



Illinois State Board of Education

Educator Certification System (ECS)

System Documentation for Initial Certificate Holders

Professional Development and Certificate Registration and Renewal

September 1, 2006

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Introduction

The Illinois State Board of Education's Online Teacher Information System (**OTIS**), Certificate Renewal Tracking System (**CeRTS**) have been merged together to form the new **Educator's Certification System (ECS)**. ECS is a web-based system that allows educators and district administrators access to certification data from ISBE's **Teacher Certification Information System (TCIS)**.

The ECS web site consists of two portals, or doorways to certification data: District administrators and the general public can view certification data that is considered public information; that is issued educator credentials. ECS also allows educators to create private accounts and have access to all of their TCIS data, apply for certificates and endorsements, register and renew their certificates, and apply for NCLB HOUSSE HQ status. ECS accepts only credit cards as payment for application services.

Access to ECS

ECS can be accessed on any computer with internet access and an internet browser at www.isbe.net/ECS

ECS - Educator Certification System		
Log Into ECS - Frequently Asked Questions		
Welcome to the ISBE Educator Certification System Login Options Login To ECS New User Reset Account Help Using ECS ECS User Manuals Contact ECS Support Contact Regional Office Navigation ISBE Home Prof. Dev. Provider CeRTS (Read Only)	Already have an account? Login Here: Account ID: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login"/>	New User? Create Account Here: All educators in Illinois can view and track their certification information by creating an ECS account. Once created, this account will allow you to view your information, apply for new certificates, register and renew your certificates, and enter professional development. <input type="button" value="Create New Account"/>
	Forgot Login Info? Login Here: If you do not remember your Account ID or password you can click the Reset Account button below to log in by verifying some basic information about your account. <input type="button" value="Reset Account"/>	District Administrators: Look Up Staff Here SSN: <input type="text"/> OR IEIN: <input type="text"/> AND Last Name: <input type="text"/> <input type="button" value="Find Staff Member"/>

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If you previously had an OTIS account use you OTIS login (email address) and OTIS password to login to ECS. If you did not have an OTIS account, but did have a CeRTS account use your CeRTS login and password. If you had both an OTIS login and a CeRTS login use the OTIS login. If you did not have an account in either previous system click on the Create New Account button and establish a new ECS account. If you forgot your password you can click on the Reset Account button.

ECS Summary Screen

All previous OTIS functionality has been transferred to ECS and has not been changed. You will find menu items for various services and data viewing on the left and Frequently Asked Questions and customized links and notes in the remaining portion of the Summary Screen.

ECS - Educator Certification System		
IEIN: 180407	Summary Information - Frequently Asked Questions	Sally D Smith
My Profile My Credentials Applications Professional Development Register/Renew LPDC		
Home	You have been assigned an Illinois Educator Identification Number (IEIN) - ATTENTION ISBE is taking steps to protect your identity. The first step is the assignment of an Illinois Educator Identification Number (IEIN). Click on this link to see your newly assigned IEIN.	
My Profile	You can now update your NCLB subject areas online (HOUSSE) - NEW ISBE has determined the subject areas for which you are Highly Qualified (HQ) based upon having on file at ISBE one or more of the qualifying credentials. You can view these State determined HQ subject areas by clicking on this link. If you are a veteran teacher (1 full year teaching the subject) you can apply to be highly qualified in a subject area through HOUSSE. Click on this link to start your HOUSSE application.	
My Credentials	You can now enter your professional development in ECS - NEW The functionality that used to be in CeRTS and CeRTS for Administrators has been incorporated into ECS. Click on this link to explore this new functionality.	
Applications	You have an entitlement certificate waiting for your application - ATTENTION You have a certificate from an approved teacher education program that is waiting for your application. This certificate has not yet been issued because you have not yet applied for it. Click on this link to start the application process.	
Prof. Development	You have certificates that are not registered - ATTENTION Illinois law requires that your certificate(s) must be registered in the region in which you are teaching. You have certificates that have not been registered. Click on this link to register your certificates.	
Register/Renew	I recently completed an approved teacher education program. How do I apply for my certificate? In Illinois there are two types of certificates; those earned through an approved teacher education program and those earned through transcript evaluation. If you have completed	
LPDC		
ECS Help Options		
ECS User Manuals		
Request ECS Help		
Contact Regional Office		
Other Links		
ISBE Home		
Prof. Dev. Provider		
CeRTS (Read Only)		
ECS Login Screen		
Log Out Of ECS		

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A new menu item has been added for Professional Development. When the Professional Development link is selected the following screen is presented giving you several choices.

Professional Development Activity
You can view, modify, and submit your professional development activity for all your certificates requiring continuing professional development by clicking the link above.

Professional Development Exemptions
You can view, modify, and submit your teaching and administrative professional development exemption status by clicking on the link above, necessary.

Administrator Academy Courses
You can view your Administrator Academy courses by using the link above.

Statement of Assurance
You can view, modify, and submit your Statement of Assurance for both teaching and administrative renewal by using the link above.

Renew Your Certificates
You can Register and Renew your certificates by clicking on the link above. You are only allowed to renew online if all of the certificates you hold have been approved for renewal. You can renew early starting September 1st of the last year of your renewal period.

