TITLE 23: EDUCATION AND CULTURAL RESOURCES
SUBTITLE A: EDUCATION
CHAPTER I: STATE BOARD OF EDUCATION
SUBCHAPTER b: PERSONNEL

PART 25
CERTIFICATION

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APPENDIX A Statistical Test Equating - Certification Testing System
APPENDIX B Certificates Available Effective February 15, 2000
APPENDIX C Exchange of Certificates
APPENDIX D National Board and Master Certificates

AUTHORITY: Implementing Article 21 and Section 14C-8 and authorized by Section 2-3.6 of the School Code [105 ILCS 5/Art. 21, 14C-8, and 2-3.6].

amended at 21 Ill. Reg. 11536, effective August 1, 1997;
emergency amendment at 22 Ill. Reg. 5097, effective February 27,
1998, for a maximum of 150 days; amended at 22 Ill. Reg. 11767,
effective June 25, 1998; amended at 22 Ill. Reg. 19745, effective
October 30, 1998; amended at 23 Ill. Reg. 2843, effective
February 26, 1999; amended at 23 Ill. Reg. 7231, effective June
14, 1999; amended at 24 Ill. Reg. 7206, effective May 1, 2000;
emergency amendments at 24 Ill. Reg. 9915, effective June 21,
2000, for a maximum of 150 days; amended at 24 Ill. Reg. 12930,
effective August 14, 2000; peremptory amendment at 24 Ill. Reg.
16109, effective October 12, 2000; peremptory amendment suspended
at 25 Ill. Reg. 3718, effective February 21, 2001; peremptory
amendment repealed by joint resolution of the General Assembly,
9360, effective July 1, 2001, for a maximum of 150 days;
emergency amendments at 25 Ill. Reg. 11935, effective August 31,
2001, for a maximum of 150 days; amended at 25 Ill. Reg. 16031,
effective November 28, 2001; amended at 26 Ill. Reg. 348,
effective January 1, 2002; amended at 26 Ill. Reg. _____,
effective ____________.

NOTE: Capitalization denotes statutory language.

SUBPART I: ILLINOIS CERTIFICATION TESTING SYSTEM

Section 25.710 Definitions

For the purposes of this Subpart, the following definitions apply:

"Passing raw score" is the minimum number of items
which must be answered correctly on a given test.

"Passing score" is the minimum scaled score a person
must obtain in order to pass a test.

"Re-scoring" means the process of reviewing an
examinee's answers and the scores assigned to them to
confirm that a test score reported to an examinee is
the score earned by him or her.

"Retake" is the opportunity for a person who has taken
a test of the Illinois Certification Testing System at
one test administration to take the test in the same area as given at subsequent administrations.

"Scaled score" is the person's test score after the mathematical transformation of the number of test items the person answered correctly to a scale of numbers on which the minimum score (0), the maximum score (100), and the passing score (70) are set. For the tests of subject matter knowledge and language proficiency, the minimum scaled score is 0, the maximum score 100, and passing score 70. For the assessment of professional teaching, the basic skills test, and any new test of subject matter knowledge first administered after December 31, 2002, the minimum scaled score is 100, the maximum score 300, and the passing score 240.

"Subarea score" is the scaled score for the subset of test items on a subject matter test which measures specific content, and the "subarea score" is the scaled score for each subset of test items on the basic skills test which measures specific content in reading, writing, grammar and language arts, and mathematics.

"Test" or "Tests" refers to the test of basic skills, the assessment of professional teaching, the language proficiency tests, and the tests of subject matter knowledge for the Illinois Certification Testing System. These tests are:

- Agriculture
- Art (K-12)
- Art (6-12)
- Assessment of Professional Teaching – Early Childhood
- Assessment of Professional Teaching – Elementary
- Assessment of Professional Teaching – Secondary
- Assessment of Professional Teaching – Special
- Basic Skills
  - Grammar and Language Arts
  - Mathematics
  - Reading
  - Writing
- Biological Science
- Blind and Partially Sighted
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Business/Marketing/Management
Chemistry
Chief School Business Official
Computer Science
Dance
Deaf and Hard of Hearing
Early Childhood
Educable Mentally Handicapped
Elementary
English
English as a Second Language
English Language Proficiency
French
General Administrative
General Science
General Supervisory
German
Guidance
Health
Health Occupations
Hebrew
History
Family and Consumer Sciences
Industrial Technology Education
Italian
Latin
Learning Disabilities
Mathematics
Media
Music (K-12)
Music (6-12)
Physical Education (K-12)
Physical Education (6-12)
Physically Handicapped
Physical Science
Physics
Reading
Russian
School Nurse
School Psychology
School Social Work
Social/Emotional Disorders
Social Science
Spanish
"Test items" are specific questions asked on a test that require a person either to select the correct response from those alternative responses provided or to produce a written response.

