

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

Guide to Requirements for Certification of Educators

Illinois State Board of Education

Educator Certification Division

October 2011

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

Table of Contents: *Guide to Requirements for Certification of Educators*

- I. Notice regarding Certification Requirements (page 4)
- II. Teaching Certificate Types and Levels (page 4)
- III. Requirements for Applicants Prepared in an Illinois Institution (Entitlement) (page 5)
- IV. Requirements for Applicants Trained or Certified in Another State (page 7)
- V. Requirements for Individuals Educated in Countries Outside of the United States (page 9)
- VI. Subsequent Illinois Teaching Certification by Transcript Evaluation (page 10)
- VII. Endorsement of Teaching Certificates (page 10)
- VIII. Requirements for Assignment (page 12)
 - a. Assignment to Teaching Positions (page 12)
 - b. Authorization to Employ Teachers in Positions Otherwise Unfilled (page 13)
- IX. School Service Personnel Certificates (page 14)
- X. Administrative Certificates (page 21)
- XI. Information on Special Education Requirements (page 26)
- XII. Application and Registration Procedures (Page 26)
 - A. Applying for a Certificate (page 27)
 - B. Registering a Certificate (page 27)
 - C. Certificates that are not registered or renewed (page 28)
- XIII. Application Background Questions (page 28)

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

XIV. Teaching Certificates/Approvals Which Do Not Require Completion of an Approved Program (page 31)

A. Certificates (page 31)

1. Substitute Certificates (page 31)
2. Provisional Vocational Certificates (page 32)
3. Visiting International Teacher Certificates (page 34)
4. Transitional Bilingual Certificates (page 35)

B. Approvals (page 36)

1. Bilingual (page 36)
2. English as a Second Language (page 37)
3. Paraprofessional (page 37)
4. Educational Interpreters: Sign Language and Cued Speech (page 38)

XV. Certification Tests for Educators (page 43)

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

I. Notice Regarding Certification Requirements

For current information about certification and testing requirements, consult your college advisor, certification officer, regional office of education, or the Illinois State Board of Education's (ISBE's) Certification Web site at <http://www.isbe.net/certification>. The Illinois Certification Testing System (ICTS) Web site is available at <http://www.icts.nesinc.com>.

Certification requirements are subject to change as a result of legislative action and administrative rule change. This Educator Certification Guide to Requirements reflects requirements in effect at the time of publication. Consult your college advisor, certification officer, [regional office of education](#), or the ISBE Web site at <http://www.isbe.net/certification> for the most recent information regarding certification requirements.

II. Teaching Certificate Types and Levels: Professional Teaching Certificates

Early Childhood	Valid for teaching children birth through grade three (Birth –Grade 3)
Elementary*	Valid for teaching children in self-contained classrooms from kindergarten through grade nine (K-9)
Secondary*	Valid for teaching children from grade six through grade twelve (6-12)
Special	Valid for teaching children in the subject specified from kindergarten through grade twelve (K-12)
Special/Special Education	Valid for teaching children with disabilities from pre-school through age 21 (P-21)**

*One must meet additional requirements to teach at the middle school level.

* One must meet additional requirements to teach at the 9th grade level.

** One must hold an Early Childhood Special Education Approval in order to teach in an Early Childhood Special Education Classroom.

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

Professional Teaching Certificate Levels

Initial Level: Issued to new teachers and registered for four years at a time, the Initial Certificate is valid until four years of teaching have been obtained and expires on June 30 of the fourth year of experience. Initial Certificate holders must complete one of the professional development options for obtaining a Standard Certificate during the time they hold the Initial Certificate.

Standard Level: Initial Certificate holders must qualify for the Standard level once they have completed four years of teaching on an Initial Certificate. Educators who held four-year Standard Certificates prior to the statutory change that took effect in 2000 were issued new five-year Standard Certificates subject to renewal requirements when they next registered their certificates. The Standard Certificate is valid for five years and is renewable at the end of each registration period.

Standard Certificate holders must complete continuing professional development requirements by the end of each registration period to renew the certificate for another five-year period. Once teachers obtain a Standard Certificate, any subsequent teaching certificates issued to them will also be Standard level. Teachers from other states with four years of teaching experience on a valid, comparable certificate are eligible to apply for a Standard Certificate.

Master Level: Valid for 10-year periods, the Master Certificate is issued to persons who have met the standards of the National Board for Professional Teaching Standards (NBPTS). The renewal requirement for this certificate is the same as the requirement for the five-year Standard Certificate. There is no application fee or testing requirement for the Master-level certificate, and it is renewable on the same basis as a five-year Standard certificate as long as one maintains his or her NBPTS standing. Applicants should use ISBE [Form 73-03E](#) to apply for a master certificate.

III. Requirements for Applicants Prepared in an Illinois Institution

General information regarding application procedures is available on ISBE's Educator Certification Web site at <http://www.isbe.net/certification>.

A. Traditional program graduates must:

Complete ISBE [Form 73-03C](#) or ISBE [Form 73-03D](#). Then submit in one of the following formats:

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

- Submit the paper application and required fee to [a regional superintendent of schools](#), or send directly to ISBE at the address provided at the top of the application form..
- Go on-line to the [Educator Certification System \(ECS\)](#), and have the certificate issued by following the instructions and using a credit card.

Note: Applicants who must answer “Yes” to any of the legal questions or who cannot sign the child support payment question must provide additional information to ISBE and may not apply online.

B. Alternative program graduates complete certification in a two-step process.

1. Applicants who complete an **alternative certification program** or an **alternative route program** must first obtain a **provisional alternative certificate** valid for one year of teaching for the grade level of the program.

To obtain this certificate, applicants use ISBE [Form 73-01](#) . Both the alternative route and alternative certification programs require teachers to obtain employment in a school district for a year while using the provisional alternative certificate. During this time they are treated as fully qualified teachers and provided with mentoring and professional development. At the end of the year, each candidate’s performance is evaluated.

If the experience is considered successful, and if the institution recommends them, candidates in the **alternative certification program** may obtain the **Initial Alternative Teaching Certificate**, in one of two ways:

- By applying on [ECS](#).
- By completing and submitting **application** ISBE [Form 73-01](#) through their regional office of education.

If the experience is considered successful, and if the institution recommends them, candidates in the **alternative route program may obtain the Initial Teaching Certificate in one of two ways:**

- By applying on [ECS](#).
- By completing and submitting ISBE [Form 73-03C](#) through their regional office of education.

2. Candidates may no longer be admitted to **resident teacher programs** effective September 1, 2011. Candidates admitted prior to that date are eligible to obtain a **Resident Teacher Certificate** valid for four years for the grade level and subject of the program completed. They can apply on [ECS](#) or on ISBE [Form 73-03C](#) once the institution has recommended them for the certificate. During this four-year period of time, the candidates undergo mentoring under the direction of a certified teacher. (*Resident teachers may not teach in place of a certified teacher.*)

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

At the end of the four years and upon successful completion of a master's degree, the candidates who complete all requirements will be *recommended by their university for a Standard Teaching Certificate*.

IV. Requirements for Applicants Trained or Certified as Educators in Another State

General information regarding application procedures is available on ISBE's Educator Certification Web site at <http://www.isbe.net/certification>.

A. All coursework must be taken from a regionally accredited institution and appear on an official college or university transcript.

B. Applicants from other states who have completed approved teacher, administrator, or school service personnel education programs in their states, or who hold out-of-state certificates comparable to the certificates they wish to obtain in Illinois, may be eligible to obtain Illinois certificates when they:

1. Are of good character.
2. Have a bachelor's degree.
3. Have completed pre-student teaching field experience.
4. Have completed student teaching.*
5. Have completed coursework addressing the psychology of, the identification of, and the methods of instruction for the exceptional child, including without limitation, the learning disabled child.
6. Have a major specified on the transcript appropriate to the certificate sought (early childhood education, elementary education, art, music, etc.) or have 32 semester hours in content appropriate to the certificate sought.
7. Have passed the Illinois Basic Skills test, appropriate content-area test(s), and the assessment of professional teaching test required for the grade level of the certificate.**
8. Apply for a provisional certificate using ISBE [Form 73-63](#).***
9. Have a grade of "C" or higher in content-area course work leading to endorsements and professional education. This rule begins with applications received on or after February 1, 2012.

***Waiver Provided:** Student teaching must be granted as credit on an official transcript from a regionally accredited four-year institution of higher education. Those without student teaching credit may obtain a waiver of student teaching when they present proof of one year of teaching experience on a valid teaching certificate.

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

****Testing Exemption:** Applicants who hold a valid out-of-state certificate that is comparable to the certificate sought in Illinois will be considered to have passed a test of basic skills and will be exempt from the Illinois Basic Skills test unless they have taken and failed the Illinois Basic Skills test in the past. Note: This exemption will expire when the new licensure system goes into effect. See [Public Act 097-0607](#) for additional information. Visit the [ICTS Web site](#) for additional testing information.

