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NOTICE OF ADOPTED AMENDMENTS

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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].


NOTE: Capitalization denotes statutory language.

SUBPART B: CERTIFICATES

Section 25.11 New Certificates (February 15, 2000)

Section 21-2 of the School Code [105 ILCS 5/21-2] establishes a new system of teaching certificates effective February 15, 2000. A complete list of the certificates that will be available as of that date is found in Appendix B to this Part. The transition to the new system will affect certified individuals and candidates for certification as set forth in this Section.

a) Holders of certain current Illinois teaching certificates shall receive corresponding standard teaching certificates when they next renew any of their current certificates.

1) Certificates subject to exchange are listed in Appendix C to this Part.

2) No certificate-holder shall be penalized in the exchange of certificates. Each endorsement held by a certificate-holder prior to February 15, 2000, shall be recorded on the appropriate certificate received pursuant to this subsection (a). Qualifications accepted for particular teaching assignments prior to February 15, 2000, shall continue to be acceptable for those assignments.

b) Out-of-state candidates who qualify for Illinois teaching certificates pursuant to Section 25.425 of this Part and who pass the applicable examinations shall receive either initial or standard teaching certificates, and those who receive initial certificates shall be subject to the requirements of subsection (d) of this Section in terms of their subsequent receipt of standard teaching certificates. For out-of-state candidates, the “applicable examinations” for a standard certificate shall include not only the relevant standard certification examination but also the examination be those required for the comparable initial certificate. An out-of-state applicant who does not qualify for an initial or
standard certificate may qualify to receive a provisional certificate subject to the provisions of Section 21-10 of the School Code [105 ILCS 5/21-10].

1) Standard certificates will be issued to candidates who present evidence of at least four years of teaching experience on a valid certificate issued by a state, territory, or possession of the United States, unless a candidate elects to receive an initial certificate to afford himself or herself time to complete the requirements of Subpart K of this Part.

2) Initial certificates will be issued to qualified candidates with fewer than four years of teaching experience. A recipient of an initial certificate pursuant to this subsection (b)(2) shall be eligible to apply for a comparable standard certificate when he or she has accumulated a total of four years’ teaching experience on a valid certificate, including the time credited outside Illinois and may either count his or her teaching time outside Illinois or elect to wait until he or she has accumulated four years’ teaching on the Illinois initial certificate.

3) Certificates will be endorsed according to the coursework presented and the examination(s) passed.

c) A candidate completing an approved Illinois teacher preparation program on or after February 15, 2000, may qualify for an initial teaching certificate by passing the test of basic skills and the appropriate test(s) of subject matter knowledge required pursuant to Section 21-1a of the School Code [105 ILCS 5/21-1a] and Subpart I of this Part the applicable examinations as set forth in Section 25.20, 25.30, 25.40, or 25.80 of this Part.

d) An individual who has completed four years of teaching after receiving an initial certificate (or on another certificate that was issued in conjunction with an initial certificate) may qualify for a comparable standard certificate by passing the relevant standard teaching certificate examination required by Section 21-2 of the School Code. Beginning July 1, 2003, this examination shall be designed to demonstrate whether candidates’ induction to the profession of teaching has enhanced their performance with respect to the standards set forth in Section 25.15(a) of this Part, advanced their command of appropriate teaching practices and strategies, and contributed to the professional judgment required for designing educational experiences to meet the diverse needs of students as set forth in Subpart K of this Part.
1) All endorsements shall be carried forward from an initial to the comparable standard certificate.

2) A candidate who does not complete four years of teaching within twelve years after his or her initial certificate is issued may receive another initial certificate by taking and passing the initial certification examination required at that time and meeting all other requirements then in force for that certificate.

3) A candidate who has taught for four years on an initial certificate but fails the standard teaching certificate examination may retake the examination but has not met the requirements of Subpart K of this Part may not receive another comparable initial teaching certificate. For example, a holder of an initial elementary certificate will not be eligible to receive another initial elementary certificate. However, such an individual may receive a reinstated certificate, valid for one year, during which he or she may complete the option chosen as a means of qualifying for the standard teaching certificate. No initial certificate-holder may receive a reinstated certificate more than once pursuant to this subsection (d)(3).