Professional Development Activity

The Professional Development Summary Screen allows Educators to select a certificate type and then Enter/Review Professional Development Activities related to that certificate type. This screen will display all certificates that are held by the educator which require professional development to renew. To enter new activities or to review previously entered activities click on the link **Enter/Review Professional Development** link below the certificate lists.

Initial Certificates Requiring Professional Development To Move To Standard								
Cert No	Cert Code	Cert Code Desc	Cert Level	Issue Date	Renewal Date	LPDC	ROE	ISBE / STCB
2212303	03	Elementary Teaching	Initial	10/12/2001	July 1st, 2006	?	?	?
Enter/Review Professional Development								

Once the Enter/Review Professional Development link has been selected the following screen will appear:

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Initial Cycles On File For Current Teacher and Certificate Type				
Select	PDA Type	Beg FY	End FY	Status
	I-Initial	2006	2009	A-Active
Add New Professional Development Activity				

Professional Development Uniquely Qualifying Options For Selected Cycle									
Category	Activity ID	Provider	Submit Date	Start	End Date	Activity / Course	Purpose	CPDUs / Hours	Action
Ind / Ment Prg	05052614924585-New Teacher Mentoring	101425-BUSHNELL-PRAIRIE CITY CUSD 170	07/13/2006	9/1/2003	5/31/2005			0	Remove

Professional Development Continuing Coursework For Selected Cycle									
Category	Activity ID	Provider	Submit Date	Start	End Date	Activity / Course	Purpose	CPDUs / Hours	Action
Coursework	767-Western Illinois University		07/13/2006	1/3/2005	5/31/2005	Completed 34-8888 Introduction to School Administration		4	Remove
TOTAL:								4	

Continuing Professional Development Units For Selected Cycle									
Category	Activity ID	Provider	Submit Date	Start	End Date	Activity / Course	Purpose	CPDUs / Hours	Action
CPD	12-Participating at workshops, seminars, conferences, institutes, symposiums	102099-ATHENS CUSD #213	07/13/2006	4/1/2005	4/1/2005	Literacy Work Centers: Making Centers Work for You		4	Remove
TOTAL:								4	

This screen is divided into four sections. The top section lists the current certificate type and cycle; and contains the link to enter new professional development activities. This screen will also allow educators to review professional development activities from previous cycles beginning with the current cycle when ECS was implemented.

Initial Cycles On File For Current Teacher and Certificate Type				
Select	PDA Type	Beg FY	End FY	Status
	I-Initial	2006	2009	A-Active
Add New Professional Development Activity				

To add a new professional development activity click on the link **Add New Professional Development Activity**.

The next three sections display the professional development activities that the educator has already entered and are divided between the three types of activities. There are three options for

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moving from an Initial level teaching certificate to a standard level teaching certificates; 1) Completing a Uniquely Qualifying Activity; 2) Completing Required Coursework; or 3) Continuing Professional Development Units (CPDU). The educator only needs to complete one option.

Uniquely Qualifying PDAs

The first option for meeting renewal requirements is to complete a Uniquely Qualifying Professional Development Activity. Uniquely Qualifying PDAs are PDAs that only require completing one activity. Options include:

- Earning an Advanced Education-Related Degree
- Completing an Approved Induction and Mentoring Program
- Completing the National Board of Professional Teaching Standards (NBPTS) Certification process
- Earning an Illinois Subsequent Certificate or Endorsement
- Becoming Highly Qualified in an Another Teaching Area
- Four Semester Hour Course Approved for NBPTS Preparation
- Four Semester Hour Course Approved for Self-Assessment of Teaching Performance

The example below shows completing an Induction and Mentoring program.

Professional Development Uniquely Qualifying Options For Selected Cycle									
Category	Activity ID	Provider	Submit Date	Start	End Date	Activity / Course	Purpose	CPDUs / Hours	Action
Ind / Ment Prg	05052614924585-New Teacher Mentoring	101425-BUSHNELL-PRAIRIE CITY CUSD 170	07/13/2006	9/1/2003	5/31/2005			0	Remove

Required Coursework PDA

The second option for meeting renewal requirements is to complete Required Coursework; options include:

- Completing 12 Semester Hours of College Coursework

The example below shows completing eight semester hours in graduate-level coursework.

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Professional Development Continuing Coursework For Selected Cycle									
Category	Activity ID	Provider	Submit Date	Start	End Date	Activity / Course	Purpose	CPDUs / Hours	Action
Coursework	767-Western Illinois University		07/13/2006	6/2/2005	8/23/2005	Completed course 123-89 Introduction to School Budgets	A	4	Remove
Coursework	767-Western Illinois University		07/11/2006	1/10/2006	5/23/2006	Course 123-12 Introduction to School Administration.	D	4	Remove
								TOTAL:	8

CPDU PDA

The third option for meeting renewal requirements is to complete an adequate number of Continuing Professional Development Units (CPDU); options include:

CPDUs

The example below shows earning 4 CPDUs for attending a workshop.