*****Provisional Certificate:** Applicants who hold valid, comparable certificates from another state or country may be issued a provisional certificate when an evaluation indicates the applicant has some deficiency that must be removed before the regular certificate may be issued. Provisional Certificates for Elementary, Early Childhood, Secondary, Special, School Service Personnel, and Administrative Certificates are valid for a minimum of two full fiscal years, **with the first fiscal year ending on June 30 following the issue date.**

Applicants must pass all required tests to obtain a provisional license. Individuals with testing deficiencies who pass the tests and remove all other deficiencies by June 30 following the date of issue can exchange their provisional certificates for regular certificates without submitting an additional application or fee. If all deficiencies are not removed by the end of the first fiscal year, a new application and fee will be required for the regular certificate to be issued when all deficiencies have been removed. Applicants will be subject to current rules, including testing requirements, when the new application is submitted.

Requirements for Provisional Certificates will change when the new licensure goes into effect.

C. See [Certification Information for Out-of-State Applicants](#) for checklist of requirements.

Certification Information for Out-Of-State Applicants

This checklist will assist you in assembling the documents necessary to complete the application process for an Illinois educator certificate. Without these documents the application process may be delayed.

_____ *Completed Application for Certificate, (ISBE [Form 73-03C](#) for teaching certificates, ISBE [Form 73-03D](#) for administrative or school service personnel certificates). The application must be accompanied by a non-refundable application fee. Check with your Regional Office of Education on the type of fee accepted. (Residents of the city of Chicago or out-of-state applicants may mail applications and cashier's checks directly to the ISBE Educator Certification Division in Springfield. See application(s) for additional instructions.)*

_____ *Copy of your out-of-state certificate. Your certificate must be valid at the time of application and comparable to the Illinois certificate for which you are applying. Please photocopy the front and back of your certificate.*

_____ *Official transcripts from all institutions of higher learning. All transcripts must be original and official; no photocopies are permitted. To be official, transcripts must be submitted in the sealed envelope from the college or university or be sent directly by the institution to your regional office or to*

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

the ISBE Certification Division. Submitted transcripts that are not in a sealed envelope from the university will be considered unofficial and may not be used for evaluation.

_____ State-Approved Program Verification Form (ISBE [Form 73-05](#)). Please have your college or university complete ISBE [Form 73-05](#) and send it directly to ISBE.

_____ Request for a provisional teaching, administrative, or school service personnel certificate. If you have a valid out-of-state certificate that is comparable to the certificate for which you are applying, you may qualify for an Illinois provisional teaching certificate. You must complete ISBE [Form 73-63](#) to request a provisional certificate. The provisional certificate is valid for at least two (2) full fiscal years, during which time you must remove all deficiencies. Provisional certificates cannot be renewed.

_____ Letters of teaching experience. The level (initial or standard) of the Illinois teaching certificate that you receive is based on the number of years of teaching experience you completed while holding a valid certificate. Letters verifying experience or official employment records must be original, on official letterhead, and signed by authorized school personnel. You must submit proof of holding a valid certificate during the time period of your experience.

All forms are available at <http://www.isbe.net/certification/html/forms.htm>.

Note: Future requirements for provisional licenses will change significantly. See [Public Act 097-0607](#) for additional information.

V. Certification for Individuals Educated in Countries Outside of the United States

General information regarding application procedures is available on ISBE's Educator Certification Web site at <http://www.isbe.net/certification>.

Before we can evaluate foreign transcripts, applicants who have received their professional education in another country **must** have their transcripts reviewed by one of the foreign credential evaluation services listed on our website. See [Approved Sources for Foreign Credential Evaluations](#).

We will not accept evaluations completed by other organizations. The evaluation must be detailed and list each course completed with its semester hour equivalence. It must also include a statement regarding degree equivalence. Applicants must take the original foreign credential evaluation report and all original, foreign credentials including transcripts to their regional office of education. That office must provide written confirmation to ISBE that they made copies from the original foreign language documents and the original foreign credential evaluation report. City of Chicago applicants should submit their original documents to Sonia Serrano at the Chicago office of the ISBE at 100 West Randolph Street, Suite 1400, Chicago, IL 60601.

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

According to state law, applicants must have a bachelor's degree and 120 semester hours of college credit for any of the teaching certificates. A bachelor's degree means **the equivalent of a United States bachelor's degree.**

VI. Subsequent Illinois Teaching Certification by Transcript Evaluation

General information regarding certification procedures is available on ISBE's Educator Certification Web site at <http://www.isbe.net/certification>.

A person with a valid secondary certificate may receive a **Special K-12 Certificate** by submitting ISBE [Form 73-03C](#), fee, and evidence of the following:

- Passage of the Illinois Basic Skills test.
- Passage of the applicable Illinois content-area test.
- Passage of the appropriate APT (Assessment of Professional Teaching) test.
- An official transcript verifying either a major in the content area or 32 semester hours of coursework in the content area in order to construct a major.

An endorsement valid for the grade level of the certificate shall be affixed to the certificate and reflect the area in which the individual has completed a major area of specialization.

The holder may then seek a supervisory endorsement by submitting the fee and ISBE [Form 73-52](#) through the ROE or online at <https://sec1.isbe.net/ecs/>.

VII. Endorsement of Teaching Certificates

General information regarding certification procedures is available on ISBE's Educator Certification Web site at <http://www.isbe.net/certification>.

Endorsements

An endorsement is affixed to a certificate and identifies the specific subjects or grade levels that the certificate holder is authorized to teach.

Illinois Elementary and Secondary certificates must be endorsed at the time of issuance in all subjects for which the holder meets applicable requirements.

- These endorsements indicate the subjects that the teacher is qualified to teach and may be issued at various grade levels.
- Teachers are not required to be endorsed in every subject for which they are qualified, and **they may continue to be placed in assignments where they met previous requirements for the subject, provided the requirements were in effect at the time the teacher met the requirements and held the required certificate.**

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

- Special certificates must be endorsed for the grade level of the certificate upon issuance in the area of specialization, but they may also have endorsements added at other grade levels.

Subsequent Endorsements

Universities may award subsequent endorsements in a manner similar to when they recommend issuance of an initial teaching certificate.

Applicants may also apply for subsequent endorsements by submitting ISBE [Form 73-52](#) either online through [ECS](#) or through their [Regional Office of Education](#).

Adding Endorsements to a Certificate

Choose one of the following procedures to apply:

- Complete ISBE [Form 73-52](#), file the application and fee with one's [regional superintendent of schools](#), and attach official transcripts in the sealed envelope as they were received from the college or university.
- Apply on-line through [ECS](#) and pay fee with credit card. Request that colleges and universities submit all official transcripts directly to ISBE.
- Once the notification for endorsement has been entered in the ECS account, the applicant may apply on-line.

The applicant may apply for **one** endorsement subject/grade level for **each** endorsement application and may confirm issuance of the additional endorsement by checking the [ECS](#) account. Each applicant who does not qualify for issuance of an endorsement will receive a deficiency letter indicating what requirements must be met in order to have the endorsement issued. The endorsement evaluation is valid for one calendar year.

Endorsement applications for Self-Contained General Education, Reading Specialist, and Reading Teacher (if recommended by an institution with a Reading Specialist program) will require the signature of the certification officer and the institution's official seal on ISBE [Form 73-52](#).

Current Endorsement Requirements through January 31, 2012

See Charts: http://www.isbe.net/certification/requirements/cur_endsmt_struct.pdf and http://www.isbe.net/certification/requirements/excpts_cur_rules_thru_013112.pdf.

Endorsement Requirements Effective February 1, 2012

See Charts: http://www.isbe.net/certification/requirements/endsmt_struct_eff_020112.pdf and http://www.isbe.net/certification/requirements/excpts_endsmt_struct_eff_feb12.pdf.

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

Notes: Endorsements are designed to meet the NCLB requirements for all core academic subjects. However, **secondary endorsement requirements do not meet the NCLB requirements for highly qualified teachers unless a test or major area of concentration was completed.**

The applicant must meet one of the following requirements:

- Have a major in the content area, either indicated on the transcript or demonstrated by having a total of 32 semester hours in the content area.
- *Pass a content-area test in the endorsement area and have at least 24 semester hours of course credit in the content area.*

Note: Endorsement requirements will change effective February 1, 2012.

VIII. Requirements for Assignment

General information regarding certification procedures is available on ISBE's Educator Certification Web site at <http://www.isbe.net/certification>.

a) Assignment to Teaching Positions

Assignment to a teaching position generally requires that the teacher have a certificate valid for the grade level and hold the requirements for teaching the subject at that grade level.

Primary-level teachers

Teachers at the primary (early childhood K-3 or elementary K-4) level must hold a certificate appropriate to the grade level and must also have formal training in each subject taught.

Middle School teachers

Teachers at the middle school level (elementary 5-8 or secondary 6-8) may teach in a self-contained or departmentalized setting. A teacher assigned to a self contained classroom for part of the day and then assigned to teach a specific subject or subjects outside of that classroom is serving in a departmentalized situation. The teacher needs to hold a certificate valid for the grade level and must comply with the middle grades requirements for the departmentalized subject, or the individual must have met prior requirements.

Secondary-level teachers

Districts have options for assignment of appropriately certified staff to teaching positions. Teachers must meet one of the following requirements:

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

- Hold the endorsement for that subject
- Have been granted authorization for the assignment for an otherwise unfilled position (authorization valid for three fiscal years)
- Have met the previous requirements for the endorsement

Teachers who hold endorsements in English/Language Arts, Family and Consumer Science, and Business Marketing and Computer Education may teach all subjects within those broad fields.

