

Administrative Certificate Renewal/Registration

http://www.isbe.net/certification/pdf/renewal_administrator_certificates.pdf

Effective 9/5/2006 the Illinois State Board of Education has merged CeRTS and OTIS system to better assist you with all of your certification needs. Go to website www.isbe.net/ecs.

Do you already have an account?

If you had an established profile in CeRTS, you may use the same password for access in the Education Certification System (ECS). If you had an OTIS account, use your login (email address) and your OTIS password to login into ECS.

Are you a new user?

- *Click on Create a New Account*
- *Follow the Prompts*

Who must meet the requirements for renewal of certificates?

- *Any administrator and holds an Administrative Certificate and who is actively employed and performing services as an administrator in an Illinois public school, in a joint agreement or cooperative, or in a charter school.*

Were you employed as an administrator in a public school at any time from Fall 2006 to Spring 2011?

- *If your answer is yes, you are required to complete professional development.*

What are the requirements to renew an Administrative Certificate?

- *One Administrator Academy course during each fiscal year (July 1-June 30) of the certificate's registration period (if the administrator is serving in a position that requires an administrative certificate).*
- *At least one professional development activity for each year of the certificates registration period totaling 100 hours in 5 years. For less than a full 5-year period, a minimum average of 20 hours per year is required.*
- *For those certificate holders who are employed as teachers and administrators during the same semester(s), the area in which the majority of the work is done determines whether to complete the teacher or administrator certificate renewal requirements.*
 - *For example, an individual who teaches 3 classes out of a 5 period day (3/5) and is an administrator the other 2 periods must complete the recertification for teachers.*
- *A certificate holder working 50% as a teacher and 50% as an administrator during the same semester(s) may choose either renewal process to complete*
 - *This is an example of an individual who teaches 3 periods out of a 6-period day (3/6), he or she may choose the teacher or administrator renewal process*

What are my Professional Development Activity Options?

- *Completion of college or university courses;*
- *Participation in state and national conferences of professional organization or in workshops, seminars, symposia, or other, similar training events;*
- *Teaching college/university courses or making presentations at conferences, workshops, seminars, symposia, or other similar training events;*
- *Providing formal mentoring to one or more other administrators;*
- *Independent study; and*
- *Other activities related to the Illinois School Leader Standards and other applicable standards such as developing or revising school programs, participating in Administrators' Academy courses, and other similar projects.*

When may I submit my Statement of Assurance?

- *No sooner than September 1st and no later than June 30th of the final school year of your renewal cycle. It is recommended to submit as soon as possible in case of an appeal.*
- *Once Statement of Assurance has been submitted electronically to the Regional Office of Education, the administrator will receive a message through ECS stating activities have been approved or disapproved.*

What if hold both a teaching and an administrative certificate?

- *Exempt the certificate you are not currently working under.*

How do I change my certificate to a valid and exempt status?

- *Go to www.isbe.net/ecs*
- *Click on Login*
- *Click on Professional Development*
- *Click on Exemption*
- *Click on Enter/Review Exemptions below the certificate you are changing*
- *Click on Modify Exemption Status*
- *Click on the semester(s) you wish to be exempt*
- *Click next*
- *Select the reason for exempt and hit Next*
- *Type in your reason for exemption*
- *Click Submit. Your exemption request will show as "Pending"*
- *The Regional Office of Education will Review and either approve or disapprove your exemption request. Once the request is approved, your status will change to "Approved".*

A valid and exempt certificate is a registered certificate exempt from professional development

What if my Teacher Service Records are incorrect?

- *The ECS system allows you to note the discrepancy only.*
- *Your district must write a letter to the Regional Office of Education to override the Teacher Service Record error. Your registration must be completed through the Regional Office of Education if you are in this circumstance*

What if I am retired or plan to retire during my 5-year cycle?

- *Administrators and teachers are required to participate in continuous professional development while they are employed in public schools. Once they retire, administrators and teachers should hold their certificate as valid and exempt. This will allow them to substitute on an exempt teaching certificate and they will not be required to meet professional development.*

What if I work in a non-public school?

- *Non-public school teachers are not required to meet the professional development requirements.*
- *If your non-public school requires you to meet the professional development requirements follow the same instruction as the public school teacher.*

What if I move out of Illinois during my validity period?

- *You are required to meet the portion of the professional development requirement for the time you actively used your certificate in Illinois.*
- *Once you stop actively using your certificate in Illinois, follow the exemption instructions to correct your status for the remainder of the validity period.*

What if I did not meet my Professional Development Requirements by my renewal date?

- *You must file the one-year reinstatement registration form for the certificate applicable. You may download this form from the State Board of Education's website <http://www.isbe.net/certification/html/forms.htm> and print form 73-93. You should file this form before June 30th of the last year of the renewal cycle. There is a State penalty for filing the one-year reinstatement registration form. You must meet your required professional development requirements along with 5 semester hours of college coursework (in an education related field) by June 30th of your reinstatement year. This form must be filed through your Regional Office.*

When can I register my certificate?

- *Once you have received State Board Certification Approval on your Statement of Assurance. Registration fees can not be accepted online or at the Regional Office without approval.*

How do I pay my registration fees?

- *You may pay your fees online at the State website www.isbe.net/ecs Login. Click on Register Certificates. This fee is payable by credit card with a \$1.75 service fee.*
- *Registration forms will be sent out to all school districts in April.*
- *Pay at the McHenry Regional Office of Education, 667 Ware Road, Woodstock. Our office accepts personal checks, cashier's check, or money orders made payable to the Regional Office of Education. Office hours are Monday through Friday 8:00 am to 4:30pm.*
- *Mail your registration form and fees to McHenry Regional Office of Education, 2200 N. Seminary Ave., Woodstock, IL 60098.*