Continuing Professional Development Units For Selected Cycle									
Category	Activity ID	Provider	Submit Date	Start	End Date	Activity / Course	Purpose	CPDUs / Hours	Action
CPD	12-Participating at workshops, seminars, conferences, institutes, symposiums	102099-ATHENS CUSD #213	07/13/2006	4/1/2005	4/1/2005	Literacy Work Centers: Making Centers Work for You		4	Remove
								TOTAL:	4

Adding Professional Development Activities

To add a professional development activity click on the Add New Professional Development Activity link.

Initial Cycles On File For Current Teacher and Certificate Type				
Select	PDA Type	Beg FY	End FY	Status
<input checked="" type="radio"/>	I-Initial	2006	2009	A-Active
Add New Professional Development Activity				

A step by step wizard will walk you through adding your professional development activity. The first step is to confirm your identity.

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Record Professional Development - Step 1 of 2

You are attempting to update your professional development.

Please confirm that you are John Smith, and that your ssn# is 999999999.

.....

- YES - I confirm I am the person listed above
- NO - I am not the person listed above

Next

The next step will ask you to select from a list of activity types. Holders of **Initial** level certificates are presented with the following list of professional development activity types.

Record Professional Development - Step 2 of 2

You are attempting to update your professional development.

Please pick your professional development option below.


.....

- Completed National Board of Professional Teaching Standards (NBPTS) Certification Process
- Complete an Approved Induction and Mentoring Program
- Advanced Education Related Degree
- 12 Semester Hours of Graduate-Level Coursework towards an Advanced Education-Related Degree
- 12 Semester Hour Post-Baccalaureate Education Related Professional Development Certificate (Issued by IL Institution of Higher Education)
- Subsequent Illinois Teaching Certificate Or Endorsement
- Meet Requirements for Becoming Highly Qualified in a New Teaching Area
- 4 Semester Hour Course Approved for NBPTS Preparation
- 4-Semester Hour coursework Approved for Self-Assessment of Teaching Performance
- Continuing Professional Development Units (CPDUs)

Previous **Next**

The next step will ask you to enter the type of CPDU activity. The example used here will be a CPDU – Participating at workshops, seminars, conferences, institutes, symposiums.

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Record Professional Development - Step 1 of 1 

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.

- 002-Peer review and (peer) coaching
- 003-Mentor, mentoring recipient, remediating teacher, consulting teacher
- 006-Parent education programs Parent education programs
- 007-Business school or community partnerships
- 010-Teaching college or university courses
- 012-Participating at workshops, seminars, conferences, institutes, symposiums
- 013-Presenting at workshops, seminars, conferences, institutes, symposiums
- 015-Review team for accreditation of institution of higher education
- 016-Action research and inquiry projects
- 017-Observing programs or teaching in schools, business or industry
- 019-Study groups
- 021-Work/learn programs or internships
- 022-Curriculum development or assessment activities
- 023-Team or department leadership
- 025-Publishing education articles, columns or book
- 026-Non-strike related professional association or union service (LPDC/RPDR)
- 027-Portfolio of student and teacher work

 **Previous** **Next** 

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The next step will present to detailed description of the type of activity and what records you should retain as evidence. It will also ask you to select the number of hours or CPDUs of the activity.

Record Professional Development - Step 1 of 6 

You are attempting to update your professional development.

You have indicated that you have completed the following professional development activity:

Participating at workshops, seminars, conferences, institutes, symposiums

Please review the information pertaining to this activity and select the number of points that you earned from the list below.

Description:

Participating at workshops, seminars, conferences, institutes, and symposiums

Definition:

Attending and participating in a conference, workshop, institute, seminar, symposium, or other similar training event that addresses educational concerns and is organized by an approved provider.



Evidence:

For attendance:

1. ISBE 77-21 issued by the provider at the conclusion of the session or event; program prepared by the entity sponsoring or conducting the event that indicates the topics covered and the length of time devoted to each.


Select Your Point Value Below:

- 1 hour of attendance and participation - 1 point
- 2 hours of attendance and participation - 2 points
- 3 hours of attendance and participation - 3 points
- 4 hours of attendance and participation - 4 points**
- 5 hours of attendance and participation - 5 points
- 6 hours of attendance and participation - 6 points
- 7 hours of attendance and participation - 7 points
- 8 hours of attendance and participation - 8 points

 **Previous** **Next** 

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The next step asks you to enter the beginning and ending date of the activity.

Record Professional Development - Step 2 of 6 

You are attempting to update your professional development.

You have indicated that you have completed the following continuing professional development activity:



Participating at workshops, seminars, conferences, institutes, and symposiums

The selected cycle begins on 04/01/2001 and ends on 06/30/2006.

Please enter the start and end date of this activity. The end date must be within the date range of the selected cycle.


Activity Dates:

Activity FROM: TO: mm/dd/yyyy format

 **Previous** **Next** 

The next step, if activity type 12, asks you to select a provider from the list of approved providers.

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Record Professional Development - Step 3 of 6 

You are attempting to update your professional development.

You have indicated that you completed a conference or seminar.


Please select the provider of the program out of the list below.

- ASSOCIATION OF EDUCATIONAL THERAPY
- ASTORIA COMM UNIT SCHOOL DISTRICT #1
- ATHENS CUSD #213**
- ATLAS Communities, Inc.
- Atomic Learning, Inc.
- Atwood Heights 125
- ATWOOD HEIGHTS SCHOOL DISTRICT 125
- ATWOOD-HAMMOND CUSD 39

 **Previous** **Next** 

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The next step asks you to enter a detailed description of the Activity.