Teachers who hold endorsements with the designation in the Sciences or Social Sciences may teach all subjects in the broad field at the general level and may teach courses in the designations at the advanced placement or honors levels.

b) Authorization to Employ Teachers in Positions Otherwise Unfilled

Districts that find it impossible to fill a position (that is not a special education position) with a teacher meeting the requirements for assignment may assign an individual provided the following requirements are met:

- a. Short-term authorization shall be issued only when the individual identified by the employing entity does each of the following:
 1. Holds an initial, standard, or master teaching certificate that is valid for the grade level of the proposed assignment.
 2. Has successfully completed at least nine semester hours of coursework in the subject area to be taught.
 3. Has filed the statement of intent called for in (b) (6) below.
- b. The employing entity shall file ISBE [Form 73-96](#) with the regional superintendent and include the following:
 1. A description of the vacant position, including the subject area and the grade level.
 2. Evidence of inability to fill the position with a fully qualified individual.
 3. A statement that the employing entity has not honorably discharged anyone in the past year that was fully qualified for the position.
 4. The name and IEIN of the individual the entity wishes to employ for the position.
 5. A written assurance that the district will provide the teacher to be employed with mentoring and high-quality professional development each year in the subject area to be taught.
 6. A written assurance provided either by an institution of higher education or the individual to be employed that the requirements for the endorsement will be completed within three years.

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

c. ISBE shall issue to the employing entity a letter granting short-term authorization for the named individual to teach in the specific position for which the application was made.

- Such a letter shall constitute an authorization to the employing entity and not a credential issued to the individual. As such, it shall not be transferable to any other individual, employing entity, or teaching assignment.
- Each employing entity that receives an authorization shall maintain the approval letter on file and make it available for inspection by representatives of the State Board of Education upon request.
- Short-term teaching authorization shall be issued with respect to a specific school year and shall expire on June 30 of the third school year following the date of issuance.
- After the end of the validity of authorization received, the individual shall not be eligible to teach in the subject area for which approval was granted unless he or she has received an endorsement for that subject.

Provisional Certificates

Applicants from other states who hold out-of-state certificates with comparable endorsements may obtain a provisional teaching, administrative, or school service personnel certificate valid for two full fiscal years, with the first year ending on June 30 following the issue date. The holder of a provisional certificate should use this time period to complete testing requirements and remove other deficiencies found during the evaluation.

Individuals who hold valid, comparable certificates from other states will be exempt from taking the Illinois Basic Skills test, unless previously failed, but must take the content test. Note: When [Public Act 097-0607](#) becomes effective, no exemption will be available for the Illinois Basic Skills test. All required ICTS tests must be passed before the credential can be issued.

IX. School Service Personnel Certificates

General information regarding certification procedures is available on ISBE's Educator Certification Web site at <http://www.isbe.net/certification>.

These certificates include:

- School Social Worker
- School Counselor
- School Psychologist
- School Nurse
- Speech/Language Pathologist (Non-Teaching)

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

School service personnel certificates are valid for five years and may be renewed upon registration. Each certificate is endorsed for an area of service for which the holder is qualified: School Social Worker, School Nurse, School Counselor, School Psychologist, or Speech/Language Pathologist (Non-Teaching). Individuals who hold only school service personnel certificates may not be employed as teachers and cannot serve as substitute teachers. Individuals completing an Illinois approved program for one of these certificates should apply online through [ECS](#).

Those who must answer one of the application questions in the affirmative or those who cannot sign the child support statement must apply through a regional office of education or ISBE by using ISBE [Form 73-03D](#).

Applicants from other states should complete ISBE form 73-03D and submit through a regional office of education or send the application to ISBE.

Effective February 1, 2012, all professional education and content- area coursework required for the issuance of a certificate, endorsement or approval must have been passed with a grade of no lower than a "C" or the equivalent.

A. Certification of School Social Workers

Candidates for the School Service Personnel Certificate endorsed for school social work shall:

- a. Hold a master's or higher degree in social work with a specialization in school social work awarded by a graduate school of social work accredited by the Council on Social Work Education.
- b. Have completed an Illinois program approved for the preparation of school social workers or a comparable approved program in another state or country and/or hold a comparable certificate issued by another state or country.
- c. Have completed both a supervised field experience of at least 400 contact hours, supervised by a field instructor holding a master's or higher degree in social work, and a school social work internship of at least 600 contact hours in a school setting or have one year's professional experience as a school social worker on a valid out-of-state school social work certificate or an Illinois provisional school service personnel certificate endorsed for school social work.
- d. Be required to pass the School Social Worker (#184) test, as well as the Basic Skills test. Applicants who hold a valid school social worker certificate from another state are automatically exempt from the Illinois test unless they previously failed the Illinois Basic Skills test. Note: When [Public Act 097-0607](#) becomes effective, no exemption will be available for the Basic Skills test. See the [ICTS Web site](#) for additional information regarding testing.

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

B. Certification of School Counselors

Applicants for the school service personnel certificate endorsed for school counseling shall:

a. Hold a master's or higher degree awarded by a regionally accredited institution of higher education in school counseling, another counseling or related field (e.g., social work or psychology), or an educational field.

b. Have completed an Illinois program approved for the preparation of school counselors or a comparable approved program in another state or country and/or hold a comparable certificate issued by another state or country.

c. Have completed a supervised counseling practicum of at least 100 clock hours that provided interaction with individuals and groups of school age and included at least 40 hours of direct service work. Except as provided in subsection (e), each applicant shall have completed a structured and supervised internship that is part of an approved program.

1. The internship shall be of a length that is determined by the approved program to be adequate to enable candidates to meet the standards but shall entail at least 600 hours and last no less than one semester, during which candidates shall engage in the performance of various aspects of the counseling role and shall be gradually introduced to the full range of responsibilities associated with that role.
2. However, the internship for an individual with at least two years of teaching experience may, at the discretion of the institution offering the approved program, consist of no fewer than 400 hours.
3. In each case at least 240 hours of the internship shall involve direct service work with school-age individuals and groups.

d. The internship shall occur in a school setting except that, at the discretion of the institution, a maximum of one-third of the hours required may be credited for experiences in other related settings such as hospitals or day care settings that, in the judgment of the institution, expose the candidates to the needs of school-aged children and prepare the candidates to function as school counselors. Except as provided in subsections (e) and (f), each applicant shall do either (d)(1) or (d)(2) below:

1. Hold or be qualified to hold a teaching certificate.
2. Have completed, as part of an approved program, coursework addressing each of the following:

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

- The structure, organization and operation of the educational system, with emphasis on P-12 schools.
- The growth and development of children and youth, and their implications for counseling in schools.
- The diversity of Illinois students and the laws and programs that have been designed to meet their unique needs.
- Effective management of the classroom and the learning process.

e. Applicants who hold another state's certification in school counseling shall not be subject to the requirements of subsection (c) or subsection (d) of this section if he or she presents evidence of at least one year's full-time experience as a school counselor on a valid out-of-state school counseling certificate or an Illinois provisional school service personnel certificate endorsed for school counseling.

f. An applicant who has completed an out-of-state approved school counseling program that includes an internship meeting the requirements of subsection (c) shall not be subject to the requirements of subsection (d).

g. Candidates shall be required to pass the School Counselor (#181) test as well as the test of basic skills. Applicants who hold a valid school counselor certificate from another state are assumed to have passed a test of basic skills and are exempt from the Illinois test unless they already failed the Illinois Basic Skills test. Note: When [Public Act 097-0607](#) becomes effective, no exemption will be available for the Basic Skills test. See the [ICTS Web site](#) for additional information regarding testing.

h. Applicants who hold a master's degree in any field other than school counseling, or who hold a bachelor's degree only, shall be required to complete the equivalent of all requirements of an approved school counseling preparation program.

1. The Illinois institution offering the program shall review the individual's educational and experiential background and identify any of the standards or other applicable requirements that the individual's preparation has not addressed.
2. Upon successful completion of the coursework and experiences offered by the institution that address the identified standards, the applicant shall be eligible to be recommended for certification by entitlement.

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

C. Interim Certification of School Counselor Interns

- a. Individuals who wish to participate in internships enabling them to meet the requirements for certification as school counselors may obtain interim certification as school counselor interns. Applicants for this certification shall meet one of the following criteria ([1] or [2]):
 1. Have completed, as part of an approved program, coursework covering each of the following:
 - The structure, organization and operation of the educational system, with emphasis on P-12 schools.
 - The growth and development of children and youth, and their implications for counseling in schools.
 - The diversity of Illinois students and the laws and programs that have been designed to meet their unique needs. Effective management of the classroom and the learning process.
 2. Hold a master's or higher degree in a field of community counseling and be working toward completion of all requirements necessary for certification as a school counselor.
- b. Interim certification as a school counselor intern shall be valid for three years and shall not be renewable.

D. Certification of School Psychologists

- a. Candidates for the school service personnel certificate endorsed for school psychology shall hold a master's or higher degree in psychology or educational psychology with a specialization in school psychology from a regionally accredited institution.
- b. Each candidate shall have completed an Illinois program approved for the preparation of school psychologists or a comparable approved program in another state or country and/or hold a comparable certificate issued by another state or country.
- c. Candidates shall have completed both a supervised field experience of at least 250 hours in a school setting and/or child study center and an internship of at least 1200 contact hours lasting a full school year under the direction of a certified school psychologist. The internship requirement may be waived with verification of a full year of professional school psychologist experience on a valid state-issued school psychologist certificate, or an Illinois provisional school psychologist certificate.
- d. Candidates shall be required to pass the School Psychologist (#183) test, as well as the test of basic skills. Applicants who hold a valid school psychologist certificate from another state are assumed to have passed a test of basic skills and are exempt from the Illinois Basic Skills test unless they already failed the Illinois Basic Skills test. Note:

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

When [Public Act 097-0607](#) becomes effective, no exemption will be available for the Basic Skills test. See the [ICTS Web site](#) for additional information regarding testing.