4) When an individual completes four years of teaching experience on an initial certificate, that certificate shall become invalid on the following June 30.

   e) A holder of a standard Illinois teaching certificate who has at least four years of teaching experience on a valid certificate may receive an additional standard certificate by passing the examinations required for both the comparable initial certificate and the standard teaching certificate and by meeting the other requirements for that certificate set forth in this Subpart B (see Sections 25.20, 25.30, 25.40, 25.43, 25.45, and/or 25.80 of this Part, as applicable).

   f) “Four years of teaching experience” means the equivalent of four years’ full-time employment, i.e., four times 180 days of instruction consisting of no fewer than five clock hours apiece, eight semesters of scheduled full-time teaching, which may, however, be accumulated in any combination of increments of less than full time. That is, it need not be accumulated through full-time teaching.
g) “Evidence of teaching experience” means a letter signed by the chief administrator or other designated official of the employing school district or nonpublic school documenting the nature and duration of the candidate’s teaching. Experience gained while teaching in a home school shall not be applicable to the fulfillment of this requirement.

h) For purposes of this Section, “valid certificate” means a certificate equivalent to an Illinois master, standard, initial, or provisional early childhood, elementary, secondary, or special certificate.

i) Upon application, a holder of certification issued by the National Board for Professional Teaching Standards shall be issued a comparable Illinois master certificate as shown in Appendix D to this Part. Endorsements comparable to those held by the individual shall appear on the master certificate.

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

Section 25.35 Temporary Provisions for the Acquisition of Subsequent Standard Certificates

Until applicable standard teaching examinations are in place or July October 1, 2003, whichever occurs first, the provisions of this Section shall apply when an individual who already holds one or more Illinois standard teaching certificates applies to receive an elementary or high school certificate through transcript evaluation.

a) The applicant shall submit to the State Teacher Certification Board, through the office of a regional superintendent of schools:

1) a completed application form;

2) an official transcript of any college credits not already on file with the Certification Board;

3) a letter, signed by the superintendent of the employing district or other authorized official, documenting at least three months’ full-time teaching experience on a valid Illinois elementary, secondary, special, or early childhood certificate; and

4) the application fee required by Section 21-12 of the School Code.
b) An applicant shall qualify for the certificate in question if he or she demonstrates that he or she has met the professional education requirements that, prior to May 1, 2000, were enumerated in Section 25.20(b) or Section 25.30(b) of this Part, as applicable.

c) A deficiency statement shall be issued when an applicant does not qualify for the requested certificate. An applicant who receives a deficiency statement shall present it to an institution that operates a teacher preparation program approved pursuant to Subpart C of this Part. With the assistance of the State Board of Education, the institution shall:

1) compare the applicant’s deficiency to the coursework it offers that corresponds to the NCATE standards for professional education (see Section 25.115 of this Part); and

2) advise the applicant as to the coursework needed to remedy the deficiency.

d) An applicant may remove deficiencies and qualify for the certificate on the original fee, provided that he or she completes the requirements and passes the tests of basic skills and subject matter knowledge on or before June 30, 2003.

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

SUBPART E: REQUIREMENTS FOR THE CERTIFICATION OF ADMINISTRATIVE AND SUPERVISORY POSITIONS STAFF

Section 25.315 Renewal of Administrative Certificate

a) The requirements set forth in this Section apply to renewal of administrative certificates in accordance with Section 21-7.1 of the School Code (Ill. Rev. Stat. 1990 Supp., ch. 122, par. 21-7.1) [105 ILCS 5/21-7.1].

b) Submission of Plans for the Continuing Professional Education of Administrators

1) Each school district, and each cooperative program operated between or among school districts or by Regional Superintendents of Schools (pursuant to Section(s) 3-15.14, 10-22.31, and/or 10-22.31a of the School
Code), which employs persons in positions requiring an administrative certificate, shall submit to the State Board of Education a plan for the continuing professional education of the administrators employed therein (a "Plan"). In the case of cooperative programs, the Plan shall be submitted by the administrative agent of the cooperative entity.