Record Professional Development - Step 4 of 6 

You are attempting to update your professional development.



You have indicated that you have completed the following continuing professional development activity:

Participating at workshops, seminars, conferences, institutes, and symposiums

Please describe this development activity in the area below. In order to facilitate the approval process, be sure to include all necessary information regarding your activity. You have 2000 characters.

Description of Activity:

Attended a workshop on helping educators develop an understanding of the Illinois Learning Standards Mathematics.

 **Previous** **Next** 

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This last step asks you to select a subject area if the CPDU is related to a specific subject matter.

Record Professional Development - Step 6 of 6 ?

You are attempting to update your professional development.

Many of the professional development activities may also help you become highly qualified in a new No Child Left Behind subject area.

NCLB addresses only certain core subjects: English, Reading, Language Arts, Mathematics, Foreign Languages, Civics and Government, Economics, Arts, History, and Geography.

If the activity you completed was specifically focused on one subject area then select it from the list below.

Algebra (Grades 8-12 Only) ▲

Anthropology (Grades 9-12 Only) ■

Art ■


Basic and/or General Math ■

Biological Sciences (Middle Grades Only) ■

Biology (Grades 9-12 Only) ■


Botany (Grades 9-12 Only) ■

Calculus (Grades 9-12 Only) ▼



Previous

Next



Once you are finished with the last step you will be taken to the summary screen that shows your activity has been entered in your file.

Continuing Professional Development Units For Selected Cycle									
Category	Activity ID	Provider	Submit Date	Start	End Date	Activity / Course	Purpose	CPDUs / Hours	Action
CPD	12-Participating at workshops, seminars, conferences, institutes, symposiums	102099-ATHENS CUSD #213	07/13/2006	2/23/2006	2/23/2006	Workshop on Mathematics Standards		4	Remove
CPD	12-Participating at workshops, seminars, conferences, institutes, symposiums	102099-ATHENS CUSD #213	07/13/2006	4/1/2005	4/1/2005	Literacy Work Centers: Making Centers Work for You		4	Remove
TOTAL:								8	

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Activities can be added or removed, but not edited. If you made a mistake in your entry click on the Remove link to the right and re-enter the activity.

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Professional Development Exemptions

The Professional Development Exemption Screen allows Educators to select a certificate type and then Enter/Review Exemptions related to that certificate type. To enter new exemption requests or to review previously entered exemption requests click on the link **Enter/Review Exemptions** link below the certificate lists. Exemptions are not applicable to Initial certificate holders.

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
2212303	03	Elementary Teaching	Standard	10/12/2001	July 1st, 2006
Enter/Review Exemptions					

Administrative Certificates Held For Which Exemptions Can Be Entered					
Cert No	Cert Code	Cert Code Desc	Cert Level	Issue Date	Renewal Date
2215232	75	Administrative		11/08/2001	July 1st, 2006
Enter/Review Exemptions					

Administrator's Academies Attended

The Administrator's Academies Attended section allows you to view the IAAMS Academies that you attended. These academies are entered by the Regional Offices of Education and cannot be added, removed or edited by the administrator.

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Administrator's Academies Attended					
ID	Course Title	Start Date	End Date	Year	Hours
20010130662249	Using Illinois Learning Standards for Teacher Evaluation	12/5/2001	12/5/2001	2002	6
20010590643101	Administrative and Educational Uses for Hand-Held Computers	11/11/2002	11/11/2002	2003	6
20020980733239	Legal Ramifications of the NCLB Legislation for Principals	9/10/2002	3/11/2003	2003	7
37	No Child Left Behind and the School Improvement Process - An Overview	5/6/2004	6/6/2004	2004	7.3
176	ORGANIZATIONAL CHARACTER: THE PROMISES WE MAKE AS LEADERS	8/10/2004	8/11/2004	2005	7.3
73	Behavior Management for Inclusive Classrooms and ADD/ADHD Students	11/9/2004	3/15/2005	2005	8
90	Exploring Leadership for Differentiating Schools & Classrooms	6/20/2006	6/20/2006	2006	7.3

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Submitting Statement of Assurance (SOA)

The Statement of Assurance Summary Screen allows Educators to select a certificate type and then Enter/Review Statements of Assurance related to that certificate type. To submit a new Statement of Assurance or to review a previously submitted Statement of Assurance click on the link **Enter/Review Statement of Assurance** link below the certificate lists.

Initial Certificates For Which A Statement Of Assurance Can Be Submitted								
Cert No	Cert Code	Cert Code Desc	Cert Level	Issue Date	Renewal Date	LPDC	ROE	ISBE / STCB
2212303	03	Elementary Teaching	Initial	10/12/2001	July 1st, 2006	?	?	?
Submit/Review Statement of Assurance								

The first step asks you to verify your personal information.

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Statement of Assurance - Step 1 of 10 

You are starting the Statement of Assurance wizard.

Please verify that the following personal information is correct.


If the information is not correct or blank you will automatically be taken to the Personal Data page. You will need to correct the information and restart the application process. If your social security number is wrong then you will need to contact your local Regional Office of Education.

