close the screen, click on the “X” button on the upper right corner of the window.

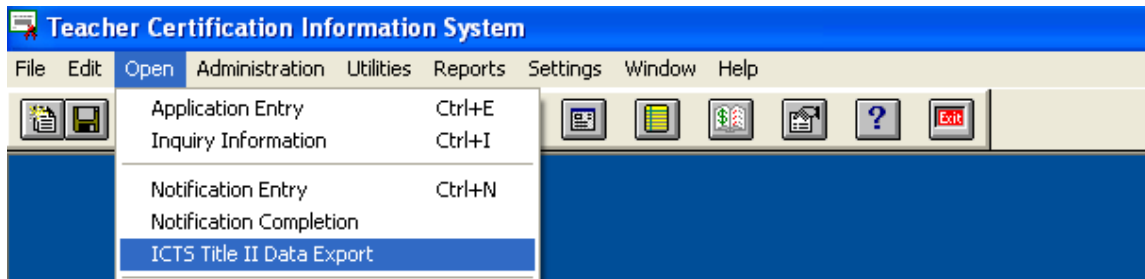
# TCIS/ECS System Documentation

---

## Institution Entitlement Certificate Export


Institutions have the ability to export their entitlement data for use in the annual ICTS/Title II Report; this is done using the ICTS Title II Export menu item.

To access this feature click on the Open menu item and select the ICTS Title II Data Export menu item.

