

Renewing Your Certificate Online

For Administrators

There are a few steps involved in the recertification process. This packet will attempt to walk you through them. Your goals are to:

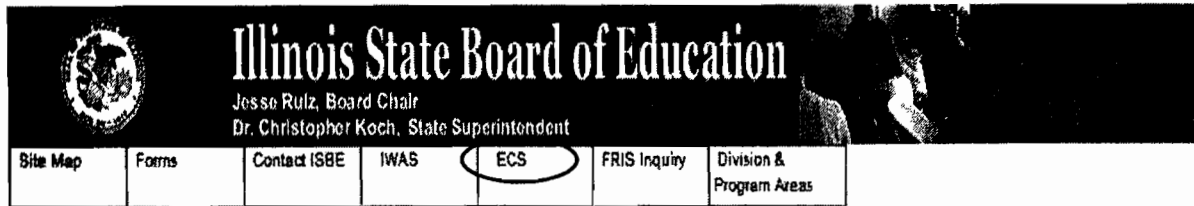
- 1 Log in to ECS
- 2 Verify and Correct your Information
- 3 Enter your Professional Development
- 4 Submit your Statement of Assurance (SOA)
SOA submitted: _____/_____/_____
SOA approved: _____/_____/_____
- 5 Register your Certificate
Certificate registered: _____/_____/_____

GOAL 1 - LOG INTO ECS

ECS is the new "Educator Certification System" that takes the place of both CERTS and OTIS, which you may have used in the past. You can now perform your entire renewal online. To access ECS,

Step 1 - Go to www.isbe.net

Step 2 - Click the ECS link on the dark blue bar that spans the top of the page.



Step 3 - Click on "Click here" link in the Educator Access Box

Educator Certification System (ECS)

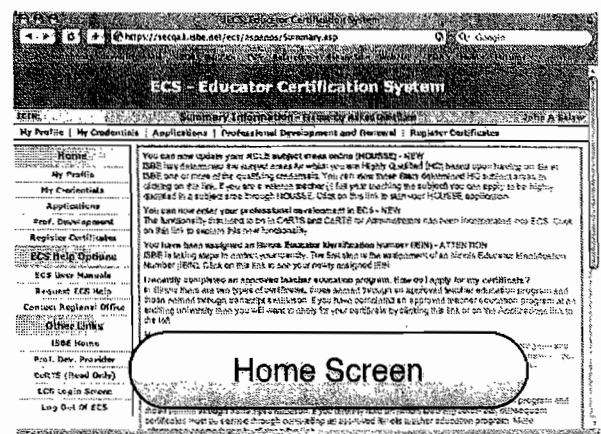
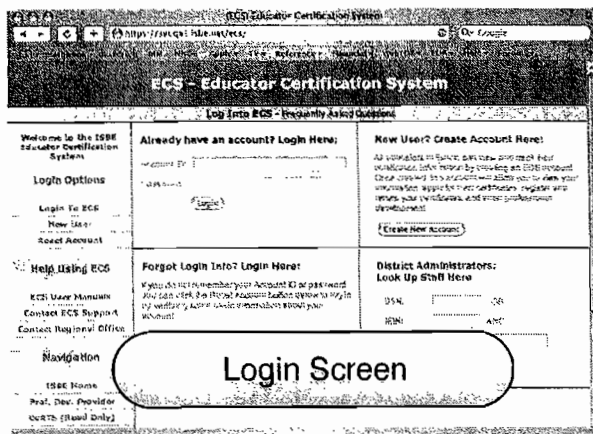
The Educator's Certification System (ECS) is a web-based system that allows educators and district administrators access to certification data from ISBE's Teacher Certification Information System (TCIS).

<p>Educator Access</p> <p>Click here to access your private certification account.</p>	<p>Illinois Administrators' Academy Search</p> <p>Click here to access Illinois Administrators' Academies offered throughout Illinois.</p>	<p>Public Search</p> <p>Click here to perform a search of public certificate information for educators in Illinois by using the City, District, School, or Educator Name.</p>
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Step 4 - Log In

If you have already been in ECS, or if you remember your old OTIS Account ID and password, type in your Account ID (username) and password, then click "Login". Approximately one out of every 3 times you log in, ECS will ask you if you want to change your "secret question" (such as your mother's maiden name or your certificate number.) You may continue to use the old secret question if you wish.