"Test objective" is a statement of the behavior or performance measured by test items.

(Source: Amended at 26 Ill. Reg. ____, effective __________)

Section 25.717 Test Equivalence

a) The State Board of Education will implement the following procedures to maintain uniformity in the difficulty level of each form of the basic skills test, each form of the assessment of professional teaching, each language proficiency test, and each subject matter knowledge test from test-to-test and from year-to-year. These procedures will conform to the accepted professional standards for test score comparability and equating promulgated by the National Council on Measurement in Education, the American Educational

b) To achieve uniformity of test form difficulty, all test content advisory committees (see Section 25.715) shall be given identical orientation and training sessions throughout each step in test development and in standard setting. As a further measure to maintain test equivalence, when a new test form is produced, new items shall be matched to the items they are replacing in terms of average item difficulty statistics. Following the administration of a new test form, test scores for new test forms shall be made comparable in difficulty with the test scores on the previous test form by statistical test equating. The method to be used is set forth in Appendix A.

(Source: Amended at 26 Ill. Reg. _____, effective ____________)

Section 25.720 Applicability of Testing Requirement

a) Beginning July 1, 1999, each person seeking a school service personnel or administrative certificate or an initial early childhood, elementary, secondary, or special certificate must pass the Illinois Certification Testing System's test of basic skills and a test of subject matter knowledge. Beginning July October 1, 2003, each person seeking an initial early childhood, elementary, secondary, or special certificate shall also be required to pass the applicable test of the common core of teaching knowledge assessment of professional teaching, which shall be based upon the standards set forth in "Standards for All Illinois Teachers" (23 Ill. Adm. Code 24). An individual seeking a standard certificate shall be required to pass the test of basic skills, the test of subject matter knowledge, or (beginning July October 1, 2003) the applicable test of the common core
of teaching knowledge assessment of professional teaching only if:

1) he or she has not already passed that examination; or

2) he or she has passed that examination but the score is more than five years old and no certificate has been issued on the basis of that score; or

3) in the case of the basic skills test, the score is more than five years old and the individual was not admitted to an Illinois teacher preparation program on the basis of that score.

b) The required test of subject matter knowledge is that test which corresponds to the individual's major field of study in a teacher education program in the State of Illinois approved pursuant to Subpart C of this Part.

c) Persons who are graduates of colleges or universities outside the State of Illinois and who are seeking an Illinois certificate must take the test of basic skills, and the subject matter knowledge test which corresponds to the Illinois certificate or endorsement sought, and, beginning October 1, 2003, the assessment of professional teaching relevant to the certificate sought. For example, someone seeking to teach whose major field of study is urban studies would, in addition to the basic skills test, also take the subject matter knowledge test in the social sciences and the assessment of professional teaching for the secondary certificate.

d) It is the individual's responsibility to take the appropriate subject matter tests. Upon request, the State Board of Education shall assist individuals in identifying appropriate tests.

e) Beginning July 1, 2003, an individual seeking a standard certificate shall be required to pass the standard examination referred to in Section 25.11(d) of this Part unless he or she holds an Illinois standard
certificate of some other type or holds a comparable
certificate from another state and presents evidence of
at least four years of teaching experience.

(Source: Amended at 26 Ill. Reg. _____, effective
_____________)

Section 25.725 Applicability of Scores

a) Each person seeking certification in Illinois must pass
the test of basic skills.

b) Each person seeking certification must pass the
appropriate test of subject matter knowledge, as set
forth in Section 25.720(b) and (c) of this Part, for
each certificate sought.

c) Beginning October 1, 2003, each person seeking an early
childhood, elementary, secondary, or special
certificate must also pass the assessment of
professional teaching relevant to the certificate
sought, unless he or she has already passed an
assessment of professional teaching that encompasses
the grade levels of the certificate sought.

d) Except as provided in subsection (d) subsections (c),
(e) and (f) of this Section, for each person seeking
his or her first an Illinois certificate, neither the
score on the basic skills test, nor the score on the
assessment of professional teaching, nor the score on
the subject matter test may be more than five years old
at the time application is made. The five-year period
shall be calculated from the date the test was taken
and passed to the date of receipt of the application by
the State Board of Education. Scores more than five
years old will not be accepted as part of an
application.

e) A person who has passed the test of basic skills as a
condition of admittance to an Illinois teacher
education program approved pursuant to Subpart C of
this Part shall not be required to retake that test.

f) A person who has passed the basic skills test and has
been issued a certificate on the basis of the test shall not be required to retake the basic skills test when seeking any subsequent certificate.

f) For persons seeking subsequent certificates, the subject matter test score upon which each application is based shall be no more than five years old, such five-year period to be calculated from the date the test was taken and passed to the date of receipt of the application by the State Board of Education. Scores more than five years old will not be accepted as part of an application.

g) Any person may retake any test during any subsequent, regularly scheduled administration of that test, subject only to registration in accordance with the provisions of this Subpart.

