



Illinois State Board of Education

Educator Certification System (ECS)

System Documentation for Standard/Master Certificate Holders

Professional Development and Certificate Registration and Renewal

July 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		
IEIN: Log Into ECS - Frequently Asked Questions		
August 18th, 2005 Welcome to the ISBE Educator Certification System	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"/>
Login Options Login To ECS New User Reset Account	Forgot Login Info? Login Here: If you do not remember your Account ID or password you can click the Reset Account button to log in by verifying some basic information about your account. <input type="button" value="Reset Account"/>	Need Help? Send An Email Below: Get Help With ECS Contact an Illinois Regional Office of Education You can get help logging into ECS by clicking the Get Help With ECS link above. Keep in mind that the support staff will only be able to help you with matters related to getting into the system. If you have questions about your certification information within ECS then you should contact your local ROE. If you are out of state you can contact any Regional Office of Education.
Help Using ECS ECS User Manual Contact ECS Support		
Navigation ISBE Home Page ECS Home Page		

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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 link in the remaining portion of the Summary Screen.

ECS - Educator Certification System		
IEIN: 775161	Summary Information - Frequently Asked Questions	John J 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 the link above or the Personal Data menu item to to see your newly assigned IEIN.	
My Profile	You can now update your NCLB subject areas online (HOUSSE) - NEW You can now update your NCLB subject areas using ECS. The new wizard allows you to request highly qualified status in one or more subject areas. It will walk you through all the various ways in which you can become highly qualified. Click on the link above or the NCLB menu item to start your NCLB review.	
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 the link above or the Professional Dev. menu item to explore this new functionality.	
Applications	You have certificates that are not registered - ATTENTION Illinois law requires that your certificate must be registered in the region in which you are teaching. You have certificates that have not been registered. Click on the above link to register your certificates.	
Prof. Development	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 an approved teacher education program at an entitling university then you will want to apply for your certificate by clicking the link above or the Apply for Entitlement menu to the left.	
Register/Renew	How do I apply for a certificate if I am an out of state certificate holder? In Illinois there are two types of certificates, those earned through an approved teacher	
LPDC		
Log Out Of ECS		
Other Links		
ISBE Home Page		
ECS Administrator Portal		
ECS Educator Portal		
ECS Help Options		
ECS User Manual		
Request ECS Help		

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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.

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

Administrative Certificates Requiring Professional Development To Renew								
Cert No	Cert Code	Cert Code Desc	Cert Level	Issue Date	Renewal Date	LPDC	ROE	ISBE / STCB
2215232	75	Administrative		11/08/2001	July 1st, 2006	N/A	N/A	N/A
Enter/Review Professional Development								

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

Standard/Master Cycles On File For Current Teacher and Certificate Type				
Select	PDA Type	Beg FY	End FY	Status
<input checked="" type="radio"/>	S-Standard	2002	2006	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
Advanced Degree	767-Western Illinois University		07/11/2006	1/1/2004	6/30/2006	Earned an advanced degree from Western Illinois University in Administration.		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		07/11/2006	1/10/2006	5/23/2006	Course 123-12 Introduction to School Administration.	D	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	25-Publishing education articles, columns or book		07/11/2006	3/1/2006	3/1/2006	Published an article in the local newspaper about community involvement in education.	C	5	Remove
								TOTAL:	5

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.

Standard/Master Cycles On File For Current Teacher and Certificate Type				
Select	PDA Type	Beg FY	End FY	Status
<input checked="" type="radio"/>	S-Standard	2002	2006	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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renewing standard and master 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 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 advanced education-related degree.

Professional Development Uniquely Qualifying Options For Selected Cycle									
Category	Activity ID	Provider	Submit Date	Start	End Date	Activity / Course	Purpose	CPDUs / Hours	Action
Advanced Degree	767-Western Illinois University		07/11/2006	1/1/2004	6/30/2006	Earned an advanced degree from Western Illinois University in Administration.		0	Remove

Required Coursework PDA

The second option for meeting renewal requirements is to complete Required Coursework, which includes a percentage of Purpose A. Options include:

- Completing Eight 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), which includes a percentage of Purpose E. Options include:

CPDUs

The example below shows earning 5 CPDUs for publishing an education-related article in the local newspaper.

Continuing Professional Development Units For Selected Cycle										
Category	Activity ID	Provider	Submit Date	Start	End Date	Activity / Course	Purpose	CPDUs / Hours	Action	
CPD	25-Publishing education articles, columns or book		07/11/2006	3/1/2006	3/1/2006	Published an article in the local newspaper about community involvement in education.	C	5	Remove	
CPD	12-Participating at workshops, seminars, conferences, institutes, symposiums	102099-ATHENS CUSD #213	07/13/2006	2/25/2006	2/25/2006	Attended a workshop on helping educators develop an understanding of the Illinois Learning Standards Mathematics.	E	4	Remove	
								TOTAL:	9	

Adding Professional Development Activities

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

Standard/Master Cycles On File For Current Teacher and Certificate Type				
Select	PDA Type	Beg FY	End FY	Status
<input checked="" type="radio"/>	S-Standard	2002	2006	A-Active
Add New Professional Development Activity				

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

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 **Standard and Master** 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

.....