If you do not have your Account ID and password, click the "Reset Account" button to enter using your Social Security Number and Certificate Number. This process will ask you several questions, including having you set up an Account ID and a password for you to use in subsequent visits. Once in the system, you will be brought to the Home Screen.



GOAL 2 - VERIFY AND CORRECT YOUR INFORMATION

While most information was correctly converted from the old systems to ECS, it is possible that errors occurred. It is also possible that you have had other changes in your life (you have moved, etc.)

Step 1 - Verify/Correct Your Personal Settings (My Profile > Personal Settings)

It is important that you have your correct address on file in ECS, as this is where any information mailed to you will go.

Step 2 - Verify Your Credentials (My Credentials > Current Credentials)

There have been no reported problems with credentials (teaching certificates, endorsements, etc.) converting from the old systems to ECS. However, it never hurts to check. If you believe there is a problem, contact your Regional Office of Education immediately.

Step 3 - Verify/Correct Your Degree Information (My Credentials > Degrees)

If your degree information was on file in the old system, it should appear in ECS. Verify that your Bachelor degree, Masters degree (if applicable), and Doctoral degree (if applicable) appear.

It is likely that the degrees listed show a major of "unknown". This is due to the fact that Illinois has only recently added a "degree major" field to its database. If any of your majors appear as "unknown", you should correct them by clicking the "Edit Degree" link at the far right of the screen.

If you have an earned degree (remember, in-progress degrees do not count) that does not appear in ECS, you may add the information by clicking "Enter New Degree" and using the wizard to fill in the degree information. This tells Springfield that they will soon be receiving a copy of your transcript and that they should match it to the information you put in. You have two options for sending them the transcript:

Choice 1 - Have your college's Registrar mail an official transcript to the address below. This usually involves mailing or faxing a form to the Registrar with a fee of \$5 to \$10.

Choice 2 - Have your Personnel Office mail a photocopy of the transcript, along with a letter specifically stating that they have an *official* copy in your file.

In either case, the transcript should go to:

ISBE Certification Department
100 North 1st St.
Springfield, IL 62777

Step 4 - Verify/Correct Your Exemption Status

(Professional Development and Renewal > Exemptions)

If, during any of the 10 semesters in the last 5 years, you were in a position that did not require you to have a certificate, you should request to be "exempt" from professional development during those semesters. You can also be "fully exempt" from professional development during any semesters when you were an administrator at a private (non-public) school.

If you hold more than one certificate (for example, a Type 03 Teaching Certificate and a Type 75 Administrative Certificate), you will want to make sure that the certificate you were not using during each given semester appear as "exempt".

If you are a Department Chair employed on a Type 75 Certificate, then:

- If you teach more than 50% of the day, you are required to complete ONLY teacher requirements. Make your administrative certificate Fully Exempt for the appropriate semesters.
- If you administrate more than 50% of the day, you are required to complete ONLY administration requirements. Make your teaching certificate Fully Exempt for the appropriate semesters.
- If your assignment is exactly 50/50, you are allowed to choose to be held to the Teacher professional development requirements or the Administrator professional development requirements. Whichever you choose, make the other Fully Exempt.

To do this, click the "Enter/Review Exemptions" link underneath the certificate for which you need an exemption.

Standard and/or Master Certificates Held For Which Exemptions Can Be Entered					
Cert No	Cert Code	Cert Code Desc	Cert Level	Issue Date	Renewal Date
16/25/26	03	Secondary Teaching	Standard	07/14/2000	July 1st, 2010
Enter/Review Exemptions					

This will bring you to a screen that shows the exemption status of that certificate for the five years covered by your certificate.