2) Each Regional Superintendent of Schools may submit to the State Board of Education a Plan for the Regional Superintendent and any Assistant Regional Superintendent(s) in the region.

3) All Plans shall be submitted to the State Board of Education no later than December 1, 1991.

4) Whenever any substantive change is to be made to a Plan which has been approved by the State Superintendent of Education, the revised Plan shall be submitted to the Board for review and approval.

c) Content of Plans

1) Each Plan shall include a description of how the affected administrators were involved in its development.

2) Each Plan shall contain a description of the affected administrators' goals and objectives related to their continuing professional development. These goals and objectives shall include, but need not be limited to:

A) IMPROVING ADMINISTRATORS' KNOWLEDGE OF INSTRUCTIONAL PRACTICES AND ADMINISTRATIVE PROCEDURES;

B) MAINTAINING THE BASIC LEVEL OF COMPETENCE REQUIRED FOR INITIAL CERTIFICATION; AND

C) IMPROVING SKILLS AND KNOWLEDGE REGARDING THE IMPROVEMENT OF TEACHING PERFORMANCE IN CLINICAL SETTINGS AND ASSESSMENT OF LEVELS OF STUDENT PERFORMANCE.
3) Each Plan shall contain a description of professional education activities, which shall be approved by the school district or cooperative, for addressing the goals and objectives set forth. These approved activities may be applicable to individuals or may be extended to groups of administrators and may include:

A) Attendance at Illinois Administrators' Academy seminars;

B) Attendance at college/university courses and seminars;

C) Participation in state and national conferences of professional organizations;

D) Reading of literature assigned or designated by the district or cooperative;

E) Conducting research;

F) Viewing and/or listening to media materials assigned or designated by the district or cooperative;

G) Working with consultants on projects sponsored by the district or cooperative; and

H) Developing, revising, and updating educational programs related to new professional duties and responsibilities.

4) Each Plan submitted by a school district shall be approved by the local school board. Each Plan submitted by a cooperative shall be approved by its governing board or board of control. Each Plan submitted by a Regional Superintendent shall be signed by such Regional Superintendent.

5) Each Plan shall provide for annual participation by each affected administrator in at least one approved activity which contributes to continuing professional education as outlined in subsection (3), and for at least biennial attendance in a program developed by the Illinois Administrators' Academy.
6) Each Plan shall require that documentation of each administrator's annual participation in approved activities be placed in his or her personnel file and that he or she be provided with a copy of such documentation.

d) Review and Approval of Plans

1) The State Superintendent of Education shall review all Plans submitted pursuant to subsection (b) and shall approve each Plan which conforms to the requirements set forth in subsection (c).

2) The State Superintendent of Education shall reject each Plan which does not conform to the requirements set forth in subsection (c). Upon rejection of its Plan, the school district or cooperative shall revise the Plan to provide for compliance with this Section and shall submit such revised Plan to the State Superintendent within 45 days after receipt of the notice of rejection.

e) Notification Procedures

1) Each school district or cooperative shall notify each affected administrator employed by such entity of the requirements for continuing professional education at the beginning of each school year. Such notification shall include reference to the fact that renewal of the administrative certificate is conditioned on satisfaction of these requirements.

2) Each school district or cooperative shall submit to the State Superintendent of Education by June 30 of each year a statement of assurance that each affected administrator has participated in the activities set forth in the approved Plan for the entity or, should this not be the case, shall identify those administrators who have not done so.

3) The State Superintendent of Education shall identify to each Regional Superintendent of Schools those affected administrators in the respective Educational Service Region who have not participated as required.

4) The State Superintendent of Education shall notify each individual certificate holder who has not participated in the required professional education activity that he or she is deficient in meeting the requirements for the next renewal of his or her administrative certificate and of the
procedures to follow in removing such deficiency in accordance with subsection (f).