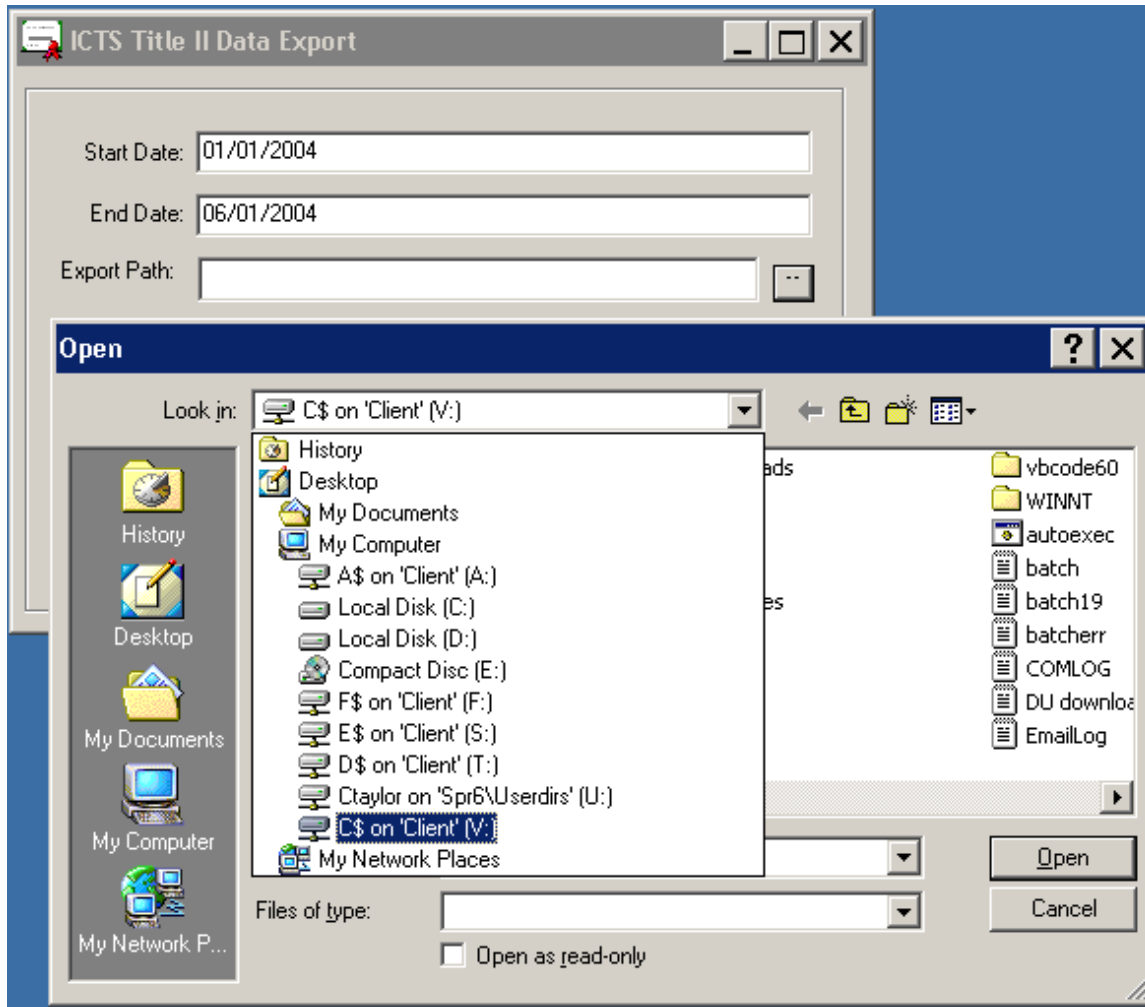


Populate the beginning and ending data ranges of the export which should normally be the fiscal year.



Click on the  button next to the Export Path field to launch Windows Explorer to select the file name and directory you would like the file placed. When operating under CITRIX you must select **the CS on 'Client' (V:) drive** in order for it to be placed on your local hard drive. If you select Local Disk (C:) the file will be saved on the C drive of the CITRIX server here in Springfield and you will not have access to it.

# TCIS/ECS System Documentation



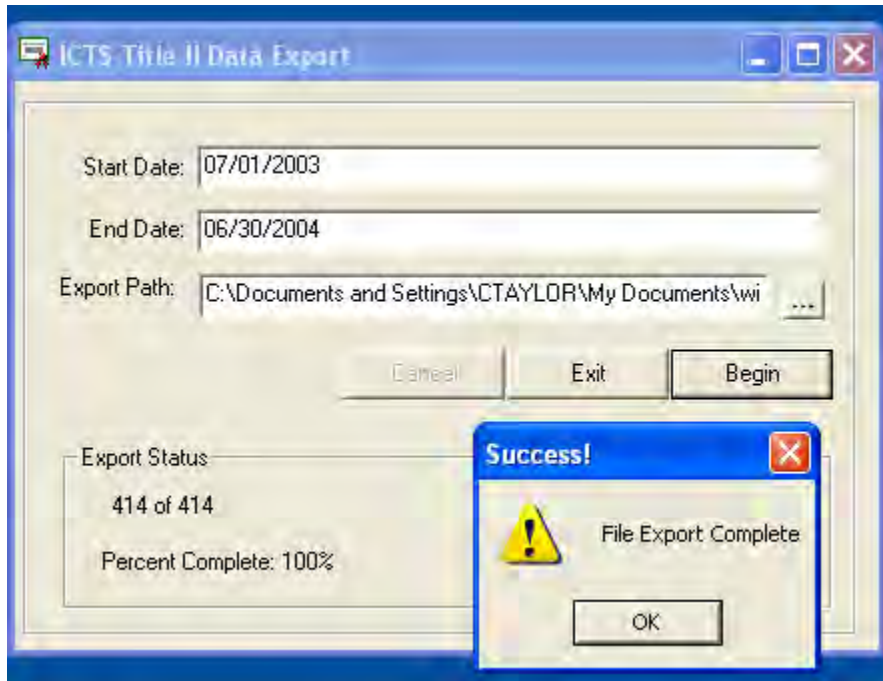
Also, make sure you add the **.txt** file suffix to the file name.

Once the file path and name have been chosen click on the Open button and the file you have chosen will be placed in the Export Path field of the previous screen.