Semester		CPD Status
2005	FALL	Full Exemption
2006	SPRING	Full Exemption
2006	FALL	Full Exemption
2007	SPRING	Active - No Exemption
2007	FALL	Active - No Exemption
2008	SPRING	Active - No Exemption
2008	FALL	Active - No Exemption
2009	SPRING	Active - No Exemption
2009	FALL	Active - No Exemption
2010	SPRING	Active - No Exemption
Modify Exemption Status		

Click on the Modify Exemption Status link to make changes. The ECS Wizard will ask you several questions to help you change your status.

Note - changes you make will appear as "pending" until someone at the Regional Office of Education approves the change. (This will effect the amount of professional development requirements showing on your requirements screen.)

GOAL 3 - ENTER YOUR PROFESSIONAL DEVELOPMENT

When you renew your certificate, you are required to supply information about the professional development activities you have completed in the last 5 years. You need not include all activities - just as many as is necessary to meet your requirements.

Step 1 - Review Your Teaching Certificate Renewal Requirements (if used in the last 5 years). (Professional Development and Renewal > Requirements)

Standard/Master Requirements To Submit A Statement Of Assurance							
Professional Development Requirements (Must Meet One)							
Req Unique PDA	1	Submitted	0				
OR							
Req Coursework PDA	6	Submitted	0	Req Purpose A	2	Submitted	0
OR							
Req CPDU PDA	84	Submitted	40	Req Purpose E	0	Submitted	0

This area shows you the professional development you are required to complete under your teaching certificate, as well as your progress toward meeting that goal. If your teaching certificate is exempt for all 5 years, these amounts should all appear as ZERO. If you just submitted an exemption request in the previous goal, it may take a week or two for these amounts to drop to their correct levels.

There are 3 main groups of options for completing your professional development under your Teaching Certificates.

Option 1: Required Unique PDA - You may meet your professional development obligation by completing any of the following options:

- During the validity period of this certificate, have earned a Masters Degree or a Doctoral Degree. You may begin working on the degree at any point, but it must have been awarded during this certificate's 5-year period.
- Have completed the requirements for becoming Highly Qualified in a teachable area for which you were not Highly Qualified at the beginning of this certificate's validity period.
- Complete the National Board for Professional Teaching Standards (NBPTS) certificate process.
- Earn a subsequent Illinois certificate or endorsement (which you would not have qualified for prior to the current validity period.)
- Complete four semester hours of graduate coursework in Assessment of Teaching Performance or NBPTS Preparation.

Option 2: Required Coursework PDA - This is the option you want to choose if you will complete your professional development obligation entirely with college coursework related to education or to your teachable areas. The requirement is 8 Semester Hours of college coursework (prorated if your teaching certificate was exempt for any of the semesters under consideration.) Those who have earned Masters or Doctoral degrees during prior validity periods are required to take less, but those degrees must be posted and accepted (see above) before the requirement shown is reduced. Note - if you are going to combine college coursework with CPDU's, you do not want this option.

Option 3: Required CPDU PDA - Use this option to use a variety of activities (including workshops and college courses) to acquire the professional development hours. This is the most common option. The standard requirement for CPDU's is 120 for a 5-year period. Your amount may be less if you have exemptions or if you have a graduate degree.

Step 2 - Review Your Administrative Certificate Renewal Requirements (if used in the last 5 years).
 (Professional Development and Renewal > Requirements)

Standard/Master Requirements To Submit A Statement Of Assurance					
Professional Development Requirements (Must Meet One)					
Req Unique PDA	1	Submitted	0		
OR					
Req Coursework PDA	2	Submitted	0	Req Purpose A	2
				Submitted	0
OR					
Req CPDU PDA	16	Submitted	0	Req Purpose E	4
				Submitted	0

Administrative Certificate Requirements To Submit A Statement Of Assurance					
Professional Development Requirements				Administrator Academy Requirements	
Required Activities	3	Submitted Activities	13	Required Academies	2
Required PDA Hours	60	Submitted PDA Hours	156:00	Penalty Academies	1
Academies To Hours	0	Acad Hours	0:00	Total Academies	4
			Submitted Academies	3	
			Total Hours Submitted	156:00	
<p>Please note that these requirements are "Real Time". You may have a penalty showing if you have not yet taken an administrator academy course for the current year. If this is the case, the penalty will disappear as soon as the administrator academy course is posted. Also, once the academy is posted, the number of required academies will also be reduced by 1 due to the penalty no longer existing. Lastly, keep in mind that only activities and academies posted during your current renewal period are displayed.</p>					

This area shows you the professional development you are required to complete under your administrative certificate, as well as your progress toward meeting that goal. If your administrative certificate is exempt for all 5 years, these amounts should all appear as ZERO. If you just submitted an exemption request in the previous section, it may take a week or two for these amounts to drop to their correct levels.