5) Each Regional Superintendent of Schools shall register the administrative certificates of those administrators in the Region who have not participated in an approved Plan as required, and shall note the deficiencies, which must be removed by June 30 of the next calendar year in order for the holder to be eligible for renewal. However, no certificate may be renewed if the requirements of this Section have not been met.

f) Removal of Deficiencies

1) Work done to remove deficiencies for one particular year shall not be used to satisfy requirements for any other year.

2) Individuals may remove deficiencies only by:
   
   A) earning 3 semester hours of credit from a recognized institution of higher learning in courses related to the certificate holder's contractual administrative duties; or
   
   B) satisfactorily completing an Administrators' Academy training session.

3) An individual who has removed a deficiency shall present evidence thereof to the school district or cooperative. Such evidence shall consist of either an official university transcript indicating that three semester hours of credit have been earned or a certificate of participation in an Administrators' Academy training session.

4) On June 30 of each year, each school district or cooperative shall notify the State Superintendent of Education of all administrators who have removed deficiencies during that year and of those who have not done so. The State Superintendent shall notify those administrators who failed to remove deficiencies and their respective Regional Superintendents that their certificates may not be renewed.

5) Any administrative decision regarding non-renewal of an individual's administrative certificate may be appealed in accordance with the
provisions of 23 Ill. Adm. Code 480 (Hearings Before the State Teacher Certification Board).

g) Other Administrative Certificate Holders

1) Persons who hold administrative certificates but are not employed in positions requiring such certification shall be required to comply with the requirements of Section 21-7.1 of the School Code starting with the first year in which they accept such employment.

2) Administrative certificates of such persons, if registered annually with a Regional Superintendent of Schools, shall continue to be valid for future employment in positions requiring the administrative certificate.

a) Professional Development Required

Pursuant to Section 21-7.1 of the School Code, renewal of administrative certificates held by public school administrators who are serving in positions requiring administrative certification is contingent upon certificate-holders’ presentation of evidence of continuing professional education. For the purposes of this Section, the terms “continuing professional education” and “continuing professional development” shall be considered synonymous. Renewal of any affected administrative certificate whose period of validity begins on or after July 1, 2003, shall require the certificate-holder’s:

1) preparation of an individual plan for continuing professional development that conforms to the requirements of subsection (b) of this Section and submission of the plan for review as set forth in subsection (f) of this Section (unless the individual is exempted from the requirement for a plan as provided in subsection (c-15) of Section 21-7.1 of the School Code or is subject to the limits on employment set forth in Section 16-118 of the Illinois Pension Code [40 ILCS 5/16-118] and will use the administrative certificate only within those limits);

2) completion of the activities enumerated in the plan (or completion of a reduced quantity of activities as applicable to the validity or remaining validity of the certificate, if subsection (c-15) of Section 21-7.1 of the School Code applies); and
b) Requirements of the Plan

1) Each plan shall include at least three goals developed by the individual administrator related to continuing professional development.

2) Each plan shall include at least five professional development activities that will be completed during the period of the certificate’s validity (see subsection (c) of this Section), for a total of not fewer than 100 continuing professional development hours, unless otherwise provided in subsection (k) of this Section. Each plan shall describe how each of these activities will address one or more of the administrator’s goals, how it will contribute to the achievement of one or more of the Illinois Professional School Leader Standards (see 23 Ill. Adm. Code 29.100), and how it will address one or more of the following purposes:

A) IMPROVING THE ADMINISTRATOR’S KNOWLEDGE OF INSTRUCTIONAL PRACTICES AND ADMINISTRATIVE PROCEDURES;

B) MAINTAINING THE BASIC LEVEL OF COMPETENCE REQUIRED FOR INITIAL CERTIFICATION; AND

C) IMPROVING SKILLS AND KNOWLEDGE REGARDING THE IMPROVEMENT OF TEACHING PERFORMANCE IN CLINICAL SETTINGS AND ASSESSMENT OF LEVELS OF STUDENT PERFORMANCE. (Section 21-7.1 of the School Code)

3) In addition to the activities required under subsection (b)(2) of this Section, each administrator’s plan shall provide for annual completion of a course conducted by the Illinois Administrators’ Academy established pursuant to Section 2-3.53 of the School Code [105 ILCS 5/2-3.53] (see subsection (d) of this Section), resulting in the accumulation of no fewer than 36 continuing professional development hours during the period of
the certificate’s validity, unless otherwise provided in subsection (k) of this Section.