Advanced Education Related Degree

.....

Eight Semester Hours of Education-Related Coursework

.....

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) or Continuing Education Credits (CEUs)

.....

Previous **Next**

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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.

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.

- 001-Collaborative planning/professional improvement teams/committees
- 002-Peer review and (peer) coaching
- 003-Mentor, mentoring recipient, remediating teacher, consulting teacher
- 004-Site-based management or decision-making teams/committees
- 005-Coordinating community resources in schools
- 006-Parent education programs Parent education programs
- 007-Business school or community partnerships
- 008-Supervising a student teacher or candidate
- 009-College coursework
- 010-Teaching college or university courses
- 012-Participating at workshops, seminars, conferences, institutes, symposiums
- 013-Presenting at workshops, seminars, conferences, institutes, symposiums
- 014-External reviewers for Quality Assurance
- 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
- 018-Travel
- 019-Study groups
- 020-Statewide education related committee
- 021-Work/learn programs or internships
- 022-Curriculum development or assessment activities
- 023-Team or department leadership
- 024-External or internal school or district review team
- 025-Publishing education articles, columns or book
- 026-Non-strike related professional association or union service (LPDC/RPDC)
- 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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The next step asks you to select all professional development purposes applicable to the activity.

Record Professional Development - Step 5 of 6 

You are attempting to update your professional development.

There are several areas of professional development. Please select the areas that match your professional development activity.

Purpose A
Advance both the certificate holder's knowledge and skills as a teacher consistent with the Illinois Professional Teaching Standards and the Illinois Content Area Standards in the certificate holder's areas of certification, endorsement, or teaching assignment in order to keep the certificate holder current in those areas.

Purpose B
Develop the certificate holder's knowledge and skills in areas determined to be critical for all Illinois teachers, as defined by the State Board of Education, known as "State Priorities". Following are the "State Priorities" :
* Integrating technology into teaching and learning
* Mathematics
* Reading
* Special Education
* Standards and assessment

Purpose C
Address the knowledge, skills, and goals of the certificateholder's local school improvement plan if the teacher is employed in an Illinois public or State-operated elementary school, secondary school or cooperative or joint agreement with a governing body or board of control.

Purpose D
Expand the certificate holder's knowledge and skills in an additional teaching field or toward the acquisition of another teaching certificate, endorsement, or relevant education degree.

Purpose E
Address the needs of serving students with disabilities, including adapting and modifying the general curriculum related to the Illinois Learning Standards to meet the needs of students with disabilities and serving such students in the least restrictive environment. Teachers who hold certificates endorsed for special education must devote at least 50% of their continuing professional development activities to this purpose. Teachers holding other certificates must devote at least 20% of their activities to this purpose.

Please check all the purposes that are appropriate for the course that you have taken and then press the submit button.

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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	25-Publishing education articles, columns or book		07/11/2006	3/1/2006	3/1/2006	Published an article in the local newspaper about community involvement in education.	C	5	Remove
CPD	12-Participating at workshops, seminars, conferences, institutes, symposiums	102099-ATHENS CUSD #213	07/13/2006	2/25/2006	2/25/2006	Attended a workshop on helping educators develop an understanding of the Illinois Learning Standards Mathematics.	E	4	Remove
TOTAL:								9	

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.

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					

Once you click the Enter/Review Exemptions link the following screen is displayed:

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Current Standard/Master Certificate Exemption Status	
Semester	CPD Status
2001 - FALL	Active - No Exemption
2002 - SPRING	Active - No Exemption
2002 - FALL	Active - No Exemption
2003 - SPRING	Active - No Exemption
2003 - FALL	Active - No Exemption
2004 - SPRING	Active - No Exemption
2004 - FALL	Active - No Exemption
2005 - SPRING	Active - No Exemption
2005 - FALL	Active - No Exemption
2006 - SPRING	Active - No Exemption
Modify Exemption Status	

Teaching Exemption Requests			
Date Submitted	Reason	Resolution	View
The educator does not have any exemption requests on file.			

This screen shows your current status for your current cycle for the selected certificate type and any pending or approved applications for exemptions. In the above example the teachers is currently Active and Full-Time and has no exemptions for reductions in professional development to renew a standard or master teaching certificate.

To apply for an exemption in professional development, click on the **Modify Exemption Status** link.

