

Note: **City of Chicago teachers** submit to Educator and School Development, 100 North First, E-310, Springfield, Illinois 62777-0001.

**ILLINOIS STATE BOARD OF EDUCATION**  
 Educator and School Development Division  
 100 North First Street, E-310  
 Springfield, Illinois 62777-0001

**LPDC**

Yes  
 No

**STATEMENT OF ASSURANCE FOR RENEWAL OF STANDARD/MASTER CERTIFICATES**

**Instructions:** Return completed form to your Regional Office of Education (in your phone book under local or county government or at [www.isbe.net](http://www.isbe.net)).

NAME (Last, First, Middle, Maiden)	ILLINOIS CERTIFICATE NUMBER/IEIN	
ADDRESS (Street, City, State and Zip Code)	HOME TELEPHONE (Include Area Code)	WORK TELEPHONE (Include Area Code)
	E-MAIL	

SCHOOL AND DISTRICT WHERE YOU TAUGHT THE LAST YEAR OF CERTIFICATE'S VALIDITY (If you did not teach the last year, enter NA.)

<b>CERTIFICATE TYPE AND STATUS:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Exempt	<input type="checkbox"/> Standard Teaching _____ Semesters Active _____ Semesters Active _____ Semesters Exempt	<input type="checkbox"/> Master Teaching _____ Semesters Active _____ Semesters Active _____ Semesters Exempt	<b>NOTE:</b> Corey H. requirements do not apply to any of the activities below except CPDUs/CEUs. Regular education teachers using CPDUs or CEUs for all or part of their professional development must have 20% (50% for special education teachers) applicable to teaching students in the least restrictive environment. Use Purpose E to show applicable activities.
	<b>TOTAL</b> ➔ _____ <b>(Must equal 10)</b> _____ <b>(Must equal 20)</b>		
<input type="checkbox"/> Speech-language pathologists with Type 03, 09 and/or 10 teaching certificates <input type="checkbox"/> IDPR licensing <input type="checkbox"/> ASHA CCCs <input type="checkbox"/> Both <input type="checkbox"/> Neither Reduction in CPDUs or semester hours for advanced degrees <input type="checkbox"/> Master's degree <input type="checkbox"/> Multiple advanced degrees (see instructions)			

**PROFESSIONAL DEVELOPMENT OPTION** (select one)

To meet certification requirements, I have completed the following professional development activity:

<input type="checkbox"/>	1. Advanced education-related degree from an accredited institution, earned during this validity period.	NAME OF COLLEGE OR UNIVERSITY	STATE	DEGREE	DATE RECEIVED
<input type="checkbox"/>	2. 8 semester hours of college course-work in education-related program of which 2 semester hours address Purpose A.	COURSES	NAME OF COLLEGE OR UNIVERSITY	STATE	DATE COMPLETED
<input type="checkbox"/>	3. Subsequent Illinois certificate or endorsement.	CERTIFICATE OF ENDORSEMENT			DATE COMPLETED
<input type="checkbox"/>	4. Requirements for becoming "highly qualified" in another teaching area.				DATE COMPLETED
<input type="checkbox"/>	5. National Board for Professional Teaching Standards Certification Process.				DATE
<input type="checkbox"/>	6. Four semester hours of graduate-level coursework approved for this purpose in one of the following:				
<input type="checkbox"/>	a. Assessment of teaching performance	COURSE(S)	APPROVED PROVIDER	DATE COMPLETED	
<input type="checkbox"/>	b. National Board for Professional Teaching Standards preparation	COURSES	APPROVED PROVIDER	DATE COMPLETED	
<input type="checkbox"/>	7. Continuing Professional Development Units (CPDUs) or Continuing Education Units (CEUs). One CEU = 5 CPDUs. <b>See list on back of this page.</b>				

**Applicants who knowingly alter or misrepresent their qualifications in order to renew a certificate shall be denied its renewal and may be subject to the suspension or revocation of all previously held certificates.**

**ASSURANCE STATEMENTS**

*I do hereby affirm under penalty of perjury that the information provided is true, correct, and complete. The evidence of completion for the professional development activity or activities will be available upon request.*

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Signature of Applicant*

**LIST OF CPDU/CEU ACTIVITIES**

Complete this chart if you checked number 7 as a Professional Development Option. *Add pages as needed.*

Page

\_\_\_\_\_ of \_\_\_\_\_

ACTIVITY NUMBER	CPDU/CEU ACTIVITY	PROVIDER (if applicable)	PURPOSE Check all that apply					CPDUs	STARTING DATE
			A	B	C	D	E		

CPDUs Required \_\_\_\_\_

Purpose E CPDUs required \_\_\_\_\_

Total CPDUs \_\_\_\_\_

**LPDC RECOMMENDATION**

(To be completed by the chair of the LPDC if applicable)

- Recommended for renewal of certificate(s).
- Recommended for nonrenewal of certificate(s) for the following reason(s):
  - Activity is not related to one of the purposes.
  - Number of credits claimed does not meet the requirement.
  - Provider is not approved by ISBE.
  - Activity does not conform to the definition.

