

Certification Information For Out-Of-State Applicants

This checklist will assist you in assembling the documents necessary to complete the application process for an Illinois educator certificate. Without these documents the application process may be delayed.

- _____ **Completed Application for Certificate (Form 73-03C for teaching certificates, 73-03D for administrative or school service personnel certificates).** The application must be accompanied by a non-refundable \$75 application fee. Payment must be in the form of a cashier's check. You will need to submit the application and fee to your Regional Office of Education. (Residents of the city of Chicago or out-of-state applicants may mail applications and fees directly to the ISBE Educator Certification Division in Springfield; the cashier's check should be made out to the State Superintendent of Education.)
- _____ **Copy of your out-of-state certificate.** Your certificate must be valid at the time of application and comparable to the Illinois certificate for which you are applying. Please photocopy the front and back of your certificate.
- _____ **Certified transcripts from all institutions of higher learning.** All transcripts must be original and official; no photocopies are permitted. **To be official, transcripts must be submitted in the sealed envelope from the college or university or be sent directly by the institution to your regional office or to the ISBE Certification Division.** Transcripts received that are not in a sealed envelope from the university or are sent directly from the university will be considered unofficial and cannot be used for evaluation.
- _____ **State-Approved Program Verification Form (Form 73-05).** Please have your college or university complete form 73-05 and send it **directly** to ISBE.
- _____ **Request for a provisional teaching certificate.** If you have a valid educator certificate from another state that is comparable to the certificate for which you are applying, you may qualify for an Illinois provisional teaching certificate. You must complete ISBE form 73-63 to request a provisional certificate. **The provisional certificate is valid for at least two (2) full fiscal years, during which time you must remove all deficiencies. Provisional certificates cannot be renewed.**
- _____ **Letters of teaching experience.** The level (initial or standard) of the Illinois certificate you receive is based on the number of years of teaching experience you completed while holding a valid certificate. Letters verifying experience or official employment records must be original, on official letterhead, and signed by authorized school personnel. **You must submit proof of holding a valid certificate during the time period of your experience.**

All forms are available at <http://www.isbe.net/certification/html/forms.htm>.

Testing Information

Individuals seeking **teacher** certification in Illinois must pass the following examinations: (a) Basic Skills*, (b) the appropriate content area test, and (c) the appropriate Assessment of Professional Teaching (APT) test. Furthermore, individuals seeking one of the following special certificates must also pass the Special Education General Curriculum test:

- Learning Behavior Specialist I
- Teacher of Students Who Are Blind or Visually Impaired
- Teacher of Students Who Are Deaf or Hard of Hearing
- Speech-Language Pathologist: Teaching

Individuals seeking **school service personnel** certification in Illinois must pass the following examinations: (a) Basic Skills* and (b) the appropriate school service personnel content area test. (Note: Teaching and non-teaching speech language certificates require different content area tests).

Individuals seeking **administrative** certification in Illinois must pass the following examinations: (a) Basic Skills* and (b) the appropriate administrative content area test.

* Applicants who hold a valid and comparable certificate from another state are not required to pass the Basic Skills test unless they have previously attempted to pass the Illinois Basic Skills test and failed it.

For more information concerning test fees, registration, and study guides, visit <http://www.icts.nesinc.com>.

A Note Regarding Middle School Requirements

Persons seeking middle grade endorsements in Illinois must complete 18 semester hours of content in the endorsement area and two additional 3-semester-hour courses in middle grade education**.

- One course must include coursework in middle school philosophy, curriculum, and instructional methods for designing and teaching developmentally appropriate programs in the middle grades, including content area reading instruction.
- The additional 3 semester hours of coursework must be in educational psychology, focusing on the developmental characteristics of early adolescents and the role of the middle grade teacher in assessment, coordination, and referral of students to health and social services.

**Some middle grade endorsements require a specific distribution in the content area. These endorsements include middle grade mathematics, reading, library information science, English as a second language, bilingual, and technology specialist endorsements.

The required middle grade education courses from out-of-state institutions are not acceptable unless an official course description from the institution explicitly addresses these requirements. If the coursework does not meet Illinois requirements, the applicant will not be issued a middle grade endorsement even if the applicant has 18 semester hours of content area coursework in endorsement area.

Approved middle school education courses are listed at: http://www.isbe.net/certification/middle_grade/msinfo.htm.

All forms necessary to complete your application are located at <http://www.isbe.net/certification/html/forms.htm>.