Name: Smith, John J
SSN: 999-99-9999
Address 1: 123 Any Street
Address 2:
City: Any Town
State: IL
Zip: 62777

Is the above information correct?


.....

YES - It is correct
 NO - It is not correct
 CANCEL - Cancel the Statement of Assurance wizard

Next 

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The next step asks you to review your certificates for accuracy. If there is a discrepancy note the discrepancy in the test box.

Statement of Assurance - Step 2 of 11 

You are attempting to submit your Statement of Assurance.

We show that you hold the following certificate(s).

Please review the list and note any discrepancies that you encounter in the field below.



Certificates On File					
Type	Cert No	Cert/Endrs Code	Cert/Endrs Desc	Cert Level	Issue Date
CERT	2212303	03	Elementary Teaching	Initial	10/12/2001

.....

Explain any discrepancies


.....

YES - My list of issued certificates is correct
 NO - My list is not correct and I have indicated why
 CANCEL - Cancel the Statement of Assurance wizard

 **Previous** **Next** 

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The next step asks you to review your assignment information for the renew cycle. If you worked in more than one district or your status changed during the course of the renewal period this employment information should be your assignment during the last semester you worked in the renewal cycle period. If it is not correct you will be taken to the Profile screen so you can correct the data.

Statement of Assurance - Step 3 of 11 



You are attempting to submit your Statement of Assurance.

We have the following information on file for you.

Please review the information and ensure that it is accurate for the period for which you are submitting your Statement of Assurance. If you worked in more than one district, or your status changed during the course of your renewal period, then ensure that the information accurately reflects your status at the end of the renewal period.


Career Status: Employed As Teacher In Illinois
Facility Type: Public School
Position Description: High School Teacher
District Name: ATHENS CUSD 213
School Name: ATHENS SR HIGH SCHOOL
LPDC Name: Athens CUSD #213 - LPDC

YES - The listed information is correct
 NO - The listed information is not correct
 CANCEL - Cancel the Statement of Assurance wizard

 **Previous** **Next** 

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The next steps ask you to verify your Teacher Service Record (TSR) data for the renewal period. If there are discrepancies you can make those comments in the text box.

Statement of Assurance - Step 4 of 11 

You are attempting to submit your Statement of Assurance.

We show the following teaching history for the selected renewal period.

Please review the list and note any discrepancies that you encounter in the field below.

Teaching History For Current Renewal Period			
FY	District Name	School Name	Position
2002	ATHENS CUSD 213	ATHENS SR HIGH SCHOOL	High School Teacher
2003	ATHENS CUSD 213	ATHENS SR HIGH SCHOOL	High School Teacher
2004	ATHENS CUSD 213	ATHENS SR HIGH SCHOOL	High School Teacher
2005	ATHENS CUSD 213	ATHENS SR HIGH SCHOOL	High School Teacher

.....



Explain any discrepancies

.....

YES - My teaching history is correct


NO - My teaching history is not correct and I have indicated why

CANCEL - Cancel the Statement of Assurance wizard

 **Previous** **Next** 

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The next step asks you to review your in and out of state teaching experience.

Statement of Assurance - Step 5 of 11 

You are attempting to submit your Statement of Assurance.

In order to properly calculate how much professional development is required on your Statement of Assurance we must ask you some questions about your in state and out of state teaching experience.


.....

Your Initial certificate was issued prior to 07/01/2003. Initial level certificates issued prior to 07/01/2003 do not require professional development for any years on which you taught prior to 07/01/2003.

For purposes of submitting your Statement of Assurance, you can assume that you have been employed for the entire school year if you are submitting your statement of assurance on or after April 1st and you are counting the current school year as part of your required teaching experience.


.....

Please enter the number of total years, both in and out of Illinois, you taught on a regular teaching certificate prior to 07/01/2003. **Keep in mind that teaching on a substitute or transitional bilingual certificate does not count towards your teaching experience.**

In and Out of State Experience Prior to 07/01/2003: 


.....

Please enter the number of total years you have taught in a state other than Illinois on a regular teaching certificate following 07/01/2003. **Keep in mind that teaching on a substitute or transitional bilingual certificate does not count towards your teaching experience.**

Out of State Experience After 07/01/2003: 

.....

Please enter the number of total years you have taught in Illinois on a regular teaching certificate following 07/01/2003. **Keep in mind that teaching on a substitute or transitional bilingual certificate does not count towards your teaching experience.**

In State Experience After 07/01/2003: 



Obtain Letters of teaching experience on District letterhead and submit them to your Regional Office of Education.

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Obtain Letters of teaching experience on District letterhead and submit them to your Regional Office of Education.


.....

- YES - The listed information is correct
- NO - The listed information is not correct
- CANCEL - Cancel the Statement of Assurance

 **Previous** **Next** 

The next step calculates your professional development requirements based upon the length of your teaching experience. This screen will inform you on how many professional development hours and/or activities you are required to complete for any of the options before submitting your Statement of Assurance.

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Statement of Assurance - Step 6 of 11 

You are attempting to submit your Statement of Assurance.

We have calculated the following professional development requirements based on your prior teaching experience.