E. Certification of School Nurses

Candidates for the school service personnel certificate endorsed for school nursing shall hold a bachelor's degree.

- a. Candidates shall be licensed as registered professional nurses in Illinois pursuant to the Nursing and Advanced Practice Nursing Act.
- b. Each candidate shall have completed an Illinois program approved for the preparation of school nurses or a comparable approved program in another state or country and/or hold a comparable certificate issued by another state or country.
- c. Candidates shall have met the requirements of either (c) (1) (A) and (c) (1) (B) or (c) (2) below.
 1. Completion of an internship that meets each of the following requirements:
 - A. Was determined by the approved program to be sufficient in length for the candidates to meet the standards set forth at 23 Ill. Adm. Code 23.120, but in no case consisted of fewer than 300 hours of experiences.
 - B. Was supervised by a certified school nurse with at least two full school years of full-time experience as a school nurse and at least one full school year of full-time experience with the current employer.
 2. Completion of two years of experience as a school nurse prior to July 1, 1972.
- d. Candidates shall be required to pass the School Nurse (#182) test and also the Illinois Basic Skills test. Applicants who hold a valid school nurse certificate from another state are assumed to have passed a test of basic skills and are exempt from the Illinois test unless they already failed the Illinois Basic Skills test. Note: When [Public Act 097-0607](#) becomes effective, no exemption will be available for the Basic Skills test. See the [ICTS Web site](#) for additional information regarding testing.

F. Certification of Non-Teaching Speech-Language Pathologists

A School Service Personnel Certificate with a speech and language endorsement will be issued under Section 21-25 of the School Code of Illinois to speech-language pathologists who meet **ALL** of the following requirements:

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

1. IDFPR License

One of the following (a, b, or c) must be applicable:

- a. regular valid IDFPR license
- b. valid Certificate of Clinical Competence from ASHA and a regular license from another state/territory/District of Columbia and has applied for an IDFPR license
- c. holds or has applied for temporary IDFPR license

2. Master's or Doctoral Degree

Holds a master's or doctoral degree with a major in speech-language pathology from an institution whose course of study was approved or program was accredited by ASHA or its predecessor.

3. Approved Program

One of the following (a, b, or c) must be applicable:

- a. Completed an Illinois approved program
- b. Completed a program in another state/territory that is comparable to an approved Illinois approved program
- c. Holds a certificate issued by another state/territory that is comparable to a school service personnel certificate with a speech-language endorsement

4. No Approved Program or Out-of-State Certificate

If the requirements for approve program ([3][a], [3][b], or [3][c]) have not been met, a person must provide evidence that he/she has completed at least 150 clock hours of supervised experience in speech-language pathology with students with disabilities in a school setting including experience required by federal law or federal court order. The official letter must specify how the supervised experience related to each of the following:

- Planning and intervention
- The learning environment
- Service delivery
- Professional conduct and ethics
- Facilitation and advocacy

5. Successful Completion of the Required Certification Tests

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

- a. Basic Skills #300 (Currently individuals who hold valid, comparable certificates from other states will be exempt from taking the Basic Skills test, unless they previously failed it, but they must take the content test. (Note: When [Public Act 097-0607](#) becomes effective, no exemption will be available for the Basic Skills test.) See the [ICTS Web site](#) for additional information regarding testing.
- b. Speech-Language Pathologist: Non-teaching #154

6. Interim Certification of Speech-Language Pathologist Interns

An individual who wishes to participate in an internship enabling him or her to complete the supervised, school-based professional experience described in Section 14-1.09b (b)(3) of the School Code may obtain interim certification as a speech-language pathologist intern when he/she has one of the following:

- An Illinois Speech-Language Pathology License.
- A current Certificate of Clinical Competence from ASHA and a license from another state and application for Illinois licensure.
- A temporary Illinois speech language pathologist license and a master or doctor degree in speech pathology from an ASHA accredited institution.

Interim certification as a speech-language pathologist intern shall be valid for three years, subject to Section 21-22 of the School Code, and shall not be renewable.

G. Supervisory Endorsement on the School Service Personnel Certificate

- The holder of the School Service Personnel Certificate may have the added endorsement for supervision upon presentation of evidence of each of the following: Hold a master's or higher degree.
- Have completed eight semester hours of graduate professional education which shall include at least one course related primarily and explicitly to the supervision of personnel and one course primarily and explicitly related to the administration and organization of schools.
- Have at least two years of appropriate school service personnel experience.

X. Administrative Certificates

General information regarding certification procedures is available on ISBE's Educator Certification Web site at <http://www.isbe.net/certification>.

General Administrative certificates with a General Administrative endorsement are available only until August 31, 2014. Administrative certificates are required for persons serving in administrative roles. These certificates are valid for five years and may be renewed. Individuals who have completed an Illinois approved program may apply online through [ECS](#) after verifying that the entitlement notification

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

has been entered by the Illinois institution. All other applicants must apply using ISBE [Form 73-03D](#) through a [Regional Office of Education](#) or directly to ISBE.

Applicants for these certificates must complete the appropriate content-area test as well as the Illinois Basic Skills test. Effective February 1, 2012, all professional education and content-area coursework required for the issuance of a certificate, endorsement or approval must have been passed with a grade of no lower than a "C" or the equivalent.

Provisional Administrative Certificates

Applicants from another state or country who hold a valid, comparable certificate from their state or country and do not meet all of Illinois' requirements can be issued a provisional Illinois certificate. The provisional certificate is valid a minimum of two full fiscal years and may not be renewed. The educator must pass all required tests and meet all other certification requirements. Currently, applicants who hold valid, comparable certificates from other states will be exempt from taking the Basic Skills test, unless previously failed, but must take the content test. (Note: When [Public Act 097-0607](#) becomes effective, no exemption will be available for the Basic Skills test.) See the [ICTS Web site](#) for additional information regarding testing.

A. General Administrative Endorsement

This endorsement is required for principals, assistant principals, assistant or associate superintendents, and staff filling other similar or related positions. These endorsements are available until August 31, 2014.

- a. Candidates for the general administrative endorsement shall hold a master's degree awarded by a regionally accredited institution of higher education that encompasses the coursework in educational administration and supervision.
- b. Candidates shall have completed an Illinois program approved for the preparation of administrators or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country.
- c. Candidates shall have two years' full-time teaching or school service personnel experience in public schools, schools under the supervision of the Department of Corrections, schools under the administration of the Department of Human Services, or nonpublic schools recognized by the State Board of Education or meeting comparable out-of-state recognition standards.

Note: Beginning with applications submitted on or after February 1, 2012, candidates must meet each of the following requirements:

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

1. Two years of full-time teaching experience shall have been accrued while the individual held a valid early childhood, elementary, secondary, special K-12, or special preschool – age 21 certificate.
2. Two years of full-time school service personnel experience shall have been accrued while the individual held a valid school service personnel certificate.

B. Chief School Business Official

This endorsement is required for chief school business officials. (See also 23 Ill. Adm. Code 29.110[a])

Each candidate for the chief school business official's endorsement shall hold a master's degree or equivalent, or a higher degree, awarded by a regionally accredited institution of higher education. For the purposes of this subsection (a), "equivalent" shall mean the completion of a degree beyond the bachelor's degree level (e.g., juris doctor (J.D.), doctor of philosophy (Ph.D.), doctor of education (Ed.D.) Each candidate, other than a candidate whose master's degree was earned in ***business administration, public administration, finance, or accounting*** (Section 21-7 (e) (3) of the School Code [105ILCS 5/21-7.1 (e)(3)]) shall meet each of the following requirements:

- 1) Have completed an Illinois program approved for the preparation of school business officials pursuant to Subpart C of this Part or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country (see Section 25.425 of this Part).
- 2) Have ***two years' administrative experience in school business management*** (Section 21-7.1(e)(3) of the School Code).

Each candidate whose master's degree was earned in ***business administration, public administration, finance, or accounting*** shall complete an internship in school business management equivalent to six semester hours (Section 21-7.1(e)(3) of the School Code) that is conducted under the supervision of an instructor who holds a current Illinois endorsement for chief school business official.

Each candidate shall be required to pass the applicable content-area test (see Section 25.710 of this Part), as well as the test of basic skills if its passage would be required for receipt of a standard certificate pursuant to Section 25.720(a) of this Part.

C. Superintendent

This endorsement is required of school district superintendents.

- a. Candidates for the superintendent's endorsement shall hold a master's degree or higher awarded by a regionally accredited institution of higher education.