- Required Activities:** The minimum number of individual, separate activities you must have when accumulating your PDA Hours.
- Submitted Activities:** The number of individual activities that make up your submitted professional development hours.
- Required PDA Hours:** The number of professional development hours required for you to renew, given your employment history.
- Submitted PDA Hours:** The number of professional development hours you have entered into the ECS system (or that were converted from the old OTIS/CERTS systems).
- Academies to Hours:** The number of Administrators Academies that you took above and beyond what you were required to take in a given year.
- Acad Hours:** The number of PDA Hours credited to you from any extra academies you took.
- Total Hours Submitted:** The total number of PDA Hours credited to you during this period. This number must be larger than "Required PDA Hours" in order to continue through the renewal process.
- Required Academies:** The number of Administrators' Academies you were required to complete given your employment history.
- Penalty Academies:** The number of Administrators' Academies added to your requirements as a penalty for going one or more years without taking an approved Academy.

SPECIAL NOTE - Please note that the ECS system is set to show a Penalty Academy for everyone at the start of a new year, which remains on the screen until your academy for the current year is completed. If you have not yet taken the current year's academy, there is an extra Penalty Academy showing that will disappear as soon as this year's academy is entered.

- Total Academies:** The total number of Administrators' Academies you must have credit for in order to renew your certificate.
- Submitted Academies:** The number of Administrators' Academies you have been credited with attending. This number must be larger than "Total Academies" in order to continue through the renewal process.

Administrators' Academy Requirements

You need to complete one Approved Required Academy for each year you have been active as an administrator in a public school or district beginning with July 1, 2003. These are recorded by the ROE or one of a handful of other entities that are authorized to post Administrators' Academies in ECS.

If you would like to see a list of Academies you have completed, those can be found on the page: (Professional Development and Renewal > Admin Acad). Always allow at least 6 weeks for an Academy to be posted after the date when the application/dissemination activities are due.

Missing the Yearly Administrators' Academy Requirement (Penalty Academies)

If you miss the yearly Academy requirement (July 1 to June 30), you will be required, the following year, to take three (3) Administrators' Academy courses the following year: one to make up the one that you missed, one for the new year, and one as a Penalty Academy. Failure to do so will cause you to reinstate your certificate for one year to complete ALL requirements through the reinstated year. One Penalty Academy is assigned for each year in which a required Academy is not taken by June 30. If you reach the end of the reinstated year (ending on June 30) without completing all requirements, you cannot work as an administrator until all requirements are met.

Professional Development Activities (PDAs and PDA Hours)

For a 2007 renewal, you need 80 hours of Professional Development Activities for the 4-year period since July 1, 2003. Beginning with those whose certificates expire in 2008, the requirement will be 100 hours (or less only if you have semesters of exemption during the cycle.)

There are 21 choices of types of activities that can be listed in ECS under your administrative certificate. There is no choice of "Other." Each of your activities must be one of those types of activities.

For the 2007 renewal, you will need 80 hours of activities, consisting of at least 4 separate activities (though they may be of the same type.)

There is no required distribution of dates of activities, except that the dates of your activities must be completed during the current cycle.

Your PDA's must represent LEARNING ACTIVITIES for you. Your Professional Development Activities are NOT synonymous with administrative responsibilities such as running curriculum committees, attending athletic conference meetings, meeting with teachers to discuss school improvement plans, or meetings with district administration. Meetings of any sort are considered to be a part of your job and are not considered to represent learning situations for you as an administrator. If there is professional development as a part of a meeting, you can include that portion of the meeting in your PDA Hours. You must state the topic and the presenter.

