

To: Expired Certificate Holders  
From: Monroe Randolph Regional Office of Education  
Date: November 3, 2011  
Re: Certificate Registration Renewal

Your teaching certificate(s) Certificate Registration Form expired on June 30, 2011. Enclosed please find registration information for the upcoming renewal period.

**IMPORTANT CHANGES TO CERTIFICATION**

As you may know Public Act 97-0607 completely revamps the certification process. Effective August 26, 2011 an educator has 6 months from the date of expiration to complete the requirements (December 31). It is important to note that the 6-month **grace period** does not allow for an individual to remain in the classroom, since that person is not certified while the certificate is expired. Should a person not renew within 6 months after the certificate expires, he must complete **9 hours of college coursework** in the area of endorsement or certification before the certificate can be renewed. There is no longer an option for an individual to **reinstate** a certificate for 1 year to complete professional development requirements not previously met. **A final change that will not be implemented until 2013 but needs to be understood now is that an individual who does not renew his certificate may NOT apply for a substitute certificate. The most common scenario for this would be an educator who retires and does not complete the renewal process for his certificate, because he would rather apply for a sub certificate and serve in that capacity. In 2013 this person will not be able to apply for a substitute certificate, even if he previously held a substitute certificate (Sub certificates do not renew but require reapplying and reregistering.). The only way this person may substitute teach is if he completes the 9 hours of college credit and renews his or her certificate.**

Specific renewal requirements can be found at <http://www.isbe.net/certification/html/current.htm> under the "Recertification" link. General directions for the renewal process follow on the next page.

**Requirements to Register Teaching Certificate**

- **Submit and receive approval for Statement of Assurance (if Professional Development needed)**
- **Submit completed Certificate Registration Form**
- **Submit Certificate Registration Fee - \$25 cash or check made payable to Monroe/Randolph ROE (fee valid until December 31, 2011)**

**PLEASE DO NOT SUBMIT THE ENCLOSED REGISTRATION FORM & FEE UNTIL:**

**YOU HAVE COMPLETED YOUR STATEMENT OF ASSURANCE AND HAVE RECEIVED APPROVAL BACK FROM ISBE**

**OR**

**YOU MAY SUBMIT THE ENCLOSED REGISTRATION FORM & FEE IMMEDIATELY IF:**

**YOU DO NOT HAVE PROFESSIONAL DEVELOPMENT REQUIREMENTS BECAUSE YOU HAVE NOT BEEN WORKING IN AN ILLINOIS PUBLIC SCHOOL DURING THIS RENEWAL CYCLE.**

For any questions email or call Darcy Fausz at [dfausz@roe45.org](mailto:dfausz@roe45.org) or 939.5070 ext. 101.

## **Steps for Online Renewal**

- 1. If you are exempt from Professional Development requirements go to Step 10 (See Frequently Asked Question #3)**
2. Login to the ECS website at [www.isbe.net](http://www.isbe.net) . The link for ECS is at the top of the page. On the subsequent page select the Educator Access.
3. Once logged in, make sure your profile is current and correct. Select the **"My Profile"** link on the left side.
4. You will notice the navigation on the ECS site has links at the top and links at the left the links at the top stay the same and the links on the left change with the activity you are completing. For example, if you select **"My Credentials"** at the top of the page the navigation on the left changes to items related to your credentials.
5. Enter your required professional development activities by selecting at the top **"Professional Development and Renewal"**. The menu on the left will change to include a link called **"Activities"**. If you have multiple certificates you will choose the link in the body of the page that says **"Enter/Review Professional Development"**.
6. You will be asked to confirm your identity. Ultimately, you will get to a screen that asks you to pick your professional development options. All of the options except CPDUs will completely qualify you for renewal. For example, if you earned an additional teaching certificate or endorsement then you will select that and be completed with the process. If you are using the CPDU process then you will list each of the qualifying CPDU activities. You do not need to list all activities but only enough to meet the minimum requirement and possibly a few hours extra.
7. Once your professional development activities have been entered you will submit your Statement of Assurance. Again this is accessed by selecting **"Professional Development and Renewal"** link at the top and then the **"Statement of Assurance"** link at the left. The Statement of Assurance is an electronic submission of your renewal activity qualifying for your renewal.
8. The Statement of Assurance is automatically sent to the ROE and then to ISBE for both entities approval. If there are any issues with the renewal you will be notified in ECS and not via email. The process usually runs between a week and 6 weeks. The notification you receive in ECS is in the body of the main page when you login or the **"Home"** page. It will be a narrative in the text.
9. If by chance either the ROE or ISBE have concerns about your professional development credit, the Statement of Assurance will be returned with comments addressing the issues. Once you address those issues you will need to resubmit the Statement of Assurance just like you did previously.
10. Once your Statement of Assurance is approved by ISBE (if required), you may pay at the Regional Office for your certificate renewal **OR** pay online through ECS by selecting the **"Applications"** link at the top and then the **"Renew/Register"** link on the left. If you choose to pay through ECS there is a small surcharge of \$1.75 added to your Renewal Fee. If you choose to pay at the Regional Office of Education, you will need to submit your payment with the Certificate Registration Form that is enclosed. Your cancelled check will be proof of your payment.