Next, click on the Begin button and the program will export entitlement certificates notifications from your institution with the program completer's ssn#, name, date of birth, program code, and program description for the entitlement period entered.

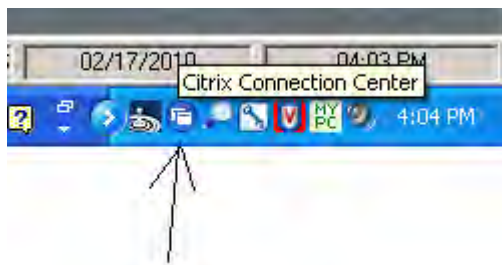
## TCIS/ECS System Documentation

---



A message box with File Export Complete will appear when the file has been created. Once the program has notified you that the export is complete you can open the file you created in Excel and follow the Import Wizard instructions for importing a comma delimited file. Once the file is in Excel you can manipulate it any way you desire, for example you could sort by the program area and remove any rows you do not wish to be included in your report. Please refer to the documentation in Excel for Excel questions.

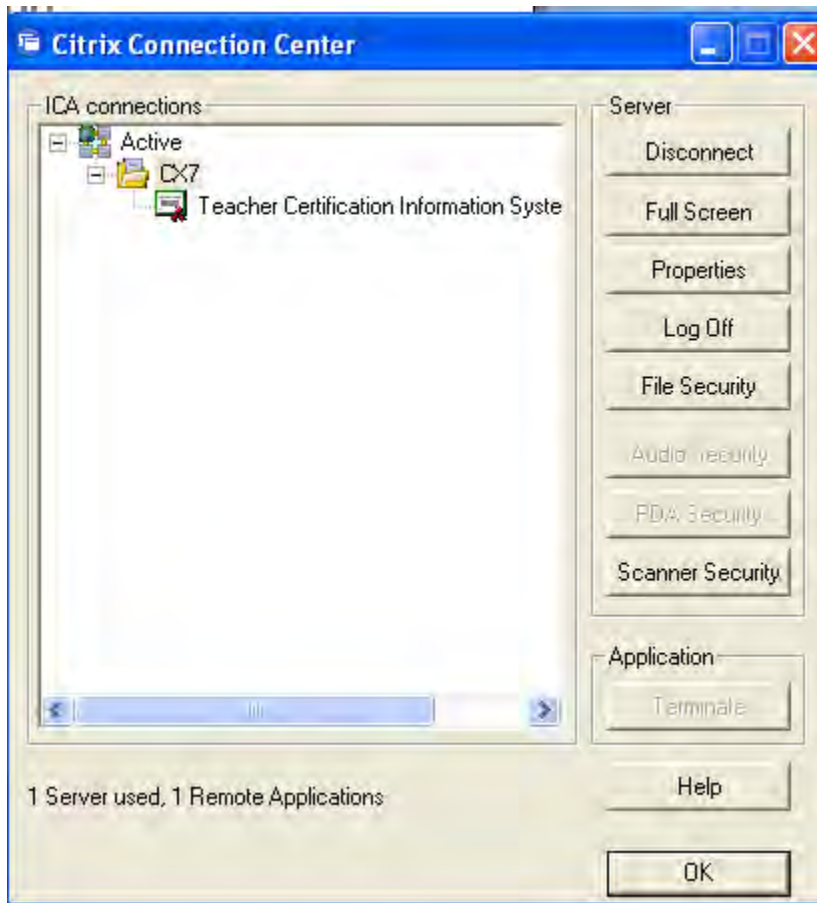
The first time you export this data you may receive an error that states you do not have the proper security to export the data. If you receive a message like this open up the CITRIX Connection Center by clicking on the icon in your Windows system tool tray as shown below:



# TCIS/ECS System Documentation

---

The following screen will be displayed and click on the <File Security> button



## TCIS/ECS System Documentation

---

Select the Full Access and Never Ask Me Again options and click the <OK> button. Setting these options will allow you to export your data.

