

# Professional Development Requirements for Renewal of Standard/Master Teaching Certificates

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# Professional Development Requirements for Renewal of Standard/Master Teaching Certificates

## Illinois Teaching Certificates

On February 15, 2000, Illinois established a three-tiered teacher certification system for Early Childhood, Elementary, Secondary and Special teaching certificates: 1) Initial, 2) Standard and 3) Master teaching certificates.

**Initial:** Issued to teachers who recently completed approved teacher preparation programs or who have moved to Illinois and have less than four years of teaching experience. Valid for four years of teaching. Initial certificates do not have renewal requirements. Instead, teachers complete requirements for moving from Initial to Standard certification.

**Standard:** Issued to experienced teachers with four or more years of teaching experience and to those who were issued Illinois certificates prior to February 15, 2000. Valid for five years. Teachers employed in positions legally requiring certification must complete professional development to “renew” the certificate and pay registration.

**Master:** Issued to teachers who earned the National Board for Professional Teaching Standards certification. Valid for ten years. Teachers employed in positions legally requiring certification must complete, over the ten-year validity period, professional development to “renew” the certificate and pay registration.

## Who Must Meet Requirements for Renewal of Certificates

The requirements for continuing professional development apply to individuals who hold Standard or Master 04 Early Childhood, 03 Elementary, 09 Secondary or 10 Special Teaching Certificates and who are employed in Illinois public schools during the five- (Standard) or ten-year (Master) validity cycle of those certificates.

For this purpose, “employment” in a public school is defined as **performing services** in an Illinois public or state-operated elementary or secondary school, in a joint agreement or cooperative, or in a charter school. (Certificate holders are required to complete professional development activities if a teaching certificate authorizes their employment, even if they are not considered classroom teachers.)

These individuals must maintain their teaching certificates as valid and active and must complete continuing professional development in order to “renew” them. (Individuals who are not required to maintain their certificates as valid and active may still choose to do so by meeting the requirements for continuing professional development, or they may maintain them as valid and exempt and simply pay the registration fee.)

The law does not require anyone in nonpublic schools to participate in professional development activities to renew certificates. If you are employed by a nonpublic school or you are employed as a substitute on a part-time basis or a day-to-day basis, you are only required to pay the registration fee in order to renew your certificate.

If you have been employed in a public school, on or after September 1 of the final year of your validity cycle, you submit a “Statement of Assurance” in which you list sufficient professional development to cover the timeframe you were employed during the validity cycle. Once that Statement is approved by your Regional Superintendent (a locally elected official authorized to make recommendations for renewal and register certificates for educators in the county or

counties served by the Regional Office of Education) and the State Teacher Certification Board (as opposed to the State Board of Education), you may reregister with your Regional Office of Education for the next cycle.

## Professional Development Options and the Evidence of Completion

Teachers may use one of the following professional development options to qualify for renewal of their teaching certificates:

- Complete an **advanced degree**,
- Meet **Illinois criteria for becoming highly qualified** in another teaching area,
- Complete **National Board for Professional Teaching Standards (NBPTS) certification process**,
- Earn **eight semester hours of college coursework** in an education-related program,
- Earn a **subsequent Illinois certificate or endorsement**,
- Complete **four semester hours of graduate coursework** preapproved for this purpose in either **Self-Assessment of Teaching Performance** or **NBPTS preparation**, or
- Earn 120 **Continuing Professional Development Units (CPDUs)** in activities listed in the legislation as creditable.

As you complete your professional development, you must maintain the evidence of completion for any activity you plan to use to meet renewal requirements. Each creditable activity has specific documentation. Anything other than the required evidence is not acceptable, and if you are selected for audit, you will not be credited for any activities for which you do not hold the required evidence. You must keep the evidence of completion for activities in your own files for at least one renewal cycle. If you are selected for audit, you must provide the evidence upon request.

If you are audited and cannot provide the required evidence of completion for sufficient credit to meet renewal requirements, you will be afforded an opportunity for hearing, and your certificate may be suspended for one fiscal year (July 1 to June 30). Since it is illegal to be employed on an unregistered certificate in a public school, you will not be able to fill a position that legally requires that certificate during the year of suspension.

### PROFESSIONAL DEVELOPMENT OPTIONS

**ADVANCED DEGREE**—A master’s degree, a doctoral degree, a certificate of advanced study, or an educational specialist earned within the validity period of your certificate.