\_\_\_\_\_  
*Signature of LPDC Chair*

\_\_\_\_\_  
*Date*

**REGIONAL SUPERINTENDENT'S RECOMMENDATION**

- Recommended for renewal of certificate(s).
- Recommended for nonrenewal of certificate(s) for the following reason(s):
  - Activity is not related to one of the purposes.
  - Number of credits claimed does not meet the requirement.
  - Provider is not approved by ISBE.
  - Activity does not conform to the definition.

\_\_\_\_\_  
*Signature of Regional Superintendent or designee*

\_\_\_\_\_  
*Date*

**RIGHT TO APPEAL A RECOMMENDATION FOR NONRENEWAL**

Within **14 days** of receiving a recommendation for nonrenewal from an LPDC, you may appeal to the Regional Professional Development Review Committee (RPDRC) by sending ISBE Form 77-17 "Appeal to the RPDRC" to your Regional Office of Education.

**LIST OF CPDU/CEU ACTIVITIES**

Complete this chart if you checked number 7 as a Professional Development Option. *Add pages as needed.*

Page \_\_\_\_\_ of \_\_\_\_\_

ACTIVITY NUMBER	CPDU/CEU ACTIVITY	PROVIDER (if applicable)	PURPOSE Check all that apply					CPDUs	STARTING DATE
			A	B	C	D	E		
							Total CPDUs		
<hr/> <i>Signature of Applicant</i>							Grand total CPDUs		
<hr/> <i>Date</i>									

### INSTRUCTIONS FOR COMPLETING FORM 73-98

1. Indicate whether your school/district is served by an LPDC (Local Professional Development Committee). Enter your certificate number and other identifying information.
2. Indicate the type of certificate and the semesters active or exempt. If you have been exempt for the entire validity period, skip to the Assurance Statement, sign and date it. If you are a speech-language pathologist and/or have one or more advanced degrees, check the appropriate boxes.
3. Check the type of professional development completed and provide information requested.
4. If you earned CPDUs/CEUs as all or part of your activities, list each activity; the approved provider, if applicable; the purpose it met; and the number of CPDUs earned on the back of the form.
5. Sign and date the form and submit it to your LPDC, if applicable. If not, submit it along with the Certificate Registration Form (ISBE 73-10) and the fees to your Regional Office of Education.

### Purposes—Standard/Master Certificate Renewal

CPDU/CEU activities must be attributed to one or more purposes, but there is no requirement for a specific proportion for any activity except for Purpose E. Teachers using CPDUs/CEUs must address Purpose E as described below.

- A. Advance knowledge and skills consistent with the Illinois Professional Teaching Standards and the Illinois Content Area Standards in the certificate holder's area(s) of certification, endorsement, or teaching assignment.
- B. Develop knowledge and skills in the state priorities (special education, mathematics, technology, standards and assessment, reading).
- C. Address the knowledge, skills, and goals of the local school improvement plan if employed in an Illinois public or state-operated school, cooperative or joint agreement with a governing body or board of control.
- D. Expand knowledge and skills in an additional teaching field or toward the acquisition of another teaching certificate, endorsement, or relevant education degree.
- E. Address the needs of serving students with disabilities, including adapting and modifying the general curriculum related to the Illinois Learning Standards and serving such students in the least restrictive environment. Special education teachers must devote at least 50% of their continuing professional development activities to this purpose. Teachers holding other certificates must devote at least 20% of their activities to this purpose.

### CPDU Credit Calculator

Calculate the total CPDUs required by entering the number of semesters you taught full-time and/or part-time (if applicable). Multiply by 12 for full-time and 6 for part-time teaching. (For Master Certificates, multiply by 6 and 3, respectively.) Add the result. Use Total CPDUs to calculate the Purpose E requirement and, if appropriate, the reduction for advanced degrees and Master Certificates. If you taught regular education and special education, calculate Purpose E requirements according to time spent in each. Teachers employed as special education teachers for any part of the day are considered special education teachers for Purpose E. Enter the Total CPDUs for Renewal and Purpose E requirements on page 2 of the form where indicated.

