

NEW!! Application and Registration fees were increased beginning January 1, 2012 per [Public Act 097-0607](#). As of 8/26/2011, Section 21B-45 of *The Illinois School Code* states that all certificates not renewed or registered shall lapse after a period of six months from the expiration of the last year of registration. The certificate may be reinstated once the applicant has demonstrated proficiency by completing 9 semester hours of coursework from a regionally accredited institution of higher education in the content area that most aligns with the educator's endorsement area or areas. Before the certificate may be reinstated, the applicant shall pay all back fees owed from the time of expiration of the certificate until the date of reinstatement.

Procedures for Moving from Initial to Standard

If you hold one of the following certificates you are required to Move from Initial to Standard when four years of teaching experience is accrued, **(See *"Teaching Experience"* below for details)**

- Initial Elementary,
- Initial Early Childhood,
- Initial Secondary, Initial Special,
- Initial Alternative

Initial certificate holders, whether employed in public or nonpublic schools, are required to move from the Initial-level certification to the Standard-level certification. To do so, you must complete one of the professional development options below by the time you accrue four years of teaching experience on a valid certificate.

Initial certificates become invalid once four years of teaching experience is accrued. Moving to the Standard-level certificate is not optional, it is required.

First, determine whether or not you have four years of teaching experience on your Initial certificate. (See *"Teaching Experience"* below for details). Use the checklist below to assist you with preparing for and completing the process:

CHECKLIST

If you have four years of teaching experience:

- Record professional development in ECS,
- Submit a Statement of Assurance in ECS,
- Obtain letters from your school or district administrator verifying four years of teaching experience on your Initial certificate,
- Fax letters to your Regional Office of Education – Only Chicago Public School teachers should fax their letters to 217/524-1289, Attn: Angela McDermott
- Once the Statement of Assurance has been submitted, you must monitor the approval status in ECS
- Once the Statement of Assurance has been approved you must Apply for Standard certificate in ECS beginning April 1
- Once the Standard certificate has issued you are responsible for registering the Standard certificate, if you applied for the Standard certificate on or after April 1, the certificate will not issue until July 1

If you do not have four years of teaching experience:

- Reregister Initial certificate in ECS - - See below **“What if I do not have four years of teaching experience but my registration fees are expiring?”**
- Accrue additional teaching experience
- Begin Initial to Standard process when four years of experience on the Initial certificate has been accrued

Teaching Experience

If you have four years of teaching experience you must submit a letter(s) verifying four years of teaching experience beginning **April 1** of your fourth year. Your letter(s) must include the nature and duration of your teaching experience. The letter(s) must also be on school or district letterhead and signed by your school or district administrator.

Experience earned on a Type 39 Substitute certificate, a Type 29 Transitional Bilingual certificate, and a Provisional Alternative certificate or through home schooling does not count towards the required four years to move to the Standard certificate.

Experience from out-of-state counts towards the required four years of experience but a copy of your Out-of-State certificate(s) must be on file with the Illinois State Board of Education or your Regional Office of Education. The out-of state certificate must be equivalent to the Illinois Initial, Standard or Master level certificate. You must fax or mail a copy of your out-of-state certificate along with any out-of-state letter(s) of experience.

“Four years of teaching experience” means the equivalent of four years’ full-time employment, i.e., eight semesters of scheduled full-time teaching, which may, however, be accumulated in any combination of increments. That is, it need not be accumulated through full-time teaching. To permit timely processing of applications for standard certificates, the State Superintendent of Education may accept applications from individuals who are at least midway through their final semester of required teaching experience, provided that each such individual submits a letter that otherwise meets the requirements of subsection (f) of this Section but indicates that:

- 1) the individual has completed 3 ½ years of teaching plus the required portion of the final semester; and
- 2) the representative of the employing entity knows of no reason why the individual will not complete four years of teaching experience during the then-current semester.

“Evidence of teaching experience” means a letter signed by the chief administrator or other designated official of the employing school district or nonpublic school (or other employing entity, if applicable to the holder of an early childhood certificate) documenting the nature and duration of the candidate’s teaching. A letter signed by an official of the state education agency in another state may be substituted for an employer’s letter when the latter cannot be secured. Early childhood teaching experience shall be understood as contributing to the fulfillment of this requirement if gained in a position for which an early childhood certificate was required pursuant to the rules of the State Board of Education at 23 Ill. Adm. Code 235 (Early Childhood Block Grant). Experience gained while teaching in a home school shall not be applicable to the fulfillment of this requirement.