If you list attending or presenting at a conference, workshop, or symposium, you must list the title, the presenter, and the entity sponsoring the event. If you attended a local conference, list it as a regional conference, as there is not a "local conference" choice. When ECS says, "I attending a workshop on..." and leaves a space for you to fill in, it is looking for the topic or title, not the dates, which are listed on a separate screen.

If you list a book, you must list the full title of the book and the author's full name. You can count the hours you spent reading the book. It must be a leadership or education-related book.

If you take a graduate course, you can count 15 hours for each semester hour of graduate credit.

Step 3 - Entering Your Professional Development Activities

(Professional Development and Renewal > Activities)

- a) Click on the "Enter/Review Professional Development" link underneath the certificate to which you are applying the professional development activity.

Standard Certificates Requiring Professional Development To Renew								
Cert No	Cert Code	Description	Cert Level	Issue Date	Renewal Date	LPDC	ROE	ISBE / STCB
1675926	05	Secondary Teaching	Standard	07/14/2000	July 1st, 2010	N/A	N/A	N/A
Enter/Review Professional Development								

- b) Select the validity period to which this activity is being applied. Then click "Enter/Review Professional Development Activity."

Standard/Master Cycles On File For Current Teacher and Certificate Type				
Click Here For Printer Friendly Version				
Select	PDA Type	Beg FY	End FY	Status
<input checked="" type="radio"/>	S - Standard	2006	2010	A - Active
<input type="radio"/>	S - Standard	2001	2005	I - Inactive

[Enter/Review Professional Development Activity](#)

- c) Verify that you are who you say you are.

Record Professional Development - Step 1 of 2

You are attempting to update your professional development.

Please confirm that you are John Salzer and that your IEIN is

.....

YES - I confirm I am the person listed above

NO - I am not the person listed above

Next

- d) Select the OVERALL option you plan to use. Remember, if you are using a combination of CPDU's and college coursework, select the last option.

You are attempting to update your professional development.

You have indicated that you have completed a continuing professional development activity.

Please indicate below which continuing professional development activity you have completed.

- College Course - Completed
- Institute - Participate In
- Seminar - Participate In
- National Conference - Participate In
- Regional Conference - Participate In
- State Conference - Participate In
- Workshop - Participate In
- Symposium - Participate In
- Formal Mentoring - Provided
- Independent Research
- Institute - Made Presentation
- Seminar - Made Presentation
- National Conference - Made Presentation
- Regional Conference - Made Presentation
- State Conference - Made Presentation
- Workshop - Made Presentation
- Symposium - Made Presentation
- Read Education-Related Professional Book
- Read Education-Related Professional Journal
- Formal Mentoring - Received
- College Course - Taught

e) Depending on the option you selected above, the appropriate Wizard will appear to walk you through adding individual professional development activities. Remember, it is best to begin with those activities that you can easily document, such as attendance at workshops. Work your way down to those activities for which you have only your word, avoiding them if they are not needed. Attempt to maintain as much documentation as possible, even if it is simply a letter written by you giving the dates and times of meetings.

GOAL 4 - SUBMIT YOUR STATEMENT OF ASSURANCE

Once you are done entering your professional development activities, you need to submit a Statement of Assurance. This is an online letter from you to the Regional Office of Education verifying that your work history is correct and that the professional development activities you entered are accurate.

Before you submit your Statement of Assurance

- a) Verify that your Professional Development Requirements have been met. (Professional Development and Renewal > Requirements)
- b) If you recently added a graduate degree to your list of degrees, make sure that it has been accepted (or that you have enough PD credits to meet your requirements even without the degree.)
- c) If you recently added exemptions to your record, make sure that they have been accepted.

Which certificate do you submit a Statement of Assurance for?

If you were an administrator for the entire cycle (or, more accurately, if your teaching certificate(s) were Fully Exempt for the entire cycle), you will submit a Statement of Assurance only for your Administrative Certificate.

If you were a teacher for the entire cycle (or, more accurately, if your administrative certificate was Fully Exempt for the entire cycle), you will submit a Statement of Assurance only for your Teaching Certificate.

