

## **Standard and Master Certificate Renewal/Registration**

[www.isbe.net/certification/html/experienced\\_teacher.htm](http://www.isbe.net/certification/html/experienced_teacher.htm)

*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](http://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*

**Do you hold a Standard or Master Early Childhood, Elementary, Secondary, Special K-12, or K-12 split teaching certificate? To find this information to website [www.isbe.net/ecs](http://www.isbe.net/ecs).**

- *Click on My Credentials*
- *Click on Current Credentials*

**Who must meet the requirements for renewal of certificates?**

• *Any teacher who holds an Illinois Standard or Master Teaching Certificate and who is actively employed and performing services in an Illinois public school, in a joint agreement or cooperative, or in a charter school.*

**Did you teach in a public school at any time form Fall 2006 to Spring 2011?**

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

**What are my Professional Development Options?**

- *Complete an advanced degree, or*
- *Meet Illinois criteria for becoming Highly Qualified in another teaching are, or*
- *Complete National Board for Professional Teaching Standards (NBPTS) certification process, or.*
- *Earn eight semester hours of college coursework in an education-related program, or*
- *Earn a subsequent Illinois certificate or endorsement, or*
- *Complete four semester hours of graduate coursework in Self-Assessment for Teaching Performance or NBPTS preparation, or*
- *Earn CPDUs in state approved activities.*

**How do I determine the amount of CPDU's required during this 5-year cycle?**

- *The law states that 100 percent of the requirement for continuing professional development for full-time teachers may be met by earning 24 CPDU's per active full year on a teaching certificate*
- *One semester hour of coursework is worth 15 CPDU's*

### **Is it true that I receive a reduction in my professional development by holding a masters degree?**

- *Yes. If you hold a master's degree in an educational related field, (and it is registered with the Illinois State Board of Education) you are obligated to complete only two-thirds of the required amount.*
- *If you hold more than one master's degree, an educational specialist or doctorate, you are obligated to complete one-third of the required amount.*

**Regular education teachers using CPDUs for all or part of their professional development must have 20% pertaining to serving students in the least restrictive environment; special education teachers must have 50%.**

### **How do I record my Professional Development Activities?**

- *Go to [www.isbe.net/ecs](http://www.isbe.net/ecs)*
- *Click on Login*
- *Click on Professional Development*
- *Click on Activity*
- *Click on Enter/Review Professional Development below the certificate you are actively using*
- *Continue with remaining questions*
- *When all activities have been reported click on Statement of Assurance answer all questions and click Submit.*

*Activities may be recorded anytime during the 5-year cycle*

### **When may I submit my Statement of Assurance?**

- *No sooner than September 1<sup>st</sup> and no later than June 30<sup>th</sup> of the final school year of your 5-year cycle. It is recommended to submit as soon as possible in case of an appeal. Please note that the Master Certificate holder is on a ten-year cycle.*
- *Once Statement of Assurance has been submitted electronically to the Regional Office of Education, the teacher will receive a message through ECS stating activities have been approved or disapproved.*

### **How do I know if an activity will count toward my professional development?**

- *The ECS system is designed to take only creditable activities. The provider must be approved by the Illinois State Board of Education and the State Teacher Certification Board. To search for an approved provider go to website [www.isbe.net/ecs](http://www.isbe.net/ecs)*
- *Login*
- *On the Home page under Other Links, click Professional Development Provider*

### **What if I did not work the full 5-years during this cycle?**

- *You must meet the professional development for the time you taught during your 5-year cycle.*
- *If you worked more than 45 days in any semester, you are required to meet 12 CPDUs per semester.*

### **What if I worked as a part-time teacher during my 5-year cycle?**

- *If you worked less than 50% of the school day or school term, you are required to complete only 50% of the professional development requirement. If you worked part time for the entire five years, this would be equivalent to four semester hours, 60CPDUs or any equivalent combinations.*

**What if I taught part of the day and performed other services, such as those associated with department leadership, for the other part of the day. Do I fall under the part-time requirements?**

- *No, you must meet the full 100 percent of the required professional development.*
- *You are not considered a part-time teacher. In other words, no other certificate authorizes your work as would be the case with a part-time administrator.*

**What if I hold both a teaching and an administrative certificate?**

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

**What if I worked as a teacher part of my cycle and as an administrator part of my cycle?**

- *You are required to complete the professional development for both certificates if you were a teacher and an administrator during the five-year cycle.*
- **IMPORTANT INFORMATION:** *If you are a teacher for exactly 50% of the day and an administrator for exactly 50% of the day, then you choose which requirements to complete.*

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

- *Go to [www.isbe.net/ecs](http://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?**

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

**What if I am a full-time substitute teacher?**

- *If you worked more than 90 days in any one school district, you must participate in professional development for the number of semesters you are employed.*
- *Substitute teachers on a Type 39 Certificate are not 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 taught on your certificate in Illinois.*
- *Once you stop teaching 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 cannot 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](http://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.***