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

- b. Candidates shall have completed an Illinois program approved for the preparation of superintendents or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country.
- c. Candidates shall have at least two years' full-time administrative or supervisory experience in schools, on a general supervisory, general administrative, director of special education, or all-grade supervisory endorsement on an administrative certificate, or a comparable out-of-state credential.
- d. Candidates shall be required to pass the applicable content-area test, as well as the test of basic skills. Individuals who hold valid, comparable certificate from other states will receive a waiver of the Basic Skills test unless previously attempted and failed. View the [ICTS Web site](#) for testing information. (Note: When [Public Act 097-0607](#) becomes effective, no exemption will be available for the Basic Skills test.)
- e. The educator must have completed 30 semester hours of graduate credit beyond the master's degree in a program for superintendents with 16 semester hours in professional education.

Note: The superintendent's endorsement shall not be issued as an individual's first endorsement on the administrative certificate unless issued on the basis of a comparable out-of-state credential. Experience as a dean of students shall count toward fulfillment of this requirement only for time when the individual had authority for, and performed administrative functions such as, evaluation of certified staff or suspension of students.

D. Director of Special Education

This endorsement shall be required for directors and assistant directors of special education beginning July 1, 2005.

- a) Each candidate for the director of special education endorsement shall hold a master's degree or a higher degree awarded by a regionally accredited institution of higher education.
- b) The requirements of this subsection (b) shall apply to applications received on or before January 31, 2012. Later applications shall be subject to the requirements set forth in subsection (c) of this Section. Each candidate shall meet *one of the following sets of requirements* ([b][1], [b][2], or [b][3] below).
 - 1) Have completed an Illinois program approved for the preparation of directors of special education pursuant to Subpart C of this Part or a comparable approved program in another state or country and/or hold a comparable certificate issued by another state or country.
 - 2) Submit, along with the application for the endorsement and the applicable fee, a copy of a letter of approval as an administrator of special education issued by the State Board of Education at any time.

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

3) Submit, along with the application for the endorsement and the applicable fee, evidence of holding an administrative certificate, and having completed 30 semester hours of coursework, distributed among *all the areas listed in this subsection* (b)(3).

- A) Survey of exceptional children.
- B) Special methods courses covering at least three areas of disability.
- C) Educational and psychological diagnosis and remedial techniques.
- D) Guidance and counseling.
- E) Supervision of programs for children with disabilities.

c) The requirements of this subsection (c) shall apply to applications received on or after February 1, 2012. Each candidate shall meet one of the following sets of requirements (c)(1), (c)(2), or (c)(3). :

1) Have completed an Illinois program approved for the preparation of directors of special education pursuant to Subpart C of this Part or a comparable approved program specific to directors of special education in another state or country and/or hold a comparable certificate issued by another state or country, provided that the requirements met by the applicant for the out-of-state program or certificate included completion of at least one course each in:

- A) Special education law
- B) Special education finance
- C) Supervision of programs for children with disabilities
- D) Cross-categorical special education methods

2) Submit, along with the application for the endorsement and the cashier's check , a copy of a letter of approval as an administrator of special education issued by the State Board of Education at any time.

3) Submit, along with the application for the endorsement and the cashier's check, evidence of holding an administrative certificate and having completed 30 semester hours of coursework, distributed as specified in this subsection (c)(3)(A) and (c)(3)(B).

- A) At least one course in each of the areas described in subsection (c)(1) of this Section.
- B) Additional coursework to reach the required total of 30 semester hours, chosen from each of the areas of:

- i) Curricular adaptations/modifications and assistive technology
- ii) Facilitation of the least restrictive environment for all students
- iii) Characteristics of students with disabilities;
- iv) Collaboration with parents and school personnel
- v) Transition services for students with disabilities
- vi) Educational and psychological diagnosis and remedial techniques.

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

d) The requirements of this subsection (d) shall apply to applications received on or before January 31, 2012. Later applications shall be subject to the requirements set forth in subsection (e) of this Section. Each candidate shall have two years' full-time teaching experience or school service personnel experience in a field other than school nursing in public schools, schools under the supervision of the Department of Corrections, schools under the administration of the Department of Human Services, or nonpublic schools recognized by the State Board of Education or meeting comparable out-of-state recognition standards.

e) The requirements of this subsection (e) shall apply to applications received on or after February 1, 2012. Each candidate shall have two years' full-time experience providing special education services in one of the following school settings D(e)(1) *or* D(e)(2):

- 1) In the public schools, as a special education teacher, a speech-language pathologist, a school social worker, or a school psychologist.
- 2) In a nonpublic school, if the candidate holds the appropriate corresponding Illinois certificate as a special education teacher, a speech-language pathologist, a school social worker, or a school psychologist.

f) Each candidate shall be required to pass the applicable content-area test as well as the test of basic skills. Individuals who hold valid comparable certificates from other states will receive a waiver of the basic skills test unless previously attempted and failed.

XI. Information on Special Education Requirements

For persons wanting a Special, Pre-School to Age 21 Certificate in special education, see the special education transition rules required by federal court action, Part 25 Final Transition Rules and Part 226, Final Transition Rules, as well as Part 25 Certification and Part 226 Special Education rules at <http://www.isbe.net/rules/archive/default.htm>. Also included in these rules is information regarding the Short-Term Emergency Certificate, LBSI Approval, LBSI Endorsement, and the Early Childhood Special Education Approval.

XII. Application and Registration Procedures

Detailed information

- *View the ISBE Educator Certification Web site at <http://www.isbe.net/certification>.*

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

A. General Instructions for Applying for a Certificate

- Complete the application for certificate form appropriate for the type of certificate sought ISBE [Form 73-03C](#) or ISBE [Form 73-03D](#).
- File the application and fee with your regional superintendent of schools, and include all of the following:
 - Official transcripts* of all your coursework showing a degree and a major.
 - Either a completed ISBE [Form 73-05](#) and/or a copy of your other state's current and valid certificate.
 - A letter of experience on official school letterhead signed by your district superintendent or other authorized district official.

*To be considered official, transcripts must be submitted in the sealed envelope from the college or university or be sent directly by the institution to the regional office of education or ISBE. Transcripts received that are not in a sealed envelope from the university or sent directly from the university will be considered unofficial and cannot be used for evaluation purposes.

- Applicants who must answer “Yes” to any of the legal questions and those who cannot sign the child support payment question must provide additional information to ISBE.
- On January 1, 2012, certificate application fees will increase to \$75 per application.

B. General Instructions for Registering a Certificate

Illinois law requires that all certificates must be registered with a regional superintendent of schools. See the [ROE Directory](#) for contact information. Please be advised that ISBE serves as the regional office for certified employees of Chicago public schools. Certificates may be registered at a regional superintendent's office or they may be registered on-line on our [ECS](#) system using a credit card. Each certificate has a specific validity period; the registration fee is computed at \$5 per year of the validity period.

- One registration fee applies to all certificates held in all regional offices; however, until January 1, 2012, persons who hold substitute certificates must pay a separate registration fee to each regional superintendent with whom they register.
- No certificate may be registered beyond its next renewal date.
- When persons hold more than one type of certificate with varying renewal dates, the fees required for registration and the time period of registration for the certificates will vary according to the certificate selected for the basis of registration.
- The renewal dates of all Standard certificates held by the same person will coincide with the renewal date of the first Standard certificate received.

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

- The renewal dates of certificates of individuals who hold both Standard and Master certificates will coincide with the renewal date of the Master certificate.
- Administrative certificates will also align to the same renewal date as any previously issued Standard or Master Certificate.
- On January 1, 2012, registration fees will increase to \$10 per year.

C. Certificates That Are Not Registered or Renewed

Certificates that are not registered for more than **six months** are considered to have lapsed. The status of "lapsed certificate" also applies to persons who fail to complete the required continuing professional development for a Standard, Master or Administrative certificate or who fail to complete one of the options for moving from an Initial to the Standard certificate.

All certificates not renewed will lapse after a period of six months from the expiration of the last year of registration. Questions regarding this type of lapsed certificate should be directed to Educator Certification at 217-557-6763.

To reinstate certificates, one may renew by providing proof on an official transcript that the holders have earned, within the **five-year period immediately prior to the year of reinstatement, nine semester hours** of college credit from one or more regionally accredited institutions of higher learning in the content area that most aligns with the educator's endorsement area(s).

Note: To be official, transcripts must be submitted in the sealed envelope from the college or university or be sent directly by the institution. Transcripts received that are not in a sealed envelope from the university or sent directly from the university will be considered unofficial and cannot be used for evaluation purposes.

XIII. Application Background Questions

For detailed information, see the ISBE Educator Certification Web site at <http://www.isbe.net/certification>.

The application you complete for the certificate has several questions requiring that you respond "Yes" or "No." See the following list.

Questions on Application Forms:

1. Have you ever had a certificate denied, suspended or revoked in Illinois or any other state?
2. Have you ever been convicted of a felony, or any sex, narcotics or drug offense in Illinois or any other state?

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

3. Have you failed to file a tax return with the Illinois Department of Revenue, or failed to pay any tax, penalty, or interest owed or any final assessment of same for any tax as required by law administered by that Department that was not subsequently resolved to the Department's satisfaction?
4. Have you ever been named by a state agency responsible for child welfare as a perpetrator in an indicated report of child abuse or neglect if such report was not reversed after exhaustion of any appeal?
5. Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?

Individuals who answer “Yes” to any of these questions must provide a detailed explanation of the situation. These cases will invariably result in some delay in determining the certification status of the applicant.

Certificate Denial, Suspension or Revocation

If individuals have had a certificate denied, suspended or revoked, they must provide a detailed explanation that includes the following:

- The name of the state where the action took place.
- The date of the action.
- The reasons for the action.
- A list of all penalties imposed.
- The date any penalty is lifted.
- An official statement from the appropriate agency that verifies that the certificate is in good standing (if the problem has been resolved).