An “education-related field” is defined as one related to the requirements for the early childhood, elementary, secondary, special or special preschool-age 21 certificate, the school service personnel certificate, the administrative certificate, or any endorsement available on any of these certificates pursuant to applicable rules of the State Board of Education or its policies related to certification in special education resulting from the federal lawsuit known as *Corey H.*

#### ***Evidence of Completion for Completing an Advanced Degree***

You must produce an official transcript.

**HIGHLY QUALIFIED**—Please visit the State Board’s website [www.isbe.net](http://www.isbe.net) for the latest information on highly qualified requirements.

### ***Evidence of Completion for Highly Qualified***

An individual who wishes to qualify for renewal by becoming “highly qualified” for purposes of the federal No Child Left Behind Act of 2001 in an additional teaching area shall maintain official transcripts or other documentation demonstrating that he or she completed at least a portion of the applicable requirement during the validity period of the Standard or Master certificate.

### **NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS (NBPTS) PROCESS**

Completing the certification process conducted by the National Board for Professional Teaching Standards (NBPTS) may be used to fulfill the entire requirement for professional development for the renewal cycle during which completion occurs.

### ***Evidence of Completion for NBPTS Process***

The inclusion of your name on NBPTS’ composite list of those who have completed the certification process (as distinct from having received certification). If you successfully complete the NBPTS certification process, you will be eligible for the master certificate; however, completing the process, whether you pass the tests or not, is sufficient for renewal.

**COLLEGE COURSEWORK--** Eight semester hours of college coursework in an undergraduate or graduate-level program related to education may be used to fulfill 100% of the requirement for continuing professional development, provided that at least two semester hours are chosen to address the Purpose A.

**Purpose A:** Advance the certificate-holder’s knowledge and skills as a teacher 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.

An “education-related field” is defined as one related to the requirements for the early childhood, elementary, secondary, special or special preschool-age 21 certificate, the school service personnel certificate, the administrative certificate, or any endorsement available on any of these certificates pursuant to applicable rules of the State Board of Education or its policies related to certification in special education resulting from the federal lawsuit known as *Corey H.*

### ***Evidence of Completion for Coursework***

Grade slip(s) or transcripts showing that the coursework was completed during the validity period of the Standard or Master certificate.

**SUBSEQUENT CERTIFICATE OR ENDORSEMENT--**Subsequent certificates are earned by passing all relevant tests and completing either a full or “focused” certification program offered by an institution of higher education that has been approved to offer that program. Each institution is expected to provide candidates with information about how to apply for such a certification program and how the institution will determine what prior coursework and experience can be counted toward the requirements for the subsequent certificate. Candidates who complete a subsequent certification program will be recommended for the certificate by entitlement.

Endorsements can be earned through transcript evaluation. To read requirements for earning certificates and endorsements, from [www.isbe.net](http://www.isbe.net), click on “Certification” and then the link to “Requirements for Certification, Endorsement and Assignment” under “Quick Links.”

***Evidence of Completion for Subsequent Certificate or Endorsement***

Evidence that the certificate or endorsement was issued during the validity period of the Standard or Master teaching certificate.

**SELF-ASSESSMENT COURSE/NBPTS PREP COURSE** -- A professional development option for completing renewal requirements for Standard/Master teaching certificates is to take four semester hours of graduate-level self-assessment course(s) or NBPTS prep course(s) approved by the Illinois State Board of Education and the State Teacher Certification Board.

Out-of-state coursework found to be equivalent through a review of the course syllabus or description will be accepted.

***Evidence of Completion for Self-Assessment or NBPTS Prep Coursework***

A grade or official transcript issued by the institution or other entity offering the coursework showing that the course was passed.

**CONTINUING PROFESSIONAL DEVELOPMENT UNITS (CPDUs)**-- A total of 120 CPDUs (amount needed may be reduced under certain circumstances, see sections on reductions that follow) can be used to meet renewal requirements. Please see the CPDU Value Chart for a list of the professional development activities, their definitions, point values and required evidence of completion. (The chart is available on [www.isbe.net](http://www.isbe.net) by clicking on Certification on the left and then following the prompts for Current Educators.)

**Purposes**

In addition to maintaining the evidence of completion, if you use CPDUs, you must address one or more of the following purposes as you accrue your credit and either 20% (“regular” education teachers) or 50% (special education teachers) must address Purpose E (meeting the needs of students with disabilities.) If you use the coursework option, at least 20% (2 semester hours) must meet Purpose A.