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**OR**

**YOU MAY SUBMIT THE ENCLOSED REGISTRATION FORM & FEE IMMEDIATELY IF:**

**YOU DO NOT HAVE PROFESSIONAL DEVELOPMENT REQUIREMENTS BECAUSE YOU HAVE NOT BEEN WORKING IN AN ILLINOIS PUBLIC SCHOOL DURING THIS RENEWAL CYCLE.**

## Frequently Asked Questions

**1Q. I have an advanced degree but my CPDU requirement is 120 CPDUS and is not reduced to 80 CPDUS. Why is the system not reducing my CPDU requirements for my advanced degree?**

1A. ISBE needs to confirm that you have an advanced degree. To provide them this evidence, you first need to enter your advanced degree for your Credentials in ECS. The system will ask your degree attained and the University from which you articulated. Next, you will need to provide ISBE evidence of the degree completion by submitting to our office your **official** transcripts in a university sealed envelope. Please have your transcripts sent to: Regional Office of Education 107 East Mill Waterloo IL 62298.

**2Q. I have multiple certificates how do I renew them all?**

2A. All certificates are on the same cycle so that when one is renewed all are renewed. There is an instance when this is not the case. If an individual was a teacher and then an administrator, they will need to complete the professional development requirements for each type of certificate and submit a Statement of Assurance for each type of certificate (admin and teaching).

**3Q. I retired or was not teaching in Illinois for some or all of the cycle. Why do I not see a reduction in the professional development requirements?**

3A. You will need to update your exemptions for the years you were not teaching in an Illinois 'Public' school. To update your exemption status, click on the "**Professional Development and Renewal**" link at the top of the page and then the "**Exemptions**" link on the left. Enter the exemptions for each certificate, if applicable. The ROE will need to approve the exemptions before you may continue. This may take more than a week to update depending upon the number of pending applications awaiting review.

**4Q. If I complete my professional development, Statement of Assurance and then renew/register my certificate online through ECS, do I still need to complete the registration form and send it to the ROE?**

4A. No, Completing this process online satisfies the registration process.

**5Q. Do I have to complete this process online?**

5A. No, but online completion of your renewal is the preferred method. The system checks your information prior to submission and completing this process online is much quicker and can be done "paperless".

**NOTE: City of Chicago residents** should send this form and fees directly to Educator Certification Division, ISBE, 100 North First Street, S-306, Springfield, Illinois 62777-0001.