Certification for Persons Who Have Been Convicted of a Crime

Unless you have been convicted of first degree murder, attempted first degree murder, a Class X felony or certain enumerated narcotics and sex offenses, you may be able to obtain an Illinois certificate. Each application is reviewed on its own merits with attention paid to evidence of good character and rehabilitation in light of the nature of the offense. There are specific rules (see 23 IAC 25.490 at <http://www.isbe.net/rules/archive/pdfs/25ark.pdf>) involved in these cases:

1. At least **one year must have elapsed** from the termination of sentence. This includes any incarceration or probation. If the official court record does not include the date of completion, then additional original documents are required.
2. You must provide a **statement in your own words** which describes the circumstances of the crime.

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

3. You must provide a **certified copy of the court record of conviction.**
4. You must provide three letters attesting to your good character and rehabilitation. The letters must:
 - Be written or typed on letterhead paper whenever possible.
 - Include contact information (address, email, phone number).
 - Be signed by the person who authored them.
 - **Be written by employers** (including current employers, if applicable), civic leaders, college instructors and others **who have knowledge of the conviction** and who are in a position to attest to your good character and rehabilitation. (Letters written by relatives are not acceptable and will not be considered.)
 - Indicate the author's knowledge of the offense in question.

These documents will be reviewed. A determination of whether to issue a certificate will be made on the basis of the degree to which the evidence of good character and rehabilitation outweighs the offense. You should also note that **each school district is required to conduct a fingerprint-based criminal background check on every employee.** Districts cannot hire individuals who have been convicted of certain offenses.

Tax Problems

Individuals who have tax problems with the Illinois Department of Revenue require:

1. A detailed explanation with the tax year included.
2. An official ITR-1 tax clearance form from the Illinois Department of Revenue (for disputes that have been resolved).

Child Abuse and Neglect

Persons who answered "Yes" to this question need to provide:

1. The DCFS report number and date.
2. An official copy of the DCFS report.
3. The status of the DCFS report (indicated, unfounded, undetermined).
4. The results of any request to expunge, amend or remove the record.
5. Applicant's full explanation of the circumstances of the incident.
6. Three letters attesting to the applicant's good character.

We require three original letters attesting to the applicant's good character. These letters must:

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

- Be written or typed on letterhead paper whenever possible.
- Include contact information (address, email, phone number).
- Be signed by the person who authored them.
- **Be written by employers** (including current employers, if applicable), civic leaders, college instructors and others **who have knowledge of the reported offense** and who are in a position to attest to your good character and rehabilitation. (Letters written by relatives are not acceptable and will not be considered.)
- Indicate the author's knowledge of the reported offense.

Illinois Student Loan Defaults

Affirmative responses require that the applicant provide proof from the loaning agent that there is a satisfactory arrangement in place for repaying the student loan.

Child Support Statement

The application complies with federal and state law in requiring **every applicant to sign** a statement that the applicant is not in arrears in child support payments. For the following statement, a separate signature and date are required by all applicants, **whether they are parents or not:**

“I certify, under penalty of perjury, that I am 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.”

XIV. Teaching Certificates/Approvals Which Do Not Require Completion of an Approved Program

General information regarding certification procedures is available on ISBE's Educator Certification Web site at <http://www.isbe.net/certification>.

A. Certificates

Applicants must hold a bachelor's degree from a regionally accredited institution of higher education.

1. Substitute Certificates

- Are valid for four fiscal years.
- Are valid for teaching in all grades.

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

- Are valid for employment for a maximum of **30 calendar days** per each vacant position in any single district (excluding City of Chicago) if there is no certified teacher under contract because of an emergency situation, and if the district notifies the appropriate ROE within 5 business days after employment of the substitute teacher in an emergency situation.
- Are valid for employment for no longer than 90 school days for any one certified teacher under contract in the same school year.
- A teacher holding an early childhood, elementary, high school, or a special certificate may also substitute teach in grades k-12, but only in the place of a certified teacher who is under contract with the employing board, and may not teach for longer than 120 days for any one certified teacher under contract in the same school year.

To apply:

Complete ISBE [Form 73-03C](#). Then submit in one of the following formats:

- Submit to your regional superintendent of schools the application, required fee, and official transcripts verifying that a bachelor's degree has been awarded.
- Go online to the Educator Certification System ([ECS](#)), follow the instructions, and use a credit card. Official transcripts must be sent to Educator Certification Division, 100 North First Street, S-306, Springfield, IL 62777.

2. Provisional Vocational, Temporary Provisional Vocational, and Part-time Provisional Certificates

Requirements for these certificates will change significantly when [Public Act 097-0607](#) becomes effective.

These certificates will not be issued in subjects for which there are existing, secondary subject-area endorsements.

A provisional vocational certificate or a temporary provisional vocational certificate may be issued to individuals who have work experience in specific skill areas for which school districts have state-approved reimbursable vocational programs. These certificate types are valid in grades K-12 when issued prior to July 1, 2004. When issued on or after July 1, 2004, the provisional vocational certificates are valid for grades 7-12, while the temporary provisional vocational is valid for grades 11-12 in the skill endorsement.

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

Applicants who seek the Provisional Vocational or Part-Time Provisional Vocational certificates must complete ISBE [Form 73-03C](#) indicating the program title for which they are being employed, and the employing school district. In addition, the applicant must attach ISBE [Form 73-23](#) and forward original letters of experience from employers, or notarized statements if the applicant has been self-employed, outlining the work experience relating to the skill area. Applicants for the Temporary Provisional Vocational certificate must complete ISBE [Form 73-23](#). The following are the specific requirements for each certificate type:

Requirements for the Provisional Vocational Certificate

1. Official transcripts showing 60 semester hours of credit from a regionally accredited institution
2. Documented evidence of 2,000 hours of work experience in the skill area
3. Only issued for skill areas in which there is no existing high school level endorsement

The first time a provisional vocational certificate is registered after July 1, 2009, it begins a five-year cycle, and at the end of that cycle the certificate holder must meet renewal requirements.

Effective February 1, 2012, all professional education and content-area coursework required for the issuance of a certificate, endorsement or approval, must have been passed with a grade of no lower than a “C” or the equivalent.

Requirements for the Temporary Provisional Vocational Certificate

1. This certificate may be issued only when the employing board certifies to the satisfaction and approval of the regional superintendent of schools that no qualified teacher holding a regular certificate or a provisional vocational certificate is available, and that actual circumstances require such issuance.
2. Applicants must have documented evidence of 8,000 hours of work experience in the specific skill area to be taught.

This certificate is valid for one year and may be renewed. Renewal requires proof that the holder has completed three semester hours of credit during the previous year. If the three semester hours are not completed, the certificate expires and cannot be renewed.

Part-Time Provisional Certificate

The part-time provisional certificate will not be issued when the new licensure goes into effect.

Individuals may qualify for a renewable part-time provisional certificate valid for two years of teaching no more than two courses of study at the 6-12 level. The certificate may be issued to individuals who meet one of the following requirements:

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

1. 60 semester hours of credit from a regionally accredited institution of higher learning, 9 semester hours of which are to be in the skill to be certified for teaching.
2. 4,000 hours of work experience in the skill to be certified for teaching.

To be issued in a skill area, the skill area must be part of a school district's curriculum, and the skill area for which the applicant has coursework or experience must be taught in grades 6-12.

Note: Effective February 1, 2012, all professional education and content-area coursework required for the issuance of a certificate, endorsement or approval must have been passed with a grade of no lower than a "C" or the equivalent.

Note: Teachers in approved bilingual education programs must possess one of the following:

- Visiting International Teacher certificate
- Transitional Bilingual certificate
- Valid Illinois teaching certificate and a bilingual approval
- Bilingual endorsement on a certificate for a bilingual program

3. Visiting International Teacher Certificate

School districts participating in teacher exchange programs and in other programs that recruit teachers from other countries to teach in their districts may require a *Visiting International Teacher Certificate*, valid for three years and non-renewable, in order to ensure the employee meets NCLB requirements for highly qualified teachers. This certificate may be issued for early childhood, elementary, secondary, and special grade levels. In order to qualify for this certificate, the district must be certain the teacher:

1. Holds the equivalent of a bachelor's degree issued in the United States.
2. Has been prepared as a teacher at the grade level for which he or she will be employed.
3. Has adequate content knowledge in the subject matter to be taught, through possession of a major in the content area to be taught or by passing one or more examinations in the content area.
4. Has an adequate command of the English language.
5. Does not have a criminal history that would bar the individual from employment as specified in Section 10-21.9(c) of the School Code.

An initial determination of English language competence may be made through the administration of the Nelson Denny reading examination with a required passing score in English equivalent to grade level 10.7 or above and an oral proficiency interview in the English language described by the American Council on Teachers of Foreign Languages (ACTFL) with a required oral proficiency rating of 2+ or above.

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

The applicant will apply for the Visiting International Teacher Certificate appropriate to the grade level and subject matter to be taught. To provide substantiation of the conclusions reached by the district in its initial review, the application and fee must be forwarded with the district's own determination of the applicant's qualifications and the evaluation of the applicant's foreign credentials. The foreign credential evaluation report must be completed by one of the acceptable sources listed on the ISBE web site at [Approved Sources for Foreign Credential Evaluations](#).