- A. to advance your knowledge and skills in your current area(s) of certification, endorsement, or teaching assignment, consistent with the Illinois Professional Teaching Standards and the Illinois Content-Area Standards;
- B. to develop your knowledge and skills in areas determined to be critical for all Illinois teachers, known as state priorities;
- C. to address the knowledge, skills, and goals of your local school improvement plan, if employed in an Illinois public or State-operated elementary school, secondary school, or cooperative or joint agreement with a governing body or board of control;
- D. to expand your knowledge and skills in an additional teaching field or toward the acquisition of another teaching certificate, endorsement, or relevant education degree;
- E. to address the needs of serving students with disabilities, including adapting and modifying the general curriculum related to the Illinois Learning Standards to meet the needs of students with disabilities and serving such students in the least restrictive environment.

**Purpose B** - While you are not required to devote activities to the state priorities (Purpose B), the state priorities identified by the State Board of Education are listed here for your information. In March 2000, the State Board adopted the following five state priorities:

- Reading,
- Mathematics,
- Standards and Assessment,
- Integrating Technology into Teaching and Learning,
- Special Education.

**Purpose E - Regular Education Teachers** - Regular education teachers (i.e., teachers who are not assigned to teach special education classes, also referred to as “general education teachers”) are required to devote 20 percent of their CPDU credits to activities that will help them serve students with disabilities in the least restrictive environment. To be creditable, an activity does not have to have the words “special education” in its title. Instead, the allowable activities may address a wide range of topics (see list below). However, the evidence of completion must indicate how the activity will help the teacher meet the needs of students with disabilities. Also, some portion of at least one activity must address adapting and modifying curriculum relevant to the Illinois Learning Standards to meet the needs of children receiving special education.

**Possible Topics to Meet Purpose E:** Activities that are applicable to this requirement may address a wide variety of topics, including but not limited to multi-modality instruction; applied learning; applied techniques for teaching academic content (e.g., mathematics, reading, or other applied work with methods content); making adaptations, accommodations, and/or modifications to the general education curriculum; understanding the IEP; behavior management and discipline (managing students’ behavior); child and adolescent development; classroom environment; counseling; understanding team teaching. *An identified portion of at least one activity must address adapting and modifying curriculum related to the Illinois Learning Standards to meet the needs of students with disabilities.*

**Purpose E - Special Education Teachers**

Special education teachers are subject to a different set of requirements. While employed in a special education position, teachers must accumulate 50 percent of their credits with activities relevant to special education.

As long as a teacher holds a limited LBS I credential, activities attributed to “Purpose A” must address the needs of students with disabilities other than those for which he or she previously held endorsements or approvals.

**Note: The Purpose E requirement affects only teachers who are using CPDUs.**

**IDFPR LICENSE (SLPS ONLY)**—Speech-language pathology state license issued by the Illinois Department of Financial and Professional Regulation (IDFPR).

***Evidence of Completion for IDFPR license***

Speech-language pathologists (SLPs) who wish to qualify for certificate renewal based on licensure from the Illinois Department of Financial and Professional Preparation must maintain documentation related to the relevant license or certificate, including its date of issue, period of validity, and issuing body. This information is included in your application for certificate renewal.

## **ASHA CERTIFICATE OF CLINICAL COMPETENCE (SLPS ONLY)**

Speech-language pathologists (SLPs) who hold Type 10, 03 and/or 09 certificates and a Certificate of Clinical Competence from the American Speech and Hearing Association have 10 years to complete 40 CPDUs or the equivalent and must address adapting and modifying curriculum related to the Illinois Learning Standards to meet the needs of students receiving special education services if using CPDUs for renewal. SLPs with ASHA CCCs indicate on the Statement of Assurance form that they hold ASHA CCCs and are therefore eligible for the ten-year cycle. If you hold the IDFP state license in addition to ASHA, you should simply use the IDFP to renew every five years since holding the state license can be used to renew the teaching certificate.

### ***Evidence of Completion for ASHA Certificate of Clinical Competence***

SLPs must maintain documentation related to the relevant license or certificate, including its date of issue, period of validity, and issuing body. This information is included in your application for certificate renewal.

**NBPTS RENEWAL**-- The requirement is 40 CPDUs over ten years or 3 semester hours of coursework. Or, if you successfully renew your National Board certification, you are entitled to renew the Illinois master certificate and any other teaching certificates held.

## **Multiple Certificates**

Completing requirements for the Standard/Master teaching certificate you are employed on covers all the Standard/Master teaching certificates you hold. (One registration fee also covers all the certificates you hold.)

Special provisions apply when you are performing services on multiple certificates of different types that are subject to renewal requirements, i.e., standard or master teaching certificates, provisional vocational certificates, school service personnel certificates, and administrative certificates.

When two types of certificates are being used at the same time, the certificate you use for 50 percent or more of the school day or school term determines the continuing professional development requirements you complete.