Chicago Public School educators can contact the Chicago Employee Records Unit to obtain letters of teaching experience at 773-553-1112. Only Chicago Public School educators should fax their letters of

experience to Angela McDermott at 217/524-1289. All other educators should mail or fax their letters of teaching experience to the [Regional Office of Education](#) in the county where they teach.

NEXT, determine which one of the Professional Development Options below best aligns with the professional development you have completed. Except for the Advanced Degree, all options must be completed within the four year validity period of the Initial certificate.

What are my Professional Development Options? To view complete details about each of the professional development options below hold the Ctrl key down and put your cursor over each link to open. Only one of the options below is necessary to fulfill the entire professional development requirement for moving from Initial to Standard.

Advanced degree – Educators do not need to enter all coursework completed, just the Institution where the degree was awarded, the Degree Major and the date the degree was awarded.

Approved Induction and Mentoring Program

National Board for Professional Teaching Standards (NBPTS) certification/process

12 semester hours of graduate-level coursework (may be prorated) (*updated 7/13/05*)

a 12-hour, education-related professional development certificate

Subsequent Illinois certificate or endorsement

Requirements for becoming NCLB "highly qualified" in another teaching area Sept 27-30

Exam

Four semester hours of approved graduate-level coursework in either

Self-assessment

NBPTS certification preparation

Continuing Professional Development Units (CPDUs – Click to review full CPDU chart)

Follow Steps 1-5 Below to Complete the Process of Moving from Initial to Standard

STEP 1 - Entering Professional Development Activities on Educator Certification System

IMPORTANT NOTE: Some Initial certificate holders are having difficulty entering their professional development in the Educator Certification System (ECS). If you are experiencing this problem, mostly likely you have reregistered your Initial certificate because four years of teaching experience had not been accrued. After following the steps below select the Inactive Initial Certificate Cycle to record professional development. ECS is reading that you are in a new cycle because you were required to reregister your Initial certificate. You may have to toggle between the cycles to enter activities depending on when the activity was completed.

The Educator Certification System allows teachers and administrators to enter all applicable professional development for certificate renewal. The following is a step by step overview of entering professional development:

- Log in to the Educator Certification System at <https://sec1.isbe.net/ecs>
- Log in to your private account (if you do not already have an account, select **“Create Account.”** If you do not remember your Account ID, you must reset your account by clicking on **“Reset Your Account”**. Once you have your Account ID and password you may begin the process below:

Once you are logged in,

- Click on “Professional Development and Renewal”
- Click on “Activities”
- Click on “Enter/Review Professional Development”
- Your current cycles will appear, directly below, click on “**Enter/Review Professional Development**” again. Begin entering your professional development by answering questions in the wizard. This will allow you to start entering your professional development activities into the system. Please note: you will need to enter each activity separately.

Once you have entered your professional development you must submit the Statement of Assurance. See “Submitting Your Statement of Assurance” below.

STEP 2 - Submitting Your Statement of Assurance

A Statement of Assurance is an electronic statement verifying that you have completed all of the professional development activities that you listed on the Educator Certification System. In essence, it is confirmation from you that you have met all professional development requirements. Once you have entered all of the applicable professional development onto the Educator Certification System follow the instructions below:

- Log in to the Educator Certification System at <https://secqa1.isbe.net/ecs/Log in.asp>
- Log in to your private account (if you do not already have an account, select “Create Account”). If you do not remember your Account ID, you must reset your account; the updated information will be sent to the e-mail address on file.
 - Once you are logged in
 - Click on “Professional Development and Renewal”
 - Click on “Statement of Assurance
 - Click “Submit/Review Statement of Assurance”
 - Click “Submit/Review Statement of Assurance” Begin answering the questions in the wizard
 - When the Statement of Assurance has been successfully submitted, you will be able to monitor the status for approval
 - *Once you have submitted your Statement of Assurance you must monitor the status for approval. See “Monitoring the Educator Certification System for Approval Status” below.*

STEP 3 - Monitoring the Educator Certification System for Approval Status

Before you can formally apply for a standard level certificate, you must first secure the approval of the Local Professional Development Committee (LPDC) for the City of Chicago, the Regional Office of Education (ROE) for the City of Chicago and the Illinois State Board of Education/State Teacher Certification Board (ISBE/STCB). Once you submit your Statement of Assurance, your file will automatically be sent to the Chicago Public Schools LPDC. If approved by the Chicago Public Schools LPDC, your file will then be forwarded to the Regional Office of Education (ROE), if approved by the ROE, your file will then be forwarded to the Illinois State Board of Education/State Teacher Certification Board (ISBE/STCB). Once approved by the LPDC, the ROE and the ISBE/STCB, you will be able to submit apply for the standard level certificate. (That is, you see “YES” under each level). To check your approval status, please:

- Log in to your Educator Certification System (www.isbe.net/ecs) account;
- Select “Professional Development and Renewal”;

- Next, select “Statement of Assurance”. You will see either a “Pending” or “YES” under the LPDC, the ROE and ISBE/STCB levels. “Pending” means that your Statement of Assurance is still pending. The word “YES” means that the Statement of Assurance has been approved at that level. Once you secure the approval of the LPDC, the ROE and the ISBE/STCB (that is, you see “YES” under each level), you may apply for the standard level certificate.
- LPDCs, if one exists, have 30 days to review and forward their recommendation to the Regional Office of Education for recommendation. (You should check the status of your Statement of Assurance daily/weekly in ECS)
- ROEs have 30 days to review and make their Recommendation for Issuance. (You should check the status of your Statement of Assurance daily/weekly in ECS.)
- ISBE/STCB usually takes 1-2 days

My Statement of Assurance has been “Rtn - Returned” by my LPDC or by my ROE, what is my next step?

You must revise and resubmit your Statement of Assurance.

- Go to the Educator Certification System (www.isbe.net/ecs)
- Click on Educator Access, then enter your login and password
- Click on “Professional Development and Renewal”
- Click on “Statement of Assurance”
- Click on “Submit/Review Statement”
- Click on “View” – review the comments, revise the Statement of Assurance then resubmit the Statement of Assurance. A returned Statement of Assurance cannot be recalled, it must be resubmitted. To resubmit, click on “Submit/Review Statement of Assurance”, then follow the prompts. *Once you have resubmitted your statement of assurance, you must monitor the status for approval.*

STEP 4 - APPLY FOR A STANDARD CERTIFICATE ELECTRONICALLY – Individuals CANNOT apply for a standard certificate until their Statement of Assurance has been approved.

To apply for the standard level certificate you must Log in to the Educator Certification System at www.isbe.net/ecs

- Click “Applications”
- Click “Move from Initial to Standard Application”
- Click on “Apply for Standard” then follow the prompts
- The fees are as follows: \$75 application fee for EACH certificate.

Note: if you have more than one initial certificate then you must repeat the process above for each certificate.

You may monitor the status of your pending Standard certificate under “My Credentials” then click on “Pending Applications” when the certificate status changes to “Issue” it will then appear under “Current Credentials”.

APPLY FOR A STANDARD CERTIFICATE ON PAPER – DO NOT SUBMIT ANY APPLICATIONS AND FEES UNTILS YOUR STATEMENT OF ASSURANCE HAS BEEN APPROVED.

If you choose not to apply online, you may complete and submit ISBE Form 73-03C, Application for Certificate and ISBE Form 73-10, Certificate Registration Form, along with a cashier check to the Regional Office of Education in the county where you teach or reside. All forms can be found on our website at www.isbe.net, click on Forms.

The fees are as follows: \$75 application fee for EACH certificate.

STEP 5 - REGISTER THE STANDARD CERTIFICATE - Individuals CANNOT register the standard certificate until the status shows "Issue" under Current Credentials in ECS.

To register the standard level certificate you must Log in to the Educator Certification System (ECS) (www.isbe.net/ecs),

- Click on Register Certificates
- Click on Register Certificates again,
- Follow the prompts until you are able to enter your credit card information.
- You may view the updated status by clicking on Current Credentials, then My Credentials, scroll down until you see the Registration section.

If you do not already have an account, select "Create Account". If you do not remember your Account ID, you must reset your account.

In order to be valid, all Illinois certificates must be registered with the Regional Superintendent of Schools where the certificate holder works or lives. Registration fees are calculated at \$10 per year of a certificate's validity. For instance, a five year standard teaching certificate would require a total amount of \$50 in registration fees (5 years x \$10 per year=\$50). If your standard certificate is not already registered you may do so on the Educator Certification System by clicking on "Register Certificates" then begin answering the questions in the wizard, when completed you will be prompted to enter your credit card information. You will be able to view your updated credentials under "My Credentials", then click on "Current Credentials", scroll down to the Registration Section.

Important note: If applying for or registering certificates on the Educator Certification System applicants must use a credit card. Furthermore, an additional \$1.75 convenience fee will be charged for each credit card transaction completed on the Educator Certification System.