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The first step asks you to select the semester and type of exemption for which you would like to apply; do this by clicking in the appropriate circles.


Professional Development Exemption - Step 1 of 3

Applying for new professional development exemption.

Standard/Master Certificate Exemptions

Please mark the proper status for each semester of the current cycle in the table below. Once you have marked the proper status of each semester press the Next button to continue the wizard.

Semester	Active	Partial Exempt	Full Exempt
2001 - FALL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2002 - SPRING	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2002 - FALL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2003 - SPRING	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2003 - FALL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2004 - SPRING	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2004 - FALL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2005 - SPRING	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2005 - FALL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2006 - SPRING	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Next 

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The next step asks you to select a reason for the exemption status change.

Professional Development Exemption - Step 2 of 3

Applying for new professional development exemption.

Standard/Master Certificate Exemptions

Please select your reason for change in status from the list below and then press the Next button.

- Employed as a Teacher in an IL Public School
- Employed as a Teacher or Administrator in a Non-Public School
- Full-Time to Part-Time Employment
- Leave of Absence**
- No longer an Administrator in an IL Public School
- Part-Time to Full-Time Employment

Previous **Next**

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The final step asks you to provide a detailed explanation for the exemption.

The screenshot shows a web-based wizard window titled "Professional Development Exemption - Step 3 of 3". The window has a light blue background and a dark blue header bar with a question mark icon. The main content area contains the following text:

Applying for new professional development exemption.

Standard/Master Certificate Exemptions

Please provide a full description of your change in status. Be sure to include all necessary information so that the approving entity has all information necessary to approve your request for change of status.

After you have explained the reason for change in status please indicate that you have completed the wizard correctly and then press the Submit button.

Below the text is a large text input field with a vertical scrollbar on the right. The text "I am taking maternity leave." is entered into the field.

At the bottom of the main content area, there are two radio button options:

- YES - I HAVE correctly entered the exemption information
- NO - I HAVE NOT correctly entered the exemption information

The bottom of the window features two buttons: "Previous" on the left and "Submit" on the right. Both buttons have a blue circular icon with white dots to their left and right, respectively.

Once you have clicked on the Submit button you will be taken to a screen that shows your request for exemption is pending.

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Current Standard/Master Certificate Exemption Status	
Semester	CPD Status
2001 - FALL	Active - No Exemption
2002 - SPRING	Active - No Exemption
2002 - FALL	Active - No Exemption
2003 - SPRING	Active - No Exemption
2003 - FALL	Active - No Exemption
2004 - SPRING	Active - No Exemption
2004 - FALL	Active - No Exemption
2005 - SPRING	Active - No Exemption
2005 - FALL	Active - No Exemption
2006 - SPRING	Active - No Exemption

Teaching Exemption Requests			
Date Submitted	Reason	Resolution	View
7/11/2006 3:39:46 PM	Leave of Absence	PENDING APPROVAL	View

Once the Regional Office of Education approves your request you will see the status change to Approved.

Teaching Exemption Requests			
Date Submitted	Reason	Resolution	View
7/11/2006 3:39:46 PM	Leave of Absence	APPROVED	View

If it is denied you will be able to view the reason why it was denied.

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.

Standard/Master 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	Standard	10/12/2001	July 1st, 2006	?	?	?
Submit/Review Statement of Assurance								

Administrative 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
2215232	75	Administrative		11/08/2001	July 1st, 2006	N/A	N/A	N/A
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 

TCIS System Documentation

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	Standard	10/12/2001
CERT	2215232	75	Administrative		11/08/2001

.....

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** 

TCIS System Documentation

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** 

TCIS System Documentation

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** 

TCIS System Documentation

The next step asks you to review your exemption status. If this information is not correct you will be taken to the screen that allows you to apply for exemptions.

Statement of Assurance - Step 5 of 11 


You are attempting to submit your Statement of Assurance.

Your current exemption status for each semester is listed below. Please review this list and indicate whether or not it is correct.

Current Standard/Master Certificate Exemption Status	
Semester	CPD Status
2001 - FALL	Active - No Exemption
2002 - SPRING	Active - No Exemption
2002 - FALL	Active - No Exemption
2003 - SPRING	Active - No Exemption
2003 - FALL	Active - No Exemption
2004 - SPRING	Active - No Exemption
2004 - FALL	Active - No Exemption
2005 - SPRING	Active - No Exemption
2005 - FALL	Active - No Exemption
2006 - SPRING	Active - No Exemption


.....

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

 **Previous** **Next** 

TCIS System Documentation

The next step calculates your professional development requirements based upon the length of your renewal period and your exemptions on file. 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.

Statement of Assurance - Step 6 of 11 

You are attempting to submit your Statement of Assurance.

The normal requirement for renewing your standard certificate is to complete one of the uniquely qualifying options, complete 120 CPDUs, or complete 8 semester hours towards an advanced degree.