If you are serving on more than two types of certificates at the same time, you are subject to the requirements that apply to the certificate used for the greatest share of the time. If multiple certificates are used for equivalent shares of your time, you choose the set of requirements to fulfill.

Example: You perform duties on the School Service Personnel certificate for 60 percent of the time and teach for 40 percent of the time on a standard, master, or provisional vocational certificate. You complete the continuing professional development for the School Service Personnel certificate.

Example: You perform services for 50 percent of the time on an administrative certificate and 50 percent of the time on a teaching certificate. In that case, you choose either the renewal of the administrative certificate or the teaching certificate.

## Reductions in Requirements

A number of circumstances may involve an exemption or proportionate reduction of the amount of CPDU credits or semester hours needed to renew your teaching certificate(s). The remaining professional development options (advanced degree, Illinois criteria for being highly qualified in another area, NBPTS certification process, subsequent certificate or endorsement, four semester hours of NBPTS or self-assessment coursework) fulfill the requirement for five years of full-time teaching and are not affected by exemptions or proportionate reductions.

When calculating reductions, each semester hour is equivalent to 15 CPDUs.

## Reductions for Advanced Degrees

Educators with one or more advanced degrees or a Master Teaching Certificate are eligible for a reduction in the CPDU or coursework option. These reductions apply to teachers who held their degrees or certificates prior to beginning the new certification cycle as follows:

- Teachers with a master's degree in an education-related field need to complete two-thirds of the professional development requirement.
- Teachers with more than one master's degree, an educational specialist, or doctorate need to complete one-third of the professional development requirement.
- Teachers with a Master Certificate obtained as a result of NBPTS certification need to complete one-third of the professional development requirement over the ten-year validity period of their Master Certificate.

<b>Situation</b>	<b>CPDUs for Five Years Full Time</b>	<b>CPDUs per Semester</b>
No advanced degree	120 CPDUs	12 CPDUs
One advanced degree	80 CPDUs	8 CPDUs
More than one advanced degree	40 CPDUs	4 CPDUs
Master teaching certificate	40 CPDUs over ten years	2 CPDUs

Each semester hour is equivalent to 15 CPDUs. Teachers can convert semester hours to CPDUs accordingly.

The semester-hour and CPDU options are two of several options for professional development available to teachers. Many of the options, such as earning an advanced degree, endorsement or a subsequent certificate, meet the renewal requirements for the full five years. No reductions apply when using those options because they fulfill the requirement for five years of full-time teaching.

## Part-Time Teachers

For any period during which you teach on a Standard or Master Certificate for ***less than 50 percent of the school day or school term***, you are only required to complete 50 percent of the professional development requirement. The reduction applies only if you use the CPDU or coursework option (for example, there is no way to “reduce” other options such as earning an advanced degree or subsequent certificate). Note: each semester hour of college coursework is equivalent to 15 CPDUs.

If you teach for part of the day and perform other services, such as those associated with departmental leadership, for the other part of the day, you will not be considered a “part-time teacher.” You will be subject to 100 percent of the requirement for continuing professional development because you are using your Standard or Master Certificate for 100 percent of the services you perform. (In other words, no other certificate authorizes your work, as would be the case with a part-time administrator.)

## Periods of Exemption

The proportionate reduction is relevant only if you are using the CPDU or coursework option; otherwise, there is no way to “reduce” the remaining options (advanced degree, subsequent certificate, endorsement, etc.) If you take a leave or are not employed in a certificated position during your certificate’s period of validity, you will need fewer CPDUs or semester hours to renew your certificate. Examples of such circumstances include, but are not limited to, maternity or paternity leave, assignment to an administrative position in your district, acceptance of a position outside of education, and time off from teaching to return to school to obtain another degree. You are also exempt for semesters when you are employed and performing services for fewer than 45 school days in a position requiring a valid and active certificate.

The amount of required professional development is reduced by ten percent for each semester of exemption for Standard Certificate holders or by five percent per semester of exemption for Master Certificate holders. The requirement for Purpose E (least restrictive environment) is 20% for regular education teachers and 50% for special education teachers based on the number of CPDUs required after the reduction has been taken.

Example: You teach for the first two years of your certificate’s five-year period of validity. You take a leave during the third and fourth years and maintain your certificate as valid and exempt. In the fifth year, you resume teaching and change your certificate’s status back to valid and active.

By proportionate reduction, if your full-time requirement is 120 CPDUs, then you will be required to have 72 CPDUs (6 semesters times 12 CPDUs per semester) to renew your certificate. As a regular education teacher, you will need 20% of 72 CPDUs (14 CPDUs) applicable to least restrictive environment.

