



## INSTRUCTIONS FOR REGISTRATION AND RENEWAL OF CERTIFICATES

This form is printed by the Illinois State Board of Education and distributed to regional superintendents for their use. The completed form must be returned to your regional superintendent for the county where you teach or reside. **Do not return the form to the Illinois State Board of Education unless you wish to register in the City of Chicago.**

1. Every certificate holder must register with the regional superintendent responsible for the public school where the holder is employed.
2. 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.
3. If you hold multiple certificates, you may select the certificate you wish to register and pay only the fee that covers the remaining years left before it renews; all certificates you hold will then be registered for the same number of years. However, any other certificate that has an intervening renewal date will only be registered to its renewal date. When that date is reached, you will not need to pay another fee, but you will be required to meet any renewal requirements attached to that certificate.
4. Registration fees need be paid only once during the validity period of the certificate. Should the holder move to another region, the fee will not again be assessed. However, Substitute Certificate holders must pay to register their certificates in any region where they teach, but they must pay only for the remaining years of validity of the certificate.
5. Renewal of any certificate requiring professional development or completion of the Administrator's Academy will only be processed when the Regional Superintendent has proof of the holder's successful completion of the requirement.
6. State law requires that the holder of a four-year early childhood, elementary, high school or special certificate must exchange the four-year certificate for a new five-year Standard Certificate upon registration on or after February 15, 2000.
  - a. Holders of four-year special certificates may exchange for either a single five-year Standard Special Certificate with the same endorsement(s) held on their previous certificate, **or** they may exchange for a five-year Standard Elementary **and** also a five-year Standard Secondary Certificate with the same endorsement(s).
  - b. No one will lose any rights to teach in an area for which he or she was previously qualified or endorsed.
  - c. Holders of four-year special certificates in special education areas will receive either: a five-year Standard Special Certificate endorsed in their special education areas and valid for pre-school through age 21 **or** a five-year Standard Elementary Certificate, valid for pre-school through grade 9, **and** also a five-year Standard Secondary Certificate, valid for grade 6 through age 21, and endorsed in the area(s) of their special certificate.
7. All certificates not renewed or registered shall lapse after a period of six months from the expiration of the last year of registration. You may reinstate a lapsed certificate by providing an official transcript from a regionally accredited institution of higher education to document the successful completion of coursework in the content area that most closely aligns with your endorsement area(s). The credit must have been earned within the last five years.

**To assure State compliance with Federal law and to comply with State law concerning required professional development, it is important that you immediately inform your regional superintendent of any change in your public school assignment during the registration period, as described in the section of the form entitled, "Assignment for Year of Registration Requested."**