If there was at least one semester during the cycle in which you were employed under each certificate, you will submit two (2) Statements of Assurance - one for each.

Step 1 - Submit Your Statement of Assurance

(Professional Development and Renewal > Statement of Assurance)

Underneath the appropriate certificate, click the "Submit/Review Statement of Assurance" link.

Standard/Master Certificates For Which A Statement Of Assurance Can Be Submitted								
Cert No	Cert Code	Description	Cert Level	Issue Date	Renewal Date	LPDC	ROE	ISBE / STCB
1675726	09	Secondary Teaching	Standard	07/14/2000	July 1st, 2010	N/A	N/A	N/A
Submit/Review Statement of Assurance								

If you are eligible to submit a Statement of Assurance, ECS will ask you a series of questions. You will verify your work history, as well as your professional development activities. A screen will appear for each of the 3 groupings of ways to meet your professional development requirements. Do not let it bother you that 2 of these 3 will show that you did not do any activities in that grouping. This is normal. Follow all the way through the Wizard until the last "Submit" button.

Step 2 - Wait for Approval (This may take a few weeks.)

(Professional Development and Renewal > Statement of Assurance)

Once your Statement of Assurance has been submitted, you cannot follow through with the registration process until it has been approved by your Regional Office. You will want to check back every week or two to see if it has been approved.

To see the status of your Statement of Assurance, click "Submit/Review Statement of Assurance"

Standard/Master Certificates For Which A Statement Of Assurance Can Be Submitted								
Cert No	Cert Code	Description	Cert Level	Issue Date	Renewal Date	LPDC	ROE	ISBE / STCB
1675726	09	Secondary Teaching	Standard	07/14/2000	July 1st, 2010	N/A	N/A	N/A
Submit/Review Statement of Assurance								

The resulting screen will show this table. If the "Status" is "Approved", you're ready to continue. If not, you'll have to wait and check back again later.

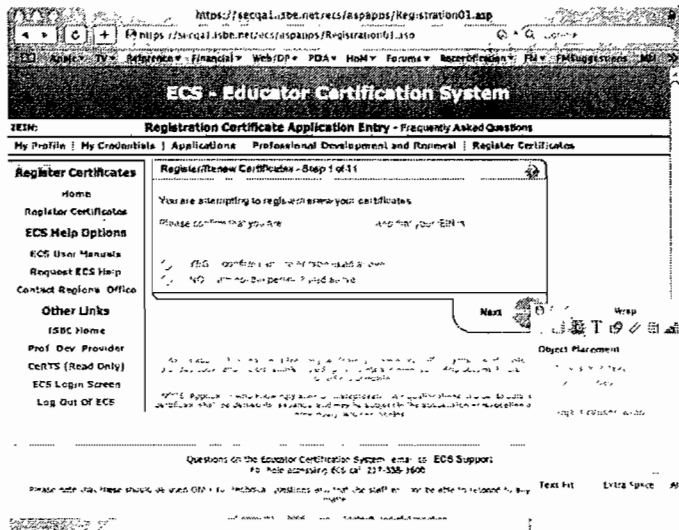
Standard/Master Statement of Assurance			
SOA No	Submitted	Status	Action
14652	3/6/2009 9:42:42 AM	Approved	VIEW

GOAL 5 - REGISTER YOUR CERTIFICATE

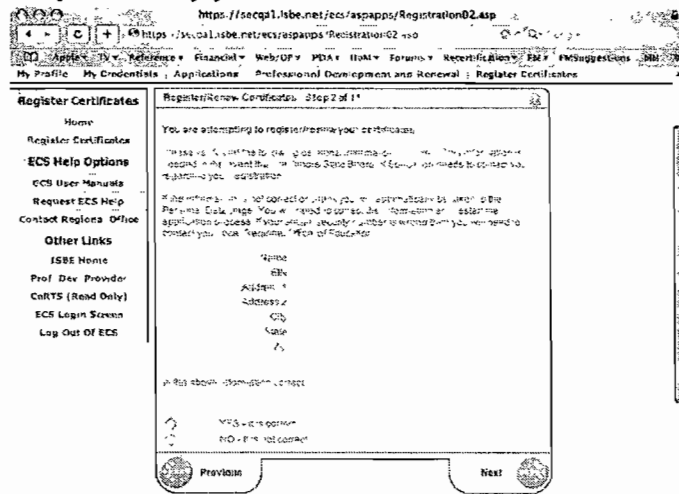
Once your Statement of Assurance has been approved, you are able to register your certificate for another 5 years.