If you hold an advanced degree, you are eligible for further reductions. For full-time teaching without an advanced degree, teachers need 12 CPDUs per semester. If you hold one advanced degree, you get a one-third reduction, which would the requirement to 8 CPDUs per active semester. If you hold more than one master’s degree, an educational specialist, or doctorate or hold a Master teaching certificate, you need 4 CPDUs for each semester employed in a public school.

Using the same example above, if you held a master’s degree, you would be eligible for a one-third reduction in addition to the proportionate reduction. You would need 8 CPDUs per semester or 48 CPDUs (6 semesters times 8 CPDUs per semester) to renew your certificate. As a regular education teacher, you will need 20% of 48 CPDUs (9.6 rounded to 10 CPDUs) applicable to least restrictive environment.

You may earn credit during a period of exemption, but any credit earned will not increase the amount of credit needed for renewal. For example, if you teach three years and are exempt for two years, you will be required to earn 60 percent of the credits required for certificate renewal,

and the professional development can be earned at any time during the validity cycle, whether active or exempt.

## Changing Your Certificate's Status

If you have been maintaining your certificate as valid and exempt and you

- accept a teaching position that requires a valid and active certificate in a public or charter school, or
- choose to change your certificate's status from valid and exempt to valid and active, you must notify your Regional Office of Education by submitting "Notification of Change in Teaching Circumstances" (ISBE 77-08) on the exemptions link found on ECS after clicking on "Professional Development and Renewal." Select "Modify Exemptions" and be sure to move the green dot to the "full exempt" column for semesters you wish to claim exemption.

If you move to a different region, you can register with the Regional Office of Education on ECS at [www.isbe.net](http://www.isbe.net). Registration fees already paid will cover the new registration. (Teachers must register in the regions that serve the areas where they are employed.)

## Nonpublic School Teachers

The law does not require teachers in nonpublic schools to participate in professional development activities to renew their certificates. If you teach at a nonpublic school, you may renew your Standard or Master Certificate and maintain it as valid and exempt simply by paying the registration fee.

Some nonpublic schools require their teachers to maintain their certificates as valid and active as a condition of employment. If your school requires it or if you choose to maintain your certificate as valid and active, you must submit your Statement of Assurance to the Regional Superintendent of the region in which you teach.

The Regional Superintendent will review your Statement of Assurance and recommend your certificate for renewal or nonrenewal based on completion of the required professional development for the years taught on your certificate during this validity period.

If you receive a recommendation for nonrenewal of your certificate, you have the same right of appeal as described for public school teachers in "Appeals for Recommendations of Nonrenewal."

## Substitute Teachers

### Type 39

If you hold a Type 39 Substitute Certificate, you *are not* required to participate in professional development activities. Substitute Certificates are not Standard Certificates; they are valid for four years and are not renewable. Type 39 certificates must be registered (and the fee must be paid) in every region where you teach.

### Day-to-Day Subs

If you hold a Standard or Master Certificate and are employed as a part-time or day-to-day substitute, you *are not* subject to the continuing professional development requirements. Your certificate will be maintained as valid and active simply by paying the registration fee. If you

exceed 90 days in a single district in a single year, you no longer meet the definition of a day-to-day substitute and must maintain an active status.

### **Full-time Subs**

Full-time substitute teachers who work for more than 90 days in any one school district must participate in professional development for the number of semesters they are employed. You are considered a full-time teacher and must complete 100 percent of the professional development requirements if you teach for the full validity period of your certificate.

Notify your Regional Superintendent on ECS or use the paper form "Notification of Change in Teaching Circumstances" (ISBE 77-08) of any change in your status so that records will reflect the requirement that applies to you.

### **Retired Teachers/Teachers Who Plan to Retire**

You are required to participate in professional development for any semester employed in public schools. Once you retire and are no longer working, you may hold your certificates as valid and exempt, and therefore, the number of credits is reduced for semesters you are not employed. If you plan to retire during the validity of your Standard or Master certificate, you must participate in professional development activities for the time you work on that certificate. You can accrue credit while exempt, meaning if you don't have enough credit when you retire, you can earn credit while exempt as long as it is still within the validity cycle.

If you accept employment in a public school after retirement, even part time, you are considered active. The exception is day-to-day substituting. You can day-to-day substitute on an exempt certificate and will not be required to participate in professional development activities unless you exceed 90 school days in a single district in a single year and therefore no longer meet the definition of a day-to-day substitute.

### **Teachers Who Leave Illinois**

If you leave Illinois during your certificate's validity, you will be exempt for the time left on your Illinois certificate. (See the section on Proportionate Reduction.) However, if you wish to renew your certificate at the end of its validity period, you must have completed the portion of professional development required for the time you taught on that certificate in Illinois.