NOTE: THE STANDARD CERTIFICATE WILL AUTO ISSUE ON JULY 1 IF IT IS APPLIED FOR ON OR AFTER APRIL 1. YOU MUST LOG IN TO ECS TO PAY THE \$50 REGISTRATION FEE ON JULY 1. THE STANDARD CERTIFICATE IS VALID FOR FIVE YEARS. EDUCATORS MAY VIEW THEIR CREDENTIALS IN ECS BY CLICKING ON "MY CREDENTIALS" THEN CLICK ON "CURRENT CREDENTIALS". IF YOU HAVE AN APPLICATION PENDING IT WILL APPEAR UNDER "PENDING APPLICATIONS".

IMPORTANT: Do not send applications and fees for a Standard certificate before your Statement of Assurance has been approved. If your Statement of Assurance has not been approved and/or you have not mailed or faxed your letter(s) of teaching experience to your Regional Office of Education your application and fees will be returned to you. The Illinois State Board of Education or Regional Offices of Education cannot hold any applications or fees that cannot be processed.

RE-REGISTER YOUR INITIAL CERTIFICATE

If you do not have four years of teaching experience, log in to the [Educator Certification System \(ECS\)](#) to pay the registration fee which will reregister your Initial certificate for another four years. You may not need four additional years to move to the Standard certificate but ECS only allows payments in \$40 increments for Initial certificate holders. **Fees paid keep your Initial certificate registered giving you time to accrue the additional teaching experience required to move to the Standard, your Initial is NOT renewed for another four years.**

IMPORTANT: When four years of experience is earned on the Initial certificate it becomes invalid and the educator is no longer legal to teach in an Illinois public school. Moving to the Standard is not an option, it is required. Any additional fees paid will be credited towards registration when your Standard certificate has issued. If you have back registration fees, the amount due may vary.

Use the Educator Certification System (ECS) to Reregister your Initial Certificate

Log in to [ECS](#)

Click on “Educator Access”

Log in using your Account ID and Password

Once you are in the system,

Click on “Register Certificates”

Click on “Register Certificates” again,

Begin answering the questions in the ECS wizard, when you come to the question about teaching experience, click “NO” I do not have four years of teaching experience; the next screen will allow you to pay registration fees using a major credit card.

You may check the status of your registration fees by clicking on “My Credentials” then on “Current Credentials”.

If you choose not to use ECS, complete and submit ISBE Form 73-10, Certificate Registration Form, along with a cashier’s check for \$40 to your Regional Office of Education. All forms can be found on our website at www.isbe.net. If you have back registration fees, the amount due may vary.

EARLY REGISTRATION: Early registration **begins April 1** for certificate holders who need to accrue additional teaching experience but whose fees will expire on June 30 of the current year.

Once the additional teaching experience is accrued, follow Steps 1-5 above to move to Standard-level certificate. There is no time limit on how long it takes to earn four years of teaching experience, the educator should continue to reregister the Initial Certificate until four full years/eight full semesters of teaching experience have been accrued.

Suggested Timeline...

If you have completed a professional development option and accrued four years of experience according to the guidelines above, follow this suggested timeline:

- **April 1** – Record completed professional development option in ECS then submit your Statement of Assurance to your Local Professional Development Committee (LPDC) for review, if one exists. (CPS LPDCs will not accept paper Statements of Assurance, please submit electronically using ECS)

- **April 1** – Begin requesting your letter(s) verifying four years of teaching experience from your school or district administrator. Teachers with CPS may contact the Chicago Employee Records Unit – 773/553-1112.
- **April 1** - ROEs may begin accepting letter(s) of teaching experience
- **April 1** - Early registration for certificate holders who need to accrue additional teaching experience but whose fees will expire on June 30 of the current year.
- **April 1** – Educators whose Statements of Assurance have been approved may begin applying for the Standard certificate. The certificate will not issue on April 1 but will auto issue on July one which is the beginning of a new fiscal year. The educator must log back into ECS on July 1 to register the Standard certificate for five years.
- **May 1** – LPDCs, if one exists, have 30 days to review and forward their recommendation to the Regional Office of Education for recommendation. (You should check the status of your Statement of Assurance daily/weekly in ECS)
- **June 1** –ROEs have 30 days to review and make their Recommendation for Issuance. (You should check the status of your Statement of Assurance daily/weekly in ECS.)
- **July 1**- Apply for Standard certificate using ECS and a major credit card. **You must register your Standard certificate once it issues.** (Check status in ECS)
- **August 1** – Follow up in ECS to make sure your certificate(s) has been issued and registered for the upcoming school year.