4) Each plan shall identify at least one activity from among those completed pursuant to this Section that will address a need identified in the certificate-holder’s school improvement plan at either the district or the school level or, for a regional administrator, the applicable regional improvement plan.

c) Activities selected to fulfill the requirements of subsection (b)(2) of this Section shall be subject to the provisions of this subsection (c).

1) Activities chosen for this purpose may include but need not be limited to:

A) Completion of college/university courses;

B) Participation in state and national conferences of professional organizations or in workshops, seminars, symposia, or other, similar training events;

C) Teaching college/university courses or making presentations at conferences, workshops, seminars, symposia, or other, similar training events;

D) Providing formal mentoring to one or more other administrators;

E) Independent study; and

F) Other activities related to the Illinois School Leader Standards and other applicable standards (see 23 Ill. Adm. Code 29) such as developing or revising school programs, research, and other, similar projects.

2) For each activity completed, the certificate-holder must either:

A) apply what he or she has learned in his or her practice and create a written record of its application for submission to the responsible reviewer; or
B) disseminate an analysis of what was learned to some other group of educators, including its results, benefits, and/or implications for the needs of one or more districts, schools, or individual administrators.

3) Continuing professional development hours for the activities required by subsection (b)(2) of this Section shall be credited as follows.

A) Fifteen hours shall be credited for each semester hour of college credit earned.

B) One hour shall be credited for each hour of the administrator’s direct participation in a relevant activity other than college coursework, as verified by a log the administrator shall maintain and present to the responsible reviewer, describing what was done with respect to each activity, with dates and amounts of time spent in each case.

d) Administrators’ Academy courses may be used to fulfill the requirements of subsection (b)(2) as well as subsection (b)(3) of this Section.

1) An individual who fails to complete an Administrators’ Academy course in a given year as required by Section 21-7.1(c-10)(2)(B) of the School Code shall be required to complete two courses for each one missed. He or she may make these up at any time during the remainder of the certificate’s validity or while holding a reinstated certificate pursuant to subsection (i)(7) of this Section.

2) Each administrator who completes an Administrators’ Academy course shall receive written, dated verification that indicates the title of the course and the number of hours to be credited toward the applicable requirement.

e) Reviewers, Designees, and Panels

Section 21-7.1(c-10)(3) of the School Code identifies the individual reviewers or review panels that will be responsible for considering the plans of administrators who are subject to the requirements of this Section except that, for assistant regional superintendents, the respective regional superintendents shall serve as
the responsible reviewers. For purposes of this Section, the term “responsible reviewer” includes both individuals and review panels.

1) Each regional superintendent of schools shall establish one or more panels that will be responsible for reviewing the plans of the region’s district superintendents and directors of special education programs, cooperative programs, and State-operated schools.

   A) Each panel shall consist of at least three members and an alternate. No individual shall serve on a panel that reviews his or her plan.

   B) Each member of a panel shall be employed as a district superintendent or director of a special education program, cooperative program, or State-operated school in the region for which the regional superintendent is responsible.

   C) Each panel shall choose one member to serve as facilitator. This individual shall be responsible for providing a signature on behalf of the panel when called for pursuant to this Section.

   D) Panels may conduct their reviews of administrators’ plans electronically, provided that at least three members of a panel participate in the determination as to whether each individual’s plan conforms to the applicable requirements of this Section.

2) The State Superintendent of Education shall establish one or more panels to review the plans of regional superintendents. Each panel shall be made up of three members and an alternate, each of whom shall be a regional superintendent. No regional superintendent shall serve on a panel that reviews his or her plan. The provisions of subsections (e)(1)(C) and (D) of this Section shall apply to the operation of panels under this subsection (e)(2) as well.