**ILLINOIS STATE BOARD OF EDUCATION**  
 Educator Certification Division  
 100 North First Street, S-306  
 Springfield, Illinois 62777-0001



**CHECK (✓) ONE:**  
 Valid Active     Valid Exempt  
 Active Substitute

**CERTIFICATE REGISTRATION FORM**

**INSTRUCTIONS:** Please print or type. Return this form and required fees to the regional superintendent for the region where you are registering. Consult with your regional superintendent on the amount of registration fees owed. Instructions for calculating registration fees are also on the back of this form. Do not return to the Illinois State Board of Education unless you wish to register in the City of Chicago. If registering in the City of Chicago, payment must be in the form of a money order or certified check made payable to the State Superintendent of Education. Mail registration for the City of Chicago to the Springfield address above.

PRINT NAME (Last, First, Middle, Maiden)		SOCIAL SECURITY NUMBER	BIRTHDATE (mm/dd/yyyy)
HOME ADDRESS (Street Number, City, State, Zip Code)		SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	E-MAIL
		HOME TELEPHONE (Include Area Code)	WORK TELEPHONE (Include Area Code)

U.S. CITIZEN  
 Yes     No    Applicants who are not US citizens must provide proof of legal presence and eligibility for employment. They must also file form 73-91, "Notice of Intent to Become a United States Citizen."

**(Attach written explanation for yes answers.)**

Yes     No    Have you ever had a certificate denied, suspended or revoked in Illinois or any other state?

Yes     No    Have you ever been convicted of a felony, or any sex, narcotics or drug offense in Illinois or any other state?

Yes     No    Have you failed to file a tax return with the Illinois Department of Revenue, or failed to pay any tax, penalty, or interest owed or any final assessment of same for any tax as required by law administered by that Department that was not subsequently resolved to the Department's satisfaction?

Yes     No    Have you ever been named by a state agency responsible for child welfare as a perpetrator in an indicated report of child abuse or neglect if such report was not reversed after exhaustion of any appeal?

Yes     No    Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?

**Signature Required**

*I certify, under penalty of perjury, that I do not have a child support order, or that I am not more than 30 days delinquent in complying with a child support order. I understand that I must sign this statement, whether or not I have children and failure to so certify may result in disciplinary action and making a false statement may subject me to contempt of court. A written explanation is required for those unable to complete this certification.*

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

DEGREES	STATE	COLLEGE	MAJOR
Bachelor's			
Master's			
Doctorate			

**CERTIFICATES TO BE REGISTERED – NOTE:** Refer to #7 on the back of this form if registering a teaching certificate issued prior to 02/15/2000.

CERTIFICATE TYPE	CERTIFICATE NUMBER	ISSUED DATE	REGION ISSUED	REGISTERED UNTIL	FOR SPECIAL CERTIFICATES ISSUED PRIOR TO 2/15/2000 ONLY Exchange for Elementary and Secondary	
					YES	NO
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

**ASSIGNMENT FOR REGISTRATION PERIOD REQUESTED**

NAME OF SCHOOL DISTRICT		SCHOOL			
POSITION	GRADE		SUBJECTS (1)	(2)	(3)
	Beginning	Ending			

**PLEASE INDICATE WHICH OF YOUR CERTIFICATES IS REQUIRED FOR THIS POSITION**

Yes     No    If you are not presently employed, do you wish to serve as a substitute teacher? If Yes, indicate the grades, schools or subjects you wish to teach. If you have no preference, write "any."

Yes     No    Are you seeking employment? If Yes,     Part-time     Full-time only     Any

Yes     No    If employed, do you want to be included in the regional directory?

Yes     No    Do you want your home address and telephone number to be included in the regional directory?

**EXEMPTION FROM CERTIFICATE RENEWAL REQUIREMENTS (ADMINISTRATIVE AND TEACHING CERTIFICATES)**

By checking this box and signing below I verify under penalty of perjury that I have not been employed in a public, charter or state-operated school, cooperative or joint agreement on a certificate requiring professional development for renewal during the last validity period (five or ten years).

*I verify that the above information is correct.*

<i>Date</i>	<i>Signature</i>	<b>ROE USE ONLY</b>	REGISTERED THROUGH	RECEIPT NO.
			REGISTRATION FEE	CASH
			BACK FEE	CHECK NO.
			TOTAL PAID	DATE