Applicants for this certificate may request to be endorsed in their major, foreign language, and/or bilingual education. The foreign language and bilingual endorsement language designation would reflect the medium of instruction of the university from which the applicant graduated.

Individuals applying for this certificate must complete ISBE [Form 73-03F](#). This form must be signed by the district superintendent. Submit the form along with a fee to the regional superintendent of schools.

The applicant must take all transcripts, including original foreign transcripts, to their regional office of education. City of Chicago applicants should submit their original documents to Sonia Serrano at the Chicago office of the ISBE at 100 West Randolph Street, Suite 14-300, Chicago, IL 60000. Ms. Serrano will copy the documents for the applicant.

4. Transitional Bilingual Certificate

The Transitional Bilingual certificate is valid for six years for teaching in content areas of approved bilingual programs in grades Pre K-12 of the common schools using the target language and K-6 ESL instruction. Upon the expiration of a Transitional Bilingual certificate, a regional superintendent may grant a single two-year renewal. Individuals who wish to continue teaching in a bilingual setting must obtain an initial or standard certificate with the appropriate approval or endorsement.

Requirements

- A bachelor's degree from a recognized institution of higher learning outside of the United States or from a regionally accredited institution in the United States.
- The applicant must submit a [foreign credential evaluation report](#) from one of the organizations listed on our web site, and the degree earned must be equivalent to a United States bachelor's degree.

Requirements of Prior Certification

Applicants must possess one of the following:

- A current and valid certificate issued by the State of Illinois (this could be a Substitute Teaching Certificate)

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

- Within five years prior to the date of application, the applicant must have possessed a valid teaching certificate or comparable legal authorization issued by another country or by a state or possession or territory of the United States

Language Requirements

Applicants must demonstrate adequate speaking, reading, writing, and grammar skills in a non-English language in which transitional bilingual education is offered in Illinois. This requirement may be fulfilled in one of the following ways:

- The applicant presents evidence of having graduated from an institution of higher education in which the medium of instruction was a non-English language in which transitional bilingual education is offered in Illinois.
- The applicant successfully completes the required examination in the non-English language in which transitional bilingual education is offered in Illinois.

The applicant must demonstrate adequate speaking, reading, writing, and grammar skills in English. This requirement may be fulfilled on one of the following ways:

- Applicant presents evidence of having graduated from an institution of higher education in which the medium of instruction was English.
- Applicant successfully completes the English Language Proficiency test.

B. Approvals

1. Bilingual Approval

Approval as a bilingual teacher may be obtained by first making application through a Regional Office of Education on ISBE [Form 73-49](#). A statement of approval is a letter indicating that the teacher has met the minimum requirements to serve in a bilingual or ESL position at the grade level of the certificate the teacher holds.

A statement of approval will be issued to individuals meeting the following requirements:

- A valid Illinois teaching certificate (early childhood, elementary, secondary, or special);
- Bilingual clinical experience totaling 100 clock hours or three months of teaching experience in bilingual programs;
- Successful completion of a language examination in the non-English language to be taught or graduation from a university where the target language was the medium of instruction;
- Credits totaling 18 semester hours distributed among the following course areas:

- ✓ Foundations of Bilingual Education
- ✓ Assessment of Bilingual Students

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

- ✓ Methods and Materials for Teaching Limited-English-Proficient Students
- ✓ Cross-cultural Studies for Teaching Limited-English-Proficient Students
- ✓ Methods and Materials for Teaching English as a Second Language.

2. English as a Second Language (ESL) Approval

Approval to teach ESL in the context of a state-approved bilingual education program may be obtained by making application through a Regional Office of Education on ISBE [Form 73-49](#). A statement of approval is a letter indicating that the teacher has met the minimum requirements to serve in an ESL position at the grade level of the certificate the teacher holds.

The requirements for obtaining this approval are as follows:

- A valid Illinois teaching certificate (early childhood, elementary, secondary, or special)
- ESL clinical experience equal to 100 clock hours or three months of teaching experience with ESL students
- Credits totaling 18 semester hours distributed among the following course areas:
 - ✓ Linguistics
 - ✓ Theoretical Foundations of Teaching ESL
 - ✓ Assessment of the Bilingual Student
 - ✓ Methods and Materials for Teaching ESL
 - ✓ Cross-Cultural Studies for Teaching Limited-English-Proficient Students

Individuals who hold an elementary certificate and bilingual approval may teach ESL in grades K-6 as well as all other subject areas of a bilingual education program in the language for which they have approval.

3. Paraprofessional Approvals (Teacher Aides)

An individual who holds a valid, Illinois certificate indicative of completion of at least a bachelor's degree, or who holds a provisional vocational certificate, may serve as a paraprofessional without a statement of approval.

All other individuals serving as paraprofessionals must have a statement of approval to serve in this capacity. This application may be made on ISBE [Form 73-95](#) and must be filed with a regional superintendent of schools. A paraprofessional approval statement will indicate whether the holder meets the NCLB requirements. Each applicant must be a high school graduate or possess an equivalent to a high school diploma.

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

There are two types of paraprofessional approvals, State approvals and NCLB approvals. While individuals may select either type of approval, only those with NCLB approval can teach in schools with Title I funded programs.

Requirements for State Paraprofessional Approval (Excluding Title I Funded)

- These individuals must meet one of the following credentials:
 - 30 semester hours of college credit from a regionally accredited institution.
 - Passing score on the ETS ParaPro test.
 - Passing score on the ACT WorkKeys test.

Requirements for NCLB Paraprofessional Approval

These individuals may be deemed highly qualified by meeting *one* of the following sets of requirements:

- 60 semester hours of credit from a regionally accredited institution*
- An associate's degree from a regionally accredited institution
- An acceptable score on the ETS ParaPro or WorkKeys test
- 30 semester hours of credit from a regionally accredited institution and have earned 300 Professional Training Points (PTP)

Professional Training Points can be earned by:

- Work experience as a paraprofessional (30 PTPs per year of service; maximum 150 points)
- College credits beyond the required 30 semester hours (15 PTPs per credit hour)
- Completion of the Paraprofessional Test Preparation Curriculum developed by the Illinois Community College Board in partnership with the Illinois State Board of Education (15 PTPs)
- Professional development activity (1 PTP per hour)

4. Approval of Educational Interpreters: Sign Language Interpreters and Cued Speech Interpreters

Each educational interpreter in the public schools must be of good character and provide verification that he or she holds a high school diploma or its recognized equivalent.

Beginning July 1, 2006, assignment as an educational interpreter in the public schools shall require a statement of approval from the State Superintendent of Education valid either for sign language

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

interpreting or for cued speech interpreting. Each individual who is required to hold a statement of approval shall submit an application to the State Superintendent, accompanied by the fee required under Section 21-12 of the School Code and evidence that he or she meets the requirements applicable to the type and level of approval sought.

Initial Approval

1. **Each applicant** must meet at least one of the following requirements:
 - Have completed 30 semester hours of college credit from one or more regionally accredited institutions of higher education.
 - Have passed the Educational Interpreter Knowledge Assessment (EIKA).
 - Have passed the written examination administered by the Registry of Interpreters for the Deaf (RID).
 - Have achieved the score identified as passing by the Illinois State Board of Education on either the ParaPro test or the WorkKeys test.
2. **Sign Language Interpreters:** Each applicant for initial approval as a sign language interpreter must meet *one* of the following requirements:
 - Have attained a rating of Level 3.0 or above on the Educational Interpreter Performance Assessment (EIPA).
 - Have received a certificate issued by the RID.
 - Have scored at the "passing" level or above on the examination of the American Consortium of Certified Interpreters (ACCI).
3. **Cued Speech Interpreters:** Each applicant for initial approval as a cued speech interpreter must meet *one* of the following requirements:
 - Have attained a rating of Category 4 or above on the Basic Cued Speech Proficiency Rating administered by Testing, Evaluation and Certification Unit, Inc. (TEC Unit).
 - Have attained Transliteration Skills Certification from TEC Unit at level 3 or above.

Standard Approval

1. **Each applicant** must meet one of the following requirements:
 - Have completed 60 semester hours of college credit from one or more regionally accredited institutions of higher education.
 - Hold an associate's degree issued by a regionally accredited institution of higher education.

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

- Have passed one of the examinations required for initial approval.
2. **Sign Language Interpreters:** Each applicant for standard approval as a sign language interpreter must meet one of the following requirements:
 - Have attained a rating of Level 3.5 or above on the EIPA; or
 - Provide evidence that he or she was employed as a sign language interpreter in the Illinois public schools during the 2005-06 school year and holds certification from the RID.
 3. **Cued Speech Interpreters:** Each applicant for standard approval as a cued speech interpreter shall have attained Transliteration Skills Certification at Level 3 or above.

Master Approval

1. **Each applicant** shall have met the requirements for a Standard Approval.
2. **Sign Language Interpreters:** Each applicant for master approval as a sign language interpreter shall have attained a rating of Level 4.5 or above on the EIPA.
3. **Cued Speech Interpreters:** Each applicant for master approval as a cued speech interpreter shall have attained Transliteration Skills Certification at Level 4 or above.