(Source: Amended at 26 Ill. Reg. _____, effective ____________)

Section 25.730  Registration

Registration materials and information about the tests will be available from the State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001, and, beginning October 1, 2002, at www.isbe.net.

a) An individual's registration form must be either received by the testing contractor chosen by the State Board of Education on or before the registration deadline or must be postmarked by the United States Postal Service on or before the registration deadline and received by the testing contractor by the late registration deadline as specified in Section 25.732 of this Part. An individual's registration form must include the following:

1) Registrant's name, home mailing address, both daytime and evening telephone numbers, Social Security number, date of birth, gender, and ethnicity;
2) Name and identification number of test(s);

3) Test date and first and second test site identification numbers;

4) Name of Illinois teacher preparation institution attended, if applicable, and student status within said institution;

5) An assurance that the registrant will abide by all the conditions of testing set forth in Section 25.750 of this Part;

6) An assurance that the registrant has not had and will not seek access to any secure test materials, either prior to or after the test date; and

7) The registrant's signature, which shall signify that the facts and assurances presented are true to the best of the registrant's knowledge and that the registrant agrees to abide by the testing conditions.

b) The testing contractor will acknowledge receipt of registration forms within four weeks of their receipt.

c) An individual may amend or cancel his or her registration by submitting a properly completed change form notice to the testing contractor. The change form notice must be either received by the testing contractor on or before the registration deadline or must be postmarked by the United States Postal Service on or before the registration deadline and received by the testing contractor by the late registration deadline as specified in Section 25.732 of this Part. Changes that may be made by an individual to his or her registration are:

1) changing the test site or test date;

2) adding a test or tests; and

3) deleting a test or tests.
d) All requests for changes to a registration, except for deletion of a test or tests, must be accompanied by payment of the appropriate fee as set forth in Section 25.780 of this Part.

e) An individual who cancels her or his registration in accordance with this Section, including meeting the specified deadline, will receive a partial refund as set forth in Section 25.780 of this Part. An individual who cancels his or her registration other than in strict accordance with this Section, or who is absent from the test administration, will receive no refund or credit of any kind.

f) The registration deadline for each test administration will be six calendar weeks prior to the test administration date.

g) The State Board of Education may issue a fee credit to an individual who is absent from a test administration for which he or she was registered because of a medical emergency or death provided that:

1) a written request is received by the State Board of Education no later than six months from the date of the missed test administration, and

2) a written statement from a member of the medical profession or funeral home documenting the reason for the absence accompanies the request.

(Source: Amended at 26 Ill. Reg. _____, effective ____________)

Section 25.732 Late Registration

Late registration for individuals not meeting the deadlines established in Section 25.730 of this Part will be permitted.

a) An individual's late registration form must be received by the testing contractor no later than the close of business three weeks before the date of test
b) The testing contractor will acknowledge receipt of late registration forms registrations within two weeks of after their receipt.

c) All requests for a late registration must be accompanied by payment of the appropriate fee as set forth in Section 25.780 of this Part a late fee in addition to the payment for each test to be taken.

d) The late registration fee will be waived for examinees who failed the examination at its most recent administration but whose score reports were not released before the next regular registration deadline.

e) Late registration requests for the accommodation of persons with special needs as specified in Section 25.740 of this Part or a special test date as specified in Section 25.745 of this Part will be honored by the testing contractor only if space, staff, and time constraints allow.

f) An individual may amend or cancel his or her registration or late registration by submitting a properly completed change form notice. The change form notice must be received by the testing contractor by the late registration deadline. Changes that may be made by an individual to his or her registration or late registration are:

1) changing the test site or test date;

2) adding a test or tests; and

3) deleting a test or tests.

g) All requests for changes to a late registration, except for deleting of a test or tests, must be accompanied by the appropriate fee for a change in registration as set forth in Section 25.780 of this Part.
h) All requests for a change to a regular registration received by the State Board of Education between the registration and late registration deadlines must be accompanied by the appropriate fee for a change in registration and for a late registration as set forth in Section 25.780 of this Part.

i) The late registration deadline for each test administration will be three calendar weeks prior to the test administration date.