If you have not completed the necessary professional development, you may earn credit after you become exempt. You should submit your Statement of Assurance to the Regional Office of Education serving the area where you taught. Any credit you have already earned will count toward requirements for certificate renewal. Remember to keep the evidence of completion for your activities in the event of a random audit.

### **Master Teaching Certificates**

If you successfully complete the National Board for Professional Teaching Standards (NBPTS) process, you may apply for a Master Teaching Certificate valid for 10 years. You have the option of applying for a Master Certificate when you receive confirmation that you have passed NBPTS or you can wait until the validity of the Standard Certificate expires.

After receiving the Master Certificate, you have ten years to complete your professional development activities for renewal. Because you hold the Master Certificate, you are eligible for a two-thirds reduction in the CPDU or semester-hour options. The requirement is 40 CPDUs over ten years or 3 semester hours of coursework. Or, if you successfully renew your National Board certification, you are entitled to renew the Illinois master certificate and any other teaching certificates held.

## **Statement of Assurance**

To report your professional development activities, submit a Statement of Assurance either electronically through ECS (Educator Certification System) or on paper form ISBE 77-98 to your Local Professional Development Committee (LPDC), if applicable, or to your Regional Office of Education. On the Statement of Assurance, list the option you are using to renew your certificate, the provider, if applicable, and other details about the activity or activities. The Statement of Assurance must be submitted after September 1 of the last year of your certificate's validity period.

You must keep the evidence of completion for their activities for at least one renewal cycle. Teachers selected for audit must provide the evidence upon request.

## **Local Professional Development Committees (LPDCs)**

Public school districts were given the option of maintaining their LPDCs or disbanding them through an agreement with the local exclusive representation (union). The composition of the LPDC is no longer mandated. LPDCs are authorized to make recommendations for renewal through a review of the Statement of Assurance. If your school or district has an LPDC, you must submit your Statement of Assurance to the LPDC for a recommendation either online using ECS (Educator Certification System) or on paper form ISBE 73-98, Assurance of Completion of Professional Development for Renewal of Standard/Master Certificates. LPDCs forward their recommendations to the appropriate Regional Superintendent.

If you do not have an LPDC, your Statement of Assurance is submitted directly to the Regional Office of Education.

## **Electronic Systems for Submittals**

ECS (Educator Certification System) allows you access to your certification files. You can use ECS to pay registration, make name changes, order duplicate certificates, submit applications for certificates or endorsements, and submit renewal requirements and receive recommendation electronically.

ECS is programmed to submit your Statement to your LPDC, if you have one, or to your Regional Office of Education if you don't, based on what you enter in your profile. The State Teacher Certification Board (STCB) makes the final recommendation.

You may record your activities on ECS as you complete them. ECS keeps a running total of your CPDU activities and of those you have attributed to Purpose E, the least restrictive environment requirement.

To enter professional development activities:

- Enter ECS (top of [www.isbe.net](http://www.isbe.net).)

- Click on Professional Development and Renewal.
- Click on Enter/Review Professional Development.
- Click on the link a second time to Enter.

To submit the Statement of Assurance (on or after Sept 1 of the final year of validity).

- Enter ECS.
- Click on Professional Development and Renewal.
- Click on Statement of Assurance.
- Click on Submit/Review Statement.

To watch for recommendations:

- Enter ECS.
- Click on Professional Development and Renewal.
- Click on Statement of Assurance.
- Click on Submit/Review Statement.
- Click on View link.

Once you have the recommendations (the STCB reads “yes”), click on the link Register Certificates.

## **Paper Forms**

Paper forms can be downloaded from the State Board website [www.isbe.net](http://www.isbe.net) by clicking on “Certification” and then “Forms” under the section “Quick Links.” All forms are in PDF files, and you must have Adobe Acrobat software on your computer to open the files. If you do not have Adobe Acrobat, a free download is available at the bottom of the webpage under the link “Plug Ins.” You can type information in the forms, but the software does not save information. If you have several activities to enter, you should print the form and write in the information since the form will only accept a limited amount of type information online. Forms are also available from your Regional Office of Education.

Please note that Regional Superintendents and the State Teacher Certificate Board make online recommendations, and their decisions will be tracked online through ECS even though the Statements were submitted on paper. The difference is that neither the LPDC recommendation nor the actual Statement listing the credits will be stored in ECS.

## **Registration**

Regional Superintendents are locally elected officials who register certificates through Regional Offices of Education. The Regional Offices of Education, grouped by county or counties, are local government agencies authorized to register certificates.