Usual Requirement to move from initial to standard:

Uniquely Qualifying Option (OR)
60 CPDUs (OR)
12 Semester Hours

.....

Experience Prior to 07/01/2003: 0 Year(s)

.....



Out State Experience After 07/01/2003: 0 Year(s)

.....

In State Experience After 07/01/2003: 4 Year(s)


.....

YES - I agree with the listed requirements
 NO - The listed information is not correct - Return to experience entry
 CANCEL - Cancel the Statement of Assurance wizard

 Previous Next 

ECS System Documentation

The next several steps will ask you to review and verify the professional development activities you entered for each of the three options starting with uniquely qualifying option. You may not have completed all types, so do not be concerned if the screen shows any activities for that particular option.

Statement of Assurance - Step 7 of 11 

You are attempting to submit your Statement of Assurance.

We show that you have entered the following uniquely qualifying activities.

Please check the list for accuracy.



Uniquely Qualifying Professional Development Activities			
Activity	Description	Date Completed	Detailed Description
IM-Ind / Ment Prg		5/31/2005	New Teacher Mentoring

.....

YES - My list of activities is correct


NO - My list of activities is not correct - please let me correct it

CANCEL - Cancel the Statement of Assurance wizard

 **Previous** **Next** 

ECS System Documentation

The next step asks you to verify the CPDU activities entered.

Statement of Assurance - Step 8 of 11 

You are attempting to submit your Statement of Assurance.



We show that you have entered the following CPDU professional development activities.

Please check the list for accuracy.

Professional Development Activities				
Activity	Description	Date Completed	Detailed Description	Credits
CPD	Workshop on Mathematics Standards	2/23/2006	Participating at workshops, seminars, conferences, institutes, symposiums	4
CPD	Literacy Work Centers: Making Centers Work for You	4/1/2005	Participating at workshops, seminars, conferences, institutes, symposiums	4
CPDU TOTAL:				8


.....

YES - My list of activities is correct
 NO - My list of activities is not correct - please let me correct it
 CANCEL - Cancel the Statement of Assurance wizard

 **Previous** **Next** 

ECS System Documentation

The next step asks you to verify the coursework activities entered.

Statement of Assurance - Step 9 of 11 

You are attempting to submit your Statement of Assurance.



We show that you have entered the following continuous coursework activities.

Please check the list for accuracy.

Continuous Coursework Professional Development Options				
Activity	Description	Date Completed	Detailed Description	Hours
CC-Coursework	Completed 34-8888 Introduction to School Administration	5/31/2005	Western Illinois University	4 HRS
			HOURS TOTAL:	4

.....

YES - My list of activities is correct
 NO - My list of activities is not correct - please let me correct it
 CANCEL - Cancel the Statement of Assurance wizard

 **Previous** **Next** 

ECS System Documentation

The next step compares the professional development hours entered to the required professional development required of you based upon the length of the renewal period and exemptions on file and determines if you meet the requirements to submit the Statement of Assurance or not.

Statement of Assurance - Step 10 of 11 

You are attempting to submit your Statement of Assurance.

You can meet the professional development requirements to move to standard three different ways.

.....

The first is to complete one of the uniquely qualifying professional development options.

Our records show that you have completed 1 of the unique qualifying options.

.....

The second is to complete 12 semester hours of college coursework toward an advanced degree.

Our records show that you have completed 4 semester hours of college course work toward an advanced degree.

.....

The third is to complete 60 continuing professional development units.

Our records show that you have completed 8 continuing professional development units.

.....

Based on this information we have determined that you MEET the criteria to submit your Statement of Assurance for approval.

Do you agree with the above assessment of the professional development status?

.....

YES - I have read the above information and agree with it


NO - I have read the above information and I do not agree with it

CANCEL - Cancel the Statement of Assurance wizard

 **Previous** **Next** 

ECS System Documentation

The final step asks you to electronically sign your Statement of Assurance and attest that everything entered is true and correct.

Statement of Assurance - Step 11 of 11 

You are attempting to submit your Statement of Assurance.

You need to electronically sign your Statement of Assurance.

I hereby affirm under penalty of perjury that the information provided while completing this Statement of Assurance is true, correct, and complete.

I hereby affirm that I have accrued four years of teaching experience on a regular teaching certificate. No experience has been counted on a substitute or transitional bilingual certificate.

I hereby affirm that the evidence of completion for my professional development will be provided upon request.

I hereby attest that I have gathered my letters of teaching experience from the requisite school districts verifying that I have four years of teaching experience, and that I will forward them to my Regional Office of Education. I am aware that my Regional Office of Education will not be able to process this Statement of Assurance until my letters of experience are received.

.....



Do you attest that the statements above are true and correct?

.....

YES - The above statements **ARE** true and correct

NO - The statements **ARE NOT** true and correct

CANCEL - Cancel the Statement of Assurance

 **Previous**  **Submit**

Once you click on the Submit button you will be taken to the summary screen that shows you your Statement of Assurance has been received and is pending approval. To view your pending SOA click on the Submit/Review Statement of Assurance link.

ECS System Documentation

Initial 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
2212303	03	Elementary Teaching	Initial	10/21/2002	July 1st, 2006	?	?	?
Submit/Review Statement of Assurance								

Click on the View link to view your pending SOA or on the Withdraw link to remove it.