Emergency Approval

1. **Each applicant** shall have completed 10 semester hours of college credit from one or more regionally accredited institutions of higher education.
2. **Sign Language Interpreters:** Each applicant for approval as a sign language interpreter must meet *one* of the following requirements:
 - Attain a rating of Level 3.0 or above on the EIPA.
 - Receive a certificate issued by the RID.
 - Score at the "passing" level or above on the examination of the ACCI.
3. **Cued Speech Interpreters:** Each applicant for approval as a cued speech interpreter must meet one of the following requirements:
 - Attain a rating of Category 4 or above on the Basic Cued Speech Proficiency Rating.
 - Attain Transliteration Skills Certification at level 3 or above.

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

Validity; Renewal

1. **Initial approval** shall be valid for four years of interpreting within the eight-year period following its issuance, provided that the approval of an individual who completes four years of interpreting shall continue to be valid through the immediately following June 30. Initial approval shall not be renewable. However, an individual whose initial approval was expired may receive another initial approval by meeting the requirements of this section as applicable at the time. An individual need not have Initial approval to qualify for standard or master approval.
2. **Standard approval** shall be valid for five years, with the first year ending on June 30 following the issue date, and shall be renewable upon presentation of evidence that, during the five-year period of the approval's validity, the individual has met *one* of the following requirements:
 - Completed 40 hours of continuing education
 - Completed 25 hours of continuing education and received certification from RID or from ACCI
3. **Master approval** shall be valid for ten years, with the first year ending on June 30 following the issue date, and shall be renewable upon presentation of evidence that, during the ten-year period of the approval's validity, the individual has met *one* of the following requirements:
 - Completed 80 hours of continuing education
 - Completed 65 hours of continuing education and received certification from RID or from ACCI
4. **Emergency approval** shall be **valid for two years**, with the first year ending on June 30 following the issue date, and shall not be renewable.

Continuing Education

1. An individual may accrue hours of continuing education by participating in conferences, workshops, institutes, seminars, symposia, or other, similar training events that follow *one* of the following guidelines:
 - Are designed to improve the skills and knowledge of interpreters for the deaf.
 - Are organized by an entity that is approved pursuant to Section 25.855 or 25.860 of Part 25 of the 23 Illinois Administrative Code and address educational concerns.
2. An individual may accrue the required credit for continuing education by completing college coursework that is part of an interpreter training program offered by a regionally accredited institution of higher education or an Illinois community college.

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

- One course of at least three semester hours may be used to fulfill 100 percent of the requirement for renewal of standard approval or 50 percent of the requirement for renewal of master approval.
- Two courses totaling at least six semester hours may be used to fulfill 100 percent of the requirement for renewal of master approval.

3. Holders of approval at the standard level only may accrue 100 percent of the required credit for continuing education for a given approval period by having taken the EIPA examination during that period and having earned a score of at least 4.0.

4. Holders of approval at the master level only may accrue up to 20 hours of continuing education for mentoring provided to holders of initial or standard approval.

5. Each individual shall be required to accrue at least 60 percent of the required hours of continuing education in activities under (1)(A), (2), or, if applicable, (3) above, in any combination.

6. Evidence of Completion

- Along with his or her statement of approval, each individual who will be required to complete continuing education as a condition of renewal shall be furnished with a log format enabling him or her to record the activities completed. For any activity completed under (1) above, the individual shall present the attendance form provided by the entity organizing the event, except that the organizer's signature on the log form shall suffice in cases where participants receive no other written verification of their attendance.
- As evidence of completion for college coursework, the individual shall present a grade report or official transcript issued by the institution indicating that he or she has passed the course or courses.
- As evidence of completion for mentoring, the individual shall present the signature of an authorized representative of the employing entity on the log format provided, documenting the formal mentoring arrangement and the time spent.

Revocation

The provisions of revocation of other teaching credentials shall apply to the revocation of approval for educational interpreters.

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

XV. Certification Tests for Educators

Tests Required for Illinois Certificates

All applicants for early childhood, elementary, secondary and special teaching certificates and all applicants for school service personnel and administrative certificates are required to pass a test of basic skills and content knowledge applicable to the endorsement on the certificate sought. In addition, applicants for teaching certificates are also required to pass an Assessment of Professional Teaching (APT) test appropriate to the grade level of the certificate sought. Applicants for most special education certificates are required to take the Special Education General Curriculum test. Institutions of higher learning cannot waive certification tests.

Effective January 12, 2010, an individual may not attempt to pass the same ICTS test more than five times. Any previous test attempts for the same test made prior to that date do not count toward the five-time limit.

Information about certification requirements is available at <http://www.isbe.net/certification>, and specific details pertaining to certification testing are available at <http://www.isbe.net/certification/html/testing.htm>. Additional information regarding test dates, study guides, test selection, and registration is available on the Illinois Certification Testing System (ICTS) Web site at <http://www.icts.nesinc.com>.

Those persons who attempt to pass examinations through deception will, when discovered, be denied all current and future requests for certification.

Basic Skills Test: The Basic Skills test assesses reading comprehension, grammar and writing, and mathematics. This test is required for all individuals seeking early childhood, elementary, secondary, special K – 12/Pre-K – age 21, administrative and school service personnel certificates. Individuals who pass the Basic Skills test and receive Illinois certificates based in part on passage of that test are not required to take the Basic Skills test for any subsequent Illinois certificates.

Unless the Illinois test was previously failed, a test waiver option for the Basic Skills test MAY apply to applicants with valid, comparable out-of-state certificates. ISBE makes the final determination regarding waivers. Note: When [Public Act 097-0607](#) becomes effective, no exemption will be available for the Basic Skills test. Visit the ICTS Web site for additional information regarding testing.

Content-Area Tests: The content-area tests are aligned with the Illinois Learning Standards for the content area of each endorsement attached to a certificate. These tests are required for all individuals seeking early childhood, elementary, secondary, special K – 12/Pre-K – age 21, administrative and school service personnel certificates. The content-area tests are also required for the issuance of some

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

subsequent endorsements (see Endorsement Test Options). A listing of all content-area tests is available on the [ICTS Web site](#).

Assessment of Professional Teaching (APT): The APT assesses candidates on professional and pedagogical knowledge and skills. The APT is available in four levels: birth to grade 3, grades K – 9, grades 6 – 12, and grades K – 12. The APT is required for early childhood, elementary, secondary, special K – 12/Pre-K – age 21 teaching certificates.

Special Education General Curriculum Test: The Special Education General Curriculum(#163) test is required for the following special education *teaching* certificates: Learning Behavior Specialist I, Teachers of Students with Deafness/Hard of Hearing, Teachers of Students with Blindness/Visual Impairments, and Speech and Language Pathologist: Teaching.

Language Proficiency Tests: The language proficiency tests are for individuals seeking transitional bilingual certificates, endorsements, or approvals. The language proficiency tests target specific languages other than English. A test of language proficiency is required unless the applicant received a degree from an institution where the target language was the medium of instruction. A test in English Language Proficiency is required unless the applicant received a degree from an institution where English was the medium of instruction. A listing of all language proficiency tests is available on the [ICTS Web site](#).

*Individuals completing state-approved traditional or alternative certification programs through Illinois institutions are also subject to certification testing requirements. Those candidates should contact the certification officer at their institution regarding testing requirements and timelines. See the [ICTS Web site](#) for additional information regarding certification testing.

Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when [Public Act 097-0607](#) becomes effective.

Required Tests	
Certificate	Required Certification Tests
Elementary Grades K – 9 <i>Type 03</i>	<ul style="list-style-type: none"> ○ Basic Skills Test (#300) ○ Content-Area Test – Elementary/Middle Grades (#110) ○ APT Grades K –9 (#102) or ○ APT Grades K –12 (#104)
Early Childhood Birth – Grade 3 <i>Type 04</i>	<ul style="list-style-type: none"> ○ Basic Skills Test (#300) ○ Content-Area Test – Early Childhood Education (#107) ○ APT Birth – Grade 3 (#101)
Secondary Grades 6 – 12 <i>Type 09</i>	<ul style="list-style-type: none"> ○ Basic Skills Test(300) ○ Content-Area Test for Specific Area of Endorsement ○ APT Grades 6 – 12 (#103) or ○ APT Grades K – 12 (#104)
Special K – 12 <i>Type 10 or 03/09 Split</i>	<ul style="list-style-type: none"> ○ Basic Skills Test(#300) ○ Content-Area Test for Specific Area of Endorsement ○ APT Grades K – 12 (#104)
Special Pre-K – Age 21 <i>Type 10 or 03/09 Split</i> (limited to LBSI, speech and language teaching, blind/visually impaired, and deaf hard of hearing)	<ul style="list-style-type: none"> ○ Basic Skills Test (#300) ○ Content-Area Test for Specific Area of Endorsement ○ APT Grades K – 12 (#104) ○ Special Education General Curriculum (#163)
Transitional Bilingual <i>Type 29</i>	<ul style="list-style-type: none"> ○ Language Proficiency Test in the Target Language or English Language Proficiency Test
School Service Personnel <i>Type 73</i> School Counselor, School Nurse, School Psychologist, School Social Worker, nonteaching Speech and Language Pathologist	<ul style="list-style-type: none"> ○ Basic Skills Test (#300) ○ Content-Area Test for Specific Area of Endorsement
Administrative <i>Type 75</i>	<ul style="list-style-type: none"> ○ Basic Skills Test (#300) ○ Content-Area Test for Specific Area of Endorsement