Step 1 - Click the "Register Certificates" link at the top of the screen.

Step 2 - Verify that you are who you say you are.
Select "Yes" and click "Next".

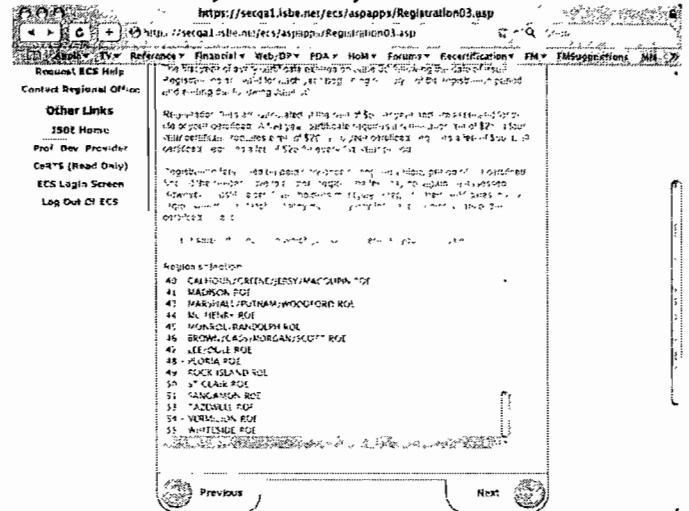


Step 3 - Verify your address.



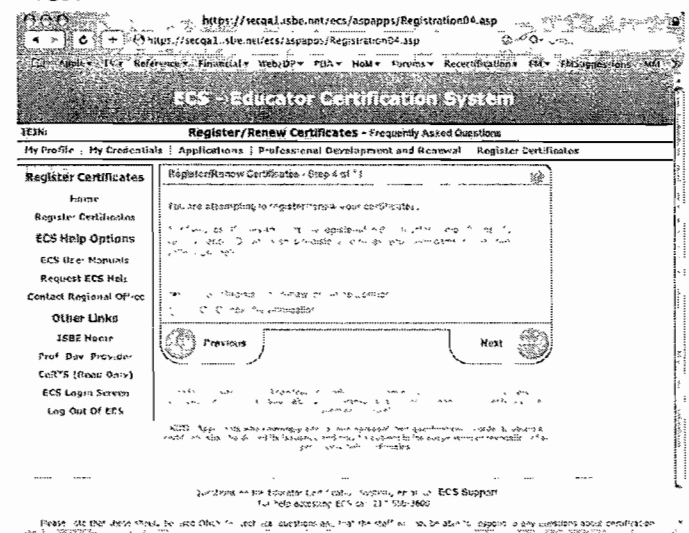
Step 4 - Choose the ROE/County in which you will register.

If you are currently employed as a teacher, select the ROE/County in which your district is located. If you are not currently employed as a teacher, select the ROE/County in which you live.



Step 5 - Choose to register for the next validity period.

This step is telling you that your current certificate is already registered for the current validity period (the one that is ending this year) and asking if you want to register for the next validity period. Select "Yes".



Step 6 - Verify your child support status.

Verify that you are not delinquent on your child support. Select "Yes" if you are good to continue.

Step 7 - Enter your credit card information.

Enter your credit card information as you would on any other online store. Note that you will be charge a small fee for using the online payment. (\$1.75 at the time this was written.)

Step 8 - Verify that everything you just entered is correct and submit.

This is just one last chance to look over everything before submitting.

AND YOU'RE DONE.