Initial Statement of Assurance				
SOA No	Submitted	Status	Action	
25972	8/18/2006 8:27:16 AM	Pending	Withdraw	VIEW

Login back into ECS weekly to check on the status of your submitted Statement of Assurance. Once it has been approved you will be able to apply for your Standard level certificate in ECS. If it is not approved you will be able to view the reason why and re-submit it. To view your SOA click on the VIEW link

ECS - Educator Certification System

IEIN: 775161 Professional Development - Frequently Asked Questions Joh

[My Profile](#) | [My Credentials](#) | [Applications](#) | [Professional Development](#) | [Register/Renew](#) | [LPDC](#)

	Initial Statement of Assurance for - John Smith - 25972			
Prof. Development		Profile Employed As a Teacher In Illinois Public School Elementary Teacher CITY OF CHICAGO SD 299 ABBOTT ELEM SCHOOL CPS - LPDC for Region 1		Address 123 Any Street Any Town, IL 62777
Home		App Type	Electronic	Submitted
Activities		Period	2006 - 2009	Status
Exemptions		Prior Years Experience	0	LPDC Pending
Admin Academies		In State Experience	4	Out Of State Experience
Statement of Assurance				0
Register/Renew				Total Experience:
ECS Help Options				4
ECS User Manuals				

Renew Certificate (Only if less than four years of experience)

The Renew Certificates Screen allows Educators to review their Statement of Assurance (Request for Verification) status and to register and renew certificates online.

Certificates not requiring professional development and approval of a Statement of Assurance to renew will be indicated by the not applicable (N/A) symbol.

Certificates requiring professional development and approval of a Statement of Assurance to renew will have their status indicated as either ?, Yes, or No. A ? means that the Statement of Assurance has not been submitted or is pending; Yes means that it has been approved; and No

ECS System Documentation

means it was not approved. Once all levels of approval are Yes you may click on the Register/Renew Certificates link and proceed with online renewal step by step wizard.

Cert No	Cert Code	Cert Code Desc	Cert Level	Issue Date	Renewal Date	LPDC	ROE	ISBE / STCB	Existing Registration Through
2212303	03	Elementary Teaching	Initial	10/21/2002	July 1st, 2006	?	?	?	06/30/2006 in 38-LOGAN/MASON/MENARD ROE

[Register/Renew Certificates](#)

As an Initial certificate holder, if you have not yet accumulated four years of teaching experience you can renew your Initial certificate until such time you do accumulate four years of teaching experience. To do this click on the Register/Renew Certificates link.

The first step asks you to confirm your identity.

Register/Renew Certificates - Step 1 of 11

You are attempting to register/renew your certificates.

Please confirm that you are John Smith, and that your ssn# is 999999999.

.....


YES - I confirm I am the person listed above

NO - I am not the person listed above

Next 

ECS System Documentation

The next step asks you to verify your personal information.

Register/Renew Certificates - Step 2 of 11 

You are attempting to register/renew your certificates.

Please verify that the following personal information is correct. This information is needed in the event that the Illinois State Board of Education needs to contact you regarding your registration.



If the information is not correct or blank you will automatically be taken to the Personal Data page. You will need to correct the information and restart the application process. If your social security number is wrong then you will need to contact your local Regional Office of Education.

Name: Smith, John J
SSN: 999-99-9999
Address 1: 123 Any Street
Address 2:
City: Any Town
State: IL
Zip: 62777

Is the above information correct?

.....

YES - It is correct
 NO - It is not correct

 **Previous** **Next** 

ECS System Documentation

The next step asks you to select the Region where you wish to register your certificate.

Register/Renew Certificates - Step 3 of 11

You are attempting to register/renew your certificates.

Certificates must be registered in the region in which you teach (or plan to teach). In the event you are not currently teaching, nor planning to teach, they are to be registered in the region in which you live.

The first year of every certificate expires on June 30 following the date of issue. Registrations are valid for each year beginning on July 1 of the registration period, and ending the following June 30.

Registration fees are calculated at the rate of \$5 per year and are assessed for the life of your certificate. A five year certificate requires a registration fee of \$25; a four year certificate requires a fee of \$20; a 10 year certificate requires a fee of \$50; a life certificate requires a fee of \$25 for every five year period.

Registration fees need be paid only once during the validity period of the certificate. Should the holder move to another region, the fee may not again be assessed. However, substitute certificate holders must pay to register their certificates in any region where they teach but they must only pay for the remaining years of the certificate's validity.

Please select the region in which you wish to register your certificate.

Region selection

- 28 - BUREAU/HENRY/STARK ROE
- 30 - JACKSON/PERRY ROE
- 31 - KANE ROE
- 32 - IROQUOIS/KANKAKEE ROE
- 33 - KNOX ROE
- 34 - LAKE ROE
- 35 - LA SALLE ROE
- 38 - LOGAN/MASON/MENARD ROE**
- 39 - MACON/PIATT ROE
- 40 - CALHOUN/GREENE/JERSY/MACOU PIN ROE
- 41 - MADISON ROE
- 43 - MARSHALL/PUTNAM/WOODFORD ROE
- 44 - MC HENRY ROE
- 45 - MONROE/RANDOLPH ROE
- 46 - BROWN/CASS/MORGAN/SCOTT ROE

Previous **Next**

ECS System Documentation

The next step asks you to attest that you are not delinquent on child support. (State Law)

Register/Renew Certificates - Step 6 of 11 

You are attempting to register/renew your certificates.