### CPDUs REQUIRED

\_\_\_ semesters full-time X 12 = \_\_\_ CPDUs

\_\_\_ semesters part-time X 6 = \_\_\_ CPDUs (Part-time is less than 50% of the school day or semester.)

**TOTAL CPDUs** \_\_\_ (Use TOTAL to calculate Purpose E and Reduction (if applicable).)

### Purpose E (Special Education Requirement)

\_\_\_ Semesters Teaching Regular Education: Total CPDUs \_\_\_ X .20 = \_\_\_ CPDUs

\_\_\_ Semesters Teaching Special Education: Total CPDUs \_\_\_ X .50 = \_\_\_ CPDUs

### Reduction for Advanced Degree/Master Certificate (earned prior to this registration cycle)

These reductions apply to anyone who applies for renewal on or after July 1, 2004.

**Master's Degree** : Total CPDUs \_\_\_ X .67 = \_\_\_ CPDUs Required for Renewal

**Multiple Master's Degrees or Educational Specialist or Doctorate or Master Certificate:**

Total CPDUs \_\_\_ X .33 = \_\_\_ CPDUs Required for Renewal

## CPDU POINT VALUES—STANDARD/MASTER

No.	ACTIVITY	CPDU VALUE PER SEMESTER (unless otherwise noted)
001	<b>Collaborative planning</b> /professional improvement teams/committees	3-5 meetings attended = 5 6 or more meetings = 8
002	<b>Peer review</b> (formal arrangement)	3-5 observations = 9 6 or more observations = 11
	<b>Peer coaching</b> (formal or informal arrangement)	3-5 observations= 5 6 or more observations = 8
003	<b>Mentor</b> /recipient	3-5 observations = 9 6 or more observations = 11
	<b>Consulting teacher</b> in remediation process	3-5 meetings attended = 6 3-5 meetings plus one or more observations = 9 6 or more meetings = 8 6 or more meetings plus one or more observations. = 11
004	<b>Site-based management or decision-making teams/committees</b> related to school improvement plans	3-5 meetings attended = 8 6 or more meetings =11
005	<b>Coordinating community resources</b> in schools	4 per semester or 2 per quarter
006	Facilitating <b>parent education programs</b>	For facilitating = 4 or 2 per quarter For presentations = 8 or 4 per quarter
007	<b>Business, school or community partnerships</b>	3-5 meetings attended = 5 6 or more meetings = 8
008	Supervising a <b>student teacher or teacher education candidate</b>	30 for student teacher supervision (limit 1 per cycle) 12 for supervision of pre-student teaching clinical experience (teacher able to do both)
009	<b>College coursework</b>	15 per semester hour of credit earned
010	<b>Teaching</b> college or university courses	20 (same course can be counted only once per cycle)
012	<b>Workshops, conferences, seminars, institutes, symposiums,</b> non-university credit (requires approved provider)	Participation: 1 hour = 1 CPDU
013	<b>Presenting at workshops,</b> seminars, conferences, etc	Presentation: first time = 8, subsequent times = 3
014	Training as <b>external reviewers</b>	First training sequence completed = 10 Subsequent training (one per cycle) = 5
015	Training as <b>reviewers for accreditation of university teacher preparation programs</b>	First training sequence completed = 10 Subsequent training (one per cycle) = 5
016	<b>Action research</b> and inquiry projects	Project involving one's own class = 8 Project involving others' classes = 11
017	<b>Observing programs</b> or teaching in schools, business or industry	5 per semester or 2.5 per quarter
018	<b>Travel</b> (requires prior approval of LPDC, if applicable, or Regional Superintendent)	12 per episode per year 15 (foreign language teachers to related-language destination)
019	<b>Study groups</b>	3-5 meetings attended = 6 6+ meetings = 8
020	Statewide <b>education-related committee</b>	15 per year or 7.5 per semester
021	<b>Work/learn</b> programs or internships	1-10 contact hours = 5 11-20 contact hours = 8 21 or more contact hours = 11
022	<b>Curriculum development or assessment</b> activities	3-5 meetings attended = 8 6 or meetings = 11
023	<b>Team or department leadership</b>	5 CPDUs
024	External or internal school or district <b>review team</b>	External = 15 (once per semester) Internal = 8 per semester or 4 per quarter
025	<b>Publishing</b> education articles, columns or books	Book = 40 (technical or research book) 20 (other type books) Chapter in book or article in refereed journal = 15 Statewide column = 8 Local column = 5 Book with multiple authors = 15 (authors divide)
026	<b>Non-strike related professional association or union service</b> related to professional development	3-5 meetings attended = 8 6 or more meetings = 11
027	<b>Portfolio</b> of student and teacher work	15 CPDUs