If you choose to perform CPDUs to renew your teaching certificate(s) then Special Education teachers are required to have at least 50 percent of their activities in Purpose E. All other teachers are required to have 20 percent.



If you choose to complete 8 semester hours of college coursework towards a master's degree, then 2 semester hours must be in Purpose A.

Based on your degree information on file and your exemptions on file, you are required to perform one of the following.

1. Complete one of the uniquely qualifying options.
2. Complete 120 CPDUs.
3. Complete 8 semester hours.

.....

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** 

TCIS 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
AD-Advanced Degree	Earned an advanced degree from Western Illinois University in Administration.	6/30/2006	Western Illinois University

.....

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** 

TCIS 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	Published an article in the local newspaper about community involvement in education.	3/1/2006	Publishing education articles, columns or book	5
CPD	Attended a workshop on helping educators develop an understanding of the Illinois Learning Standards Mathematics.	2/25/2006	Participating at workshops, seminars, conferences, institutes, symposiums	4
CPDU TOTAL:				9

.....

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** 

TCIS 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	Course 123-12 Introduction to School Administration.	5/23/2006	Western Illinois University	4 HRS
CC-Coursework	Completed course 123-89 Introduction to School Budgets	8/23/2005	Western Illinois University	4 HRS
HOURS 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** 

TCIS 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 renew your standard certificate(s) 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 uniquely qualifying options.

.....

The second is to complete 8 semester hours of college coursework toward an advanced degree. At least 2 semester hours of course work must be in Purpose A.

Our records show that you have completed 8 semester hours of college course work toward an advanced degree and that 4 hours was in purpose A.

.....

The third is to complete 120 continuing professional development units, with 24 of these units in Purpose E.

Our records show that you have completed 17 continuing professional development units with 4 in Purpose E.

.....

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** 

TCIS 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 the evidence of completion for my professional development will be provided upon request.

.....

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 wizard

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. Login back into ECS weekly to check on the status of the Statement of Assurance. Once it has been approved you will be able to renew your certificate in ECS. If it is not approved you will be able to view the reason why and re-submit it.

Standard/Master Statements of Assurance				
SOA No	Submitted	Status	Action	
3063	7/13/2006 12:37:11 PM	Pending	DELETE	VIEW

Renew Certificates

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

TCIS System Documentation

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 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
1918434	03	Elementary Teaching	Standard	03/07/2002	July 1st, 2006	N/A	N/A	N/A	06/30/2006 in 31-KANE ROE
1918435	09	Secondary Teaching	Standard	03/07/2002	July 1st, 2006	N/A	N/A	N/A	06/30/2006 in 31-KANE ROE
1606007	75	Administrative		10/01/1998	July 1st, 2006	N/A	YES	YES	06/30/2006 in 31-KANE ROE

[Register/Renew Certificates](#)

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 Carmen Rodriguez, and that your ssn# is 000000000.


.....

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

Next

TCIS 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: Rodriguez, Carmen D
SSN: 052-58-3888
Address 1: 1070 Bradford Court
Address 2:
City: Elgin
State: IL
Zip: 60120

Is the above information correct?


.....

YES - It is correct
 NO - It is not correct

 Previous  Next

TCIS 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

01 - ADAMS/PIKE ROE	▲
02 - ALXNDR/JOHN/MASC/PULSKI/UNON ROE	
03 - BOND/EFFINGHAM/FAYETTE ROE	
04 - BOONE/WINNEBAGO ROE	
08 - CARROLL/JO DAVIESS/STEPHENSON ROE	
09 - CHAMPAIGN/FORD ROE	
10 - CHRISTIAN/MONTGOMERY ROE	

TCIS 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

TCIS System Documentation

The next step will only appear if you hold a teaching certificate and were not a public school teacher during the renewal period or if you hold an administrative certificate and were not a public school administrator during the renewal period. This step asks you to verify that you were indeed exempt from professional development for that type of certificate.

Register/Renew Certificates - Step 8 of 11 

You are attempting to register/renew your certificates.

You hold a standard level teaching certificate and have no teacher service record data indicating you were a teacher in a public school district in the State of Illinois during the last renewal cycle. If you were not a teacher in an Illinois public school district then you may be exempt from completing professional development in order to renew your standard level certificate.



You need to verify that you were not teaching in a public school district and are exempt from professional development required to renew your standard level teaching certificates.

Are you exempt from the professional development required to renew your standard level certificates?

Make your selection below.

.....

YES - I am exempt
 NO - I am not exempt

 **Previous** **Next** 

TCIS 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 \$25.00.
The online convenience fee is \$1.75.
The total amount that will be charged to your card is \$26.75.

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 Format

 [Previous](#) [Next](#) 

TCIS 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.