To register your certificate you must answer the following question:

Do you certify, under penalty of perjury, that you are not more than 30 days delinquent in complying with a child support order. I understand that failure to so certify shall result in disciplinary action and making a false statement may subject me to contempt of court.

If you answer 'NO' you will be returned to the initial registration screen.

Make your selection below.

Do you certify, under penalty of perjury, that you are not more than 30 days delinquent in complying with a child support order. I understand that failure to so certify shall result in disciplinary action and making a false statement may subject me to contempt of court.

.....


YES - I do

NO - I do not

 Previous Next 

ECS System Documentation

The next step, when attempting to renew an Initial certificate, will ask you if you have accumulated four or more years teaching experience. If you have not, select the No option and proceed with renewing your Initial certificate. If you have accumulated four or more years of teaching on your Initial certificate you must submit a Statement of Assurance and once approved apply for your Standard teaching certificate.

Register/Renew Certificates - Step 7 of 11 

You are attempting to register/renew your certificates.

An initial certificate's initial validity period is four years and can be renewed indefinitely in four year increments until the educator obtains four years of teaching experience.

Once you have acquired four years of teaching experience you must apply for a standard certificate. If you have not yet completed the professional development required to move to a standard certificate then you will need to contact your local ROE to have your initial certificate reinstated.

Only initial certificates where the teacher does not have four years of teaching experience can be registered in OTIS.



Have you obtained four years of teaching experience?

Make your selection below.

.....

YES - I have four years of teaching experience

NO - I do not have four years of teaching experience

 **Previous** **Next** 

ECS System Documentation

The next step asks you to enter in your credit card information for payment of registration fees.

Register/Renew Certificates - Step 10 of 11

You are attempting to register/renew your certificates.

The fee for registration is \$20.00.
The online convenience fee is \$1.75.
The total amount that will be charged to your card is \$21.75.

The online application process requires payment by credit card.
We accept American Express, Discover, Mastercard and Visa.

Please enter your credit card information below and press submit. The name must appear exactly as it does on the card. The address should be the address that the credit card is billed.

Name On Card:

Address:

City:

State:




Zip: 99999 or 99999-9999 format

Phone Number: 999-999-9999 format

Confirmation eMail Address:

Credit Card Number: (no spaces)

Expiration Date: MMY Y Format

 **Previous**  **Next** 

ECS System Documentation

The last step asks you to confirm the information and electronically sign the application.

I do hereby affirm that the information above and the information provided during this application process, is true, correct, and complete.



NOTE: Applicants who knowingly alter or misrepresent their qualifications in order to obtain a certificate shall be denied its issuance and may be subject to the suspension or revocation of all previously held certificates.

Do you attest that the above statements are true and correct?

.....

YES - All information is correct

NO - All information is not correct

 [Previous](#) [Submit](#) 

If your credit card is successfully processed you will receive a confirmation page that your certificate has been registered and renewed. You can also view this information by returning to the Register/Renew screen or the Current Credentials screen.

Move from an Initial to Standard Certificate

If you have accumulated four years of teaching experience and have submitted your Statement of Assurance to be approved to move to a Standard teaching certificate and it has been approved you should apply for your Standard teaching certificate instead of attempting to renew your Initial teaching certificate.

ECS System Documentation

To apply for the Standard Teaching Certificate click on the Applications link on the main menu, and then click on the Move From Initial to Standard Application.

ECS - Educator Certification System

IEIN: 775161 Application Options - Frequently Asked Questions John J Smith

My Profile | My Credentials | **Applications** | Professional Development | Register/Renew | LPDC

Applications	Entitlement Certificate Application By clicking on the link above, you will be able to apply for entitlement certificates. These certificates are issued when an applicant completes an approved Illinois teacher education program at an Illinois university or college.
Home	Evaluation Certificate Application By clicking on the link above, you will be able to apply for certificates by transcript evaluation. These certificates are applied for when you have not completed an approved Illinois teacher program at an Illinois university or college AND have completed an approved teacher education program in another state, OR have a teaching certificate from another state, OR you have an Illinois teaching certificate.
Renew / Register	Move From Initial To Standard Application By clicking on the link above, you will be able to apply for a standard teaching certificate if you are the holder of an initial teaching certificate. These certificates are issued when an applicant completes the professional development required to move from an initial to a standard teaching certificate.
Apply For Entitlement	Substitute Certificate Application By clicking on the link above, you will be able to apply for a substitute certificate. You must hold a bachelor's degree from an approved institution to receive a substitute certificate. If you have a
Apply For Certificate	
Initial To Standard	
Apply For Substitute	
Apply For Endorsement	
Reprint Certificate	
ECS Help Options	
ECS User Manuals	

Follow the multi-step wizard that will lead your through the application process. Once your standard certificate has been issued make sure you register the certificate in the ROE where you are teaching.