

Instructions for Using the Educator Certification System (ECS) to Record Your Highly Qualified Teacher (HQT) Status

*The Illinois State Board of Education's Online Teacher Information System (OTIS) and the Certificate Renewal Tracking System (CeRTS) have been merged to form the new **Educator's Certification System (ECS)**. ECS is a web-based system that allows educators and district administrators access to certification data.*

The ECS web site consists of two portals, or doorways, to certification data: district administrators can view certification data that is considered public information, and educators can both view their files and perform functions such as submit statements of assurance, pay registration, apply for NCLB HOUSSE HQ status, etc. ECS accepts only credit cards as payment.

Note: Any existing OTIS login and password will be the same for the new ECS system.

Using ECS to Record HQT Status

1. Go to ISBE's homepage: www.isbe.net

Establish and/or Enter your ECS Account

2. Click on "ECS" located in the top, left-hand corner of the ISBE homepage
3. Scroll down to select "Click here to Access ECS"
4. If you have not set up your ECS account, follow the instructions to create a new account
5. Log-on to ECS

Review your Pre-Determined HQT Status

6. On your account summary page, select from the left column "My Credentials"
7. From the "Credential Options" page select "NCLB Credentials." From this page you will see the subjects for which ISBE was able to automatically determine your HQT status. *Please note:*
 - These subjects do not necessarily relate to any area where you have teaching experience or to your current teaching assignment.
 - Since these subjects are determined using information already submitted to the agency, you must not go through the **High Objective**

Uniform State Standard of Evaluation (HOUSSE) method to add these subjects to your profile.

- The subjects you see *may* indicate a grade level for which you do *not* hold proper certification

Add New Subjects

8. To now add a HOUSSE result, select "Enter Subject Area(s) for Which you are Highly Qualified (using the IFT or IEA HOUSSE worksheet)
9. Enter the results of your HOUSSE worksheet. If you have **not** gone through HOUSSE for a subject, you can do so now by clicking the IFT/IEA link.
Please note:
 - If you are not currently employed as a teacher, to use the HOUSSE IFT/IEA worksheet you will have to respond as if you *are* employed at the grade level and subject of your interest.
10. After entering the results of your HOUSSE worksheet, indicate that you are the user and click "next"
11. You will be directed to a page that outlines the various means to become Highly Qualified. If you have completed the HOUSSE process, click "next"
12. You will then be directed to a page listing the options districts use to complete the Teacher Service Record (TSR). If you are *uncertain* how the TSR relates to your teaching assignments, click "Illinois Teaching History" to determine how your district reported you in the past. To do this:
 - Click on the appropriate assignment
 - Click "next"
 - Complete the affirmation
 - Click "submit"
13. Repeat the process for any other subjects for which you have HOUSSE results as reported on your IFT/IEA worksheet

14. Finally, to update your degrees, click "Degrees" under "My Credentials" and follow the instructions for adding pending degrees and submitting the evidence of work completed.