(Source: Amended at 26 Ill. Reg. _____, effective __________)

Section 25.733 Emergency Registration

A limited number of emergency registrations per test administration will be allowed on a space-available basis.

a) Emergency registration will be offered at a limited number of test sites throughout the state, as identified in the current year’s “Illinois Certification Testing System Registration Bulletin.”

b) Emergency registrations will be accepted up until the close of business on the Tuesday before the Saturday test date.

c) All requests for emergency registration must be made by telephone or via the Internet to the testing company identified in the “Illinois Certification Testing System Registration Bulletin.” Fees will be payable only by Visa or Master Card as specified in Section 25.780(i) 25.780(j) of this Part.

d) All individuals registering by emergency registration over the telephone must complete, prior to testing, a registration form and sign an assurance that they will abide by all the conditions set forth in Section 25.750 of this Part. Registration forms and assurance statements will be available at the test sites on the day of the test.
Section 25.750  Conditions of Testing

a) On the day of the test, each person shall present the admission ticket received following test registration and two pieces of positive identification, one of which shall include a photograph taken within the last four years. Positive identification includes, but is not limited to, a driver's license, student identification card, Illinois identification card, passport, employee identification card, Social Security card, birth certificate, or selective service registration card. Any person lacking sufficient identification will be required to sign a declaration of identity statement. Any person lacking sufficient identification and refusing to sign a declaration of identity statement will be refused admission.

b) Persons arriving more than 30 minutes after a test administration has begun will be refused admission. Persons arriving within 30 minutes after a test administration has begun will be required to sign an acknowledgment of late arrival specifying that no additional time will be allotted beyond that already given to the other examinees for the session.

c) No refund of fees will be made to any person refused admission under subsection (a) or (b) of this Section.

d) Each person admitted to a testing site shall abide by the instructions of the proctors administering the test in all matters relating to the test, including but not limited to seating arrangements and security measures. Each person authorizes the proctors to serve as his or her agents in maintaining a secure test administration.

e) Each person beginning a test shall take every section of that test. The score of a person not completing all sections of a test will be reported as set forth in Sections 25.765 and 25.775 of this Part, unless such person requests voiding of that score as provided in Section 25.755 of this Part.
f) No refund will be made to any person requesting that his or her score be voided, nor will credit be given toward the fee for any future test.

g) No person may:

1) use written notes during a test;

2) make notes or copies of the contents of a test booklet;

3) use scratch paper;

4) bring into the testing site or use any mechanical or electronic device, except as expressly permitted in the registration materials (i.e., use of a nonprogrammable, solar or battery-powered calculator during the chemistry, mathematics, and physics subject matter tests);

5) bring into the testing site or use any communications device (e.g., telephone, pager) or communicate in any way with other examinees or any person other than the proctors during a test session;

6) remove any test materials from the testing site;

7) engage in behavior that disrupts or gives unfair advantage or disadvantage to other examinees;

8) fail to sign the document(s) on which he or she is directed to record his or her answers; or

9) fail to follow the oral or written instructions or directions of the proctors dealing with the administration of the test.

h) An individual who wishes to object to any of the testing conditions or procedures set forth in this Section shall notify the testing contractor in writing of the basis for this objection no later than six weeks prior to the test administration date. An individual
who wishes to object shall not register using the late or emergency registration procedures described in Sections 25.732 and 25.733 of this Part.

1) The testing contractor shall inform the registrant as to whether his or her objection will be honored.

2) If an individual’s objection is not honored, the testing contractor shall inform the individual that he or she will not be registered for the test administration.

3) An individual who objects to a condition of testing after using late or emergency registration procedures may be prohibited from taking the test, or his or her score may be voided.

(Source: Amended at 26 Ill. Reg. _____, effective ____________)

Section 25.760 Passing Score

a) The passing raw score will be established for each test by the State Board of Education, in consultation with the State Teacher Certification Board, based upon the professional judgments and recommendations of committees of Illinois educators about the acceptable, minimal level of performance for entry-level educators in Illinois classrooms.

b) The raw score for each test of subject matter knowledge and for each language proficiency test, and for the test of basic skills, shall be transformed to a scaled score ranging from 0 to 100, with 70 established as the passing score. The passing raw score shall always be equal to a scaled score of 70. The following formula shall be used to transform raw scores to scaled scores, where MAX means the maximum raw score, CUT means the passing raw score and X means the number of multiple choice items correctly answered or the number of holistic score points assigned to a constructed-response item or section, as applicable:
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1) If X is greater than or equal to CUT, then the scaled score is $70 + 30\left(\frac{X - \text{CUT}}{\text{MAX} - \text{CUT}}\right)$.