Special Note on Audits

Retain your documentation for each recorded Professional Development Activity (see Appendix) for the next 5 year validity period. ISBE runs a random audit of Administrator Certificate Renewals through the Regional Offices of Education. If your renewal is audited, you will be required to submit documentation for all listed activities to the ROE in order to continue using your administrative certificate.

Questions?

*For tech problems, contact ECS support at ecs@isbe.net

* Your Regional Office of Education is the best place to call if you're moving from Initial to Standard or if you have special circumstances.

Lee/Ogle Regional Office Of Education	
	<p>Pam Brey Certification Officer pbrey@leeogle.org Phone 815.652.2054 ext. 223 Fax 815.652.2053</p> <p>7772 Clinton St. Dixon, IL 61021</p>

Administrator Professional Development Activities	
Activity	Required Documentation
1. [AC] Successful Completion of College Course	Grade slip or transcript (originals or copies)
2. [AI] Participation in an Institute	Proof of institute registration or participation (issued by institute provider) AND institute brochure, flyer, or agenda.
3. [AM] Participation in a Seminar	Proof of seminar registration or participation (issued by seminar provider) AND seminar brochure or flyer.
4. [AN] Participation in National Conference	Proof of conference registration or participation (issued by conference provider) AND conference brochure, flyer, or agenda.
5. [AR] Participation in Regional Conference	Proof of conference registration or participation (issued by conference provider) AND conference brochure, flyer, or agenda.
6. [AS] Participation in State Conference	Proof of conference registration or participation (issued by conference provider) AND conference brochure, flyer, or agenda.
7. [AW] Participation in Workshop	Proof of workshop registration or participation (issued by workshop provider) AND workshop brochure, flyer, or agenda.
8. [AY] Participation in Symposium	Proof of symposium registration or participation (issued by symposium provider) AND symposium brochure or flyer.
9. [FM] Providing Formal Mentoring to Administrator	Proof that district/college/professional organization has established a mentoring program for new or all administrators, name(s) of administrators receiving mentoring, and log.
10. [IS] Independent Study/Research/Project	Report showing outline of study/research/project which includes the following: <ul style="list-style-type: none"> • brief description (minimum of two paragraphs) • list of all related references (research, studies, etc.) • log showing dates and times of work
11. [PI] Making a Presentation at an Institute	Institute brochure/flyer indicating administrator was the presenter.
12. [PM] Making a Presentation at a Seminar	Seminar brochure/flyer indicating administrator was the presenter.
13. [PN] Making a Presentation at a National Conference.	Conference brochure/flyer indicating administrator was the presenter.
14. [PR] Making a Presentation at a Regional Conference	Conference brochure/flyer indicating administrator was the presenter.

Administrator Professional Development Activities	
15. [PS] Making a Presentation at a State Conference	Conference brochure/flyer indicating administrator was the presenter.
16. [PW] Making a Presentation at a Workshop	Workshop brochure/flyer indicating administrator was the presenter.
17. [PY] Making a Presentation at a Symposium	Symposium brochure/flyer indicating administrator was the presenter.
18. [RB] Read, Wrote, or Listened to Professional Book	Report which includes the following: <ul style="list-style-type: none"> • title of book • author's name • dates and times of reading/listening/writing • brief description of content (at least four sentences.)
19. [RJ] Read, Wrote, or Listened to Professional Journal	Report which includes the following: <ul style="list-style-type: none"> • title of journal • title of article • author's name • dates and times of reading/listening/writing • brief description of content (at least four sentences.)
20. [RM] Received Formal Mentoring as Administrator	Proof that the district/college/professional organization has established a mentoring program for new or all administrators, name of administrator providing the mentoring, and log showing dates and times of mentoring.
21. [TC] Taught a College Course	Appropriate page of college catalog/brochure indicating administrator was teacher of specific course or letter from dean of college indicating administrator was teacher of specific course.
22. [AAC] Approved Administrators' Academy	When an administrator takes more than one approved Academy in a July 1 to June 30 year, the shortest Academy stays in the Academies section, and all others drop into the professional development section on ECS. The placement is controlled by the number of hours and cannot be modified. This usually becomes evident during the submission of the Statement of Assurance.