Your certificate(s) can be registered once your Statement of Assurance has been approved by the LPDC, if applicable, the Regional Superintendent, and the State Teacher Certification Board (STCB). (Please note that the Illinois State Board of Education does not make a recommendation for you. The State Board does serve as the Regional Superintendent for City of Chicago, and therefore makes a recommendation as Regional Superintendent for educators from the City of Chicago.)

You can register online through ECS once your Statement of Assurance has been approved by the STCB. If you prefer to use paper, submit ISBE Form 73-10, Certificate Registration Form to the Regional Office of Education after you have been recommended for renewal.

You can find contact information for Regional Offices of Education in your local Illinois phone directory under county or local government or on the State Board's website [www.isbe.net](http://www.isbe.net) by clicking on "Certification" and then the Directory under "Quick Links."

## **Stamping**

Certificates are no longer stamped with registration expiration dates. You can enter ECS and print proof of registration. Administrators have limited access to your ECS file to verify that you have a valid, registered certificate.

## **Rolling Credits into the Next Cycle**

Any creditable activities completed on or after April 1 of the last year of your certificate's validity period can be "rolled over" into the subsequent renewal cycle. Activities cannot be counted twice, i.e., not in the current cycle and the next cycle.

## **Renewing Your Standard or Master Certificate**

Between September 1 and March 1 of the final school year for which your Standard or Master Certificate is valid, you must submit your Statement of Assurance on ECS or Form ISBE 73-98 to your LPDC, if applicable. If you do not have an LPDC, submit your Statement of Assurance directly to your Regional Office of Education.

You should submit your Statement by March 1 so that there is time to resolve appeals, if an appeal is necessary. Submitting by March is a recommendation only—legally you can submit after March 1 and count any activities completed by June 30, the end of the fiscal year of registration.

When you renew the certificate due for renewal, any more recently issued certificates will be renewed at the same time to establish the same five-year period of validity for all the Standard Certificates you hold.

If you submit your assurance statement on ECS, be sure that your profile lists the district and region where you taught for the last year of your certificate's validity. (If you did not teach the last year of your certificate's validity, choose "N/A" or "Other" for the district and school.) This ensures that your statement goes to the correct LPDC (if applicable) and Regional Superintendent for recommendation. On ECS, the date and time you submitted the statement will be noted automatically.

### **LPDC Recommendation**

If you submit your application on paper to an LPDC and wish to be notified that the LPDC has received it, include a receipt for the committee's use. (This might be a self-addressed postcard, for example, or you could mail your assurance statement with return receipt requested.) The LPDC will review your Assurance Statement within 30 days of receipt. The LPDC may return your Statement for corrections. You must resubmit your statement to the LPDC. If the

committee plans to forward a recommendation for **nonrenewal**, you will be sent a notification with return receipt. The LPDC's notification will include the reason for its recommendation of nonrenewal. The LPDC forwards its recommendation to the Regional Superintendent.

### **Regional Superintendent Recommendation**

The Regional Superintendent forwards his or her recommendation for certificate renewal to the State Teacher Certification Board, which makes the final decision. The Regional Superintendent may also return your statement for corrections. If your Statement is revised, you must resubmit your Statement to the LPDC, if applicable, who forwards it to the Regional Superintendent.

Registration cannot be applied until all recommendations have been made.

### **Advantages of Using ECS**

Regional Superintendents and the State Teacher Certificate Board make online recommendations, and their decisions will be tracked online through ECS whether the Statements were submitted on paper or through ECS. The difference will be that the actual Statement listing the credits will not be stored in ECS.

## **Reasons for Recommending Nonrenewal**

You can be recommended for nonrenewal only if you have not completed the professional development required to renew your certificates within the validity cycle of your certificates. The decision will be based on the following:

- an activity does not conform to the to the definition of the activity;
- an activity was not conducted by an approved provider, if approval of the provider is required; or
- the number of CPDUs is different from requirements.

## **Appeals**

Regional Professional Development Review Committees (RPDRCs) and the Illinois State Teacher Certification Board (STCB) hear appeals. Ultimately, the State Teacher Certification Board determines whether a certificate is renewed.

## **Regional Professional Development Review Committees (RPDRCs)**

Each Regional Office of Education has a Regional Professional Development Review Committee (RPDRC) authorized to hear appeals. The RPDRC is comprised of eight members:

- four classroom teachers selected by the teachers' exclusive representative(s);
- one non-administrative certified educational employee (e.g., librarian, itinerant teacher, school service personnel) selected by the exclusive representative(s);
- two administrators selected by the Regional Superintendent; and
- one at-large member who is a parent, a businessperson, a community member, or an administrator selected by the Regional Superintendent.