2) If X is less than CUT, then the scaled score is $70X/\text{CUT}$.

c) The raw score for the basic skills test and the assessment of professional teaching, and for new subject matter knowledge tests first administered after December 31, 2002, shall be transformed to a scaled score ranging from 100 to 300, with 240 established as the passing score. The passing raw score shall always be equal to a scaled score of 240. The following formula shall be used to transform raw scores to scaled scores, where MAX means the maximum raw score, CUT means the passing raw score and X means the number of multiple choice items correctly answered or the number of holistic score points assigned to a constructed-response item or section, as applicable:

1) If X is greater than or equal to CUT, then the scaled score is $240 + 60\left(\frac{X - \text{CUT}}{\text{MAX} - \text{CUT}}\right)$.

2) If X is less than CUT, then the scaled score is $100 + 140X/\text{CUT}$.

d) Scaled scores are rounded to the nearest integer except between 69 and 70 and between 239 and 240. To ensure that a score just below passing is not equated with a scaled score of 70 or 240, scaled scores between 69 and 70 will be considered 69, and scaled scores between 239 and 240 will be considered 239.

e) In order to pass the basic skills test, a person must receive a passing score on the test as a whole and must also receive at least the minimum acceptable score in each of the subareas of reading, writing, grammar and language arts, and mathematics, at the same time.

(Source: Amended at 26 Ill. Reg. _____, effective __________)

Section 25.765 Individual Test Score Reports
a) The State Board of Education will report each individual's test score(s) only to:

1) the individual candidate earning such score(s); and

2) the Illinois teacher education institution the candidate either attended or seeks to attend; and

3) the community college attended by the candidate, if the candidate approves such reporting.

b) The score report sent released to each individual by the State Board of Education will:

1) indicate the test date and whether or not the person has passed the test; and

2) report the person's total score and subarea scores as scaled scores.

c) No test scores will be released via facsimile or over the telephone.

d) A person shall have the right to request additional copies of his or her score report, subject to payment of the required fee as set forth in Section 25.780 of this Part.

(Source: Amended at 26 Ill. Reg. ____, effective __________)

Section 25.770 Re-scoring

a) A person shall have the right to request re-scoring of the basic skills test or a test of subject matter knowledge, provided such a request is submitted in writing and received by the State Board of Education within ten weeks after the test administration date and is accompanied by payment of the applicable fee as set forth in Section 25.780 of this Part. A person shall also have the right to request re-scoring of a language proficiency test. However, no re-scoring service shall be available for the constructed-response portions of a
language proficiency test; re-scoring on such a test shall be limited to the multiple-choice items only.

b) In the case of any discrepancy discerned as a result of re-scoring, the State Board of Education will correct its records and inform all parties to whom the test score was reported as to the person's score.

(Source: Amended at 26 Ill. Reg. ____ , effective __________)

Section 25.780 Fees

Each fee or refund required pursuant to this Section shall be established by the State Superintendent of Education in consultation with the testing contractor and published in all written materials related to the testing program. The fee schedule shall be maintained in the offices of the State Board of Education and shall also be available upon request.

a) Each registration form shall be accompanied by payment of a fee for each test to be taken. The registration fee for a test to be administered by the testing contractor outside the United States may be different from other registration fees.

b) Each request for rescoring of a test shall be accompanied by payment of a fee, which shall be refunded if the original scoring is found to be in error.

c) Each request for an additional individual score report shall be accompanied by payment of a fee.

d) Each change form requesting request for a change in the test(s), test date or test site for which the individual is scheduled shall be accompanied by payment of a fee.

e) Each add-on form requesting request to add a test or tests to an individual's registration shall be accompanied by payment of a fee.
f) An individual who cancels his or her registration in accordance with Section 25.730 of this Part shall receive a partial refund for each test for which he or she registered.

g) Each late registration form shall be accompanied by payment of a fee in addition to the payment of the fee for each test to be taken.

h) A fee of $20 shall be charged for any test payment that does not clear.

i) Only cashiers' checks and money orders will be accepted for payment of fees by mail; payment of fees associated with registration transactions made via the Internet shall be made by Visa or Master Card only.

j) Payment of fees for emergency registration must be made by Visa or Master Card only, as identified in the current year “Illinois Certification Testing System Registration Bulletin.”

1) A fee in addition to the fee for each test to be taken as specified in subsection (a) of this Section will be charged for each emergency registration.

2) No refund or credit of any kind shall be made to any person who registers by emergency registration.

(Source: Amended at 26 Ill. Reg. ____ , effective ___________ )