You can submit an appeal to the RPDRC if an LPDC doesn't respond within 30 days to a Statement of Assurance or when an LPDC recommends nonrenewal. The RPDRC can request additional information or request the you appear before it. Within 45 days of receiving an

appeal, the RPDRC forwards a recommendation to the Regional Superintendent, including any materials received from the you.

## **State Teacher Certification Board (STCB)**

In addition to making the final recommendation for renewal for all teachers, the STCB hears appeals. If a Regional Superintendent recommends nonrenewal, you can appeal to the STCB, a 19-member committee that includes five faculty or administrative members of public or private colleges or universities; 10 classroom teachers, including three from Chicago Public Schools; three school administrators, with at least one representing the Chicago Public Schools; and one Regional Superintendent of Education.

## **Procedures for Appeals**

The following procedures are used for appeals. Procedures for teachers who do not have LPDCs begin with number 5.

1. LPDCs who recommend nonrenewal must at the same time notify the teachers by certified mail, return receipt requested.
2. If an LPDC does not respond within 30 days after receiving the request for recommendation or an LPDC recommends nonrenewal, the teacher may appeal to the responsible Regional Professional Development Review Committee (RPDRC) using ISBE 77-17 "Appeal of LPDC's Recommendation for Nonrenewal."
3. Within 45 days after receiving an appeal, the RPDRC must forward any materials submitted by the teacher and its recommendation to the Regional Superintendent.
4. Within 14 days of receiving the last recommendation, if any, the Regional Superintendent must forward his or her recommendation to the State Teacher Certification Board (STCB).
5. If the Regional Superintendent recommends renewal, the teacher's name is added to a list as recommended for renewal for presentation to the STCB for its approval.
6. If the Regional Superintendent recommends nonrenewal, the Regional Superintendent sends the applicant a copy of the recommendation by certified mail, return receipt requested.
7. If the Regional Superintendent recommends renewal despite a recommendation for nonrenewal from an LPDC and/or RPDRC the Regional Superintendent forwards to the STCB:
  - the materials received from the teacher,
  - the LPDC's recommendation, if any,
  - the RPDRC's recommendation and any supporting materials received by the RPDRC, and
  - the Regional Superintendent's rationale for his or her recommendation.
8. Within 14 days of receiving the notice of a Regional Superintendent's recommendation for nonrenewal, the teacher may appeal the decision to the State Teacher Certification Board (STCB) using ISBE 77-18 "Appeal to the State Teacher Certification Board." The appeal must state the reasons why the Regional Superintendent's decision should be reversed and include any evidence that he or she has satisfactorily completed activities to meet the requirements. Grounds for a recommendation of nonrenewal are limited to the certificate holder's failure to satisfactorily complete activities sufficient to meet the requirements.
9. Within 60 days after receipt of an appeal, the STCB will hold a hearing.

## Application for Reinstatement of Certificate

If your certificate is not renewed because you failed to meet the renewal requirements, you may apply for a reinstated certificate valid for one fiscal year (July 1 to June 30). Reinstatements expire at the end of the fiscal year June 30, so the date that you apply for a reinstatement will affect the length of validity. For example, a reinstatement requested July 1 will give you one full year; however, if you apply for the reinstatement later, such as in September, the expiration is still the end of the fiscal year June 30. After the one-year period of validity of the reinstated certificate, your certificate is renewable only you have:

- 1) completed the balance of the professional development activities that were required for renewal of the certificate previously held; and
- 2) earned five additional semester hours of credit from a regionally accredited institution of higher learning relevant to the field of certification.

If you do not complete the reinstatement requirements, you cannot register your certificate past the reinstatement year and therefore cannot be employed in a public school on the certificate until you do complete the requirements and reregister.

Although the reinstated year will count as the first year of your next renewal cycle, neither the coursework nor any activities completed for the previous cycle count towards the renewal cycle that follows the reinstatement. For example, if you are a full-time employee for the reinstated year and the remaining four years of the five-year certificate, you must complete 120 CPDUs or equivalent. In that sense, you cannot “double dip” by using activities to meet your reinstatement requirements and use those same activities for the “current” five-year validity cycle. You can use any additional activities you do earn during that year, however.

You can request the reinstatement through your Regional Office of Education using ISBE Form 73-93, Application for One-Year Reinstatement. The form is available online at [www.isbe.net](http://www.isbe.net) by clicking on “Certification” and then the link to “Certification Forms” under “Quick Links.”