3) A responsible reviewer, other than a review panel, may identify one or more designees to assist him or her with this function, provided that each designee shall be an individual who serves in a position requiring administrative certification and is employed by the same entity as the responsible reviewer.
f) Submission and Review of the Plan

Each certificate-holder shall submit his or her plan, in a format specified by the State Board of Education, to the responsible reviewer.

1) An administrator may submit his or her plan during the semester preceding the beginning of the certificate’s period of validity and shall submit the plan no later than 120 days after the beginning of the certificate’s period of validity or after the date on which the individual assumes employment requiring administrative certification, whichever occurs later. An administrator shall not accrue credit for activities that are completed outside the certificate’s period of validity or begin before submission of the plan to the responsible reviewer.

2) The responsible reviewer shall respond within 60 days after receiving an individual’s plan as to whether that plan conforms to the requirements of subsection (b) of this Section. Failure of the responsible review to respond within the required time shall entitle the certificate-holder to request a determination from:

   A) the regional superintendent, if the certificate-holder is other than a regional superintendent or assistant regional superintendent; or

   B) the State Superintendent, if the certificate-holder is serving as a regional superintendent or assistant regional superintendent.

3) Within 30 days after receiving a notice that his or her plan does not conform to the requirements of subsection (b) of this Section, the affected administrator shall either:

   A) revise the plan to provide for compliance with subsection (b) of this Section and resubmit it; or

   B) submit an appeal to the regional superintendent of schools or the State Superintendent of Education, as applicable under subsection (c-10)(4) of Section 21-7.1 of the School Code.

4) The regional superintendent or State Superintendent shall respond to the certificate-holder within 30 days after receipt of an appeal.
A) If the regional superintendent or State Superintendent disagrees with the original determination, the individual’s plan shall stand as originally submitted.

B) If the regional superintendent or State Superintendent agrees with the original determination, the certificate-holder shall submit a revised plan to the original reviewer or review panel.

C) The regional superintendent or State Superintendent shall notify both the certificate-holder and the original reviewer or review panel of his or her determination, using a format made available by the State Board of Education, and shall facilitate any necessary revisions to a plan so that it will be acceptable.

5) Administrators’ plans for continuing professional development and all other documents relating to them shall be considered part of those individuals’ certification files. Each certificate-holder’s file shall be maintained by the responsible reviewer separately from other employee and/or personnel files. Access to these documents shall be limited to the certificate-holder and to the individuals who are responsible for reviewing them pursuant to this Section. Each individual who has access to these documents and the information contained in them shall maintain the confidentiality of the documents and information at all times.
g) Review or Revision of the Plan

1) A certificate-holder may submit proposed revisions to a plan to the responsible reviewer at any time.

2) A certificate-holder shall submit his or her plan to the new responsible reviewer if he or she accepts employment in a different district, special education or cooperative program, or State-operated school, or when he or she assumes or resumes employment requiring the administrative certificate. All activities credited as of the date of submission to a new reviewer shall continue to be credited toward meeting the requirements of this Section, and the new responsible reviewer may indicate that changes are needed to the plan only:

   A) to ensure that the certificate-holder will meet the requirement of subsection (b)(4) of this Section, if that requirement has not already been met; or

   B) to correct an area of noncompliance with the requirements of this Section or Section 21-7.1 of the School Code.

3) The provisions of subsection (e) of this Section shall apply when review of a plan is sought pursuant to subsection (g)(2) of this Section and when revisions to an existing plan are proposed.

h) Evidence of Completion

1) When a certificate-holder has completed any of the activities set forth in his or her plan, he or she may transmit to the appropriate reviewer a copy of the standard format supplied by the State Board of Education for this purpose.

   A) The standard format shall require the certificate-holder to describe how he or she met the requirement of subsection (c-10)(2)(A)(v) of Section 21-7.1 of the School Code for communication, dissemination, or application of the knowledge or skills acquired.
B) For at least one activity completed under either subsection (b)(2) or subsection (b)(3) of this Section, each certificate-holder shall include in his or her evidence of completion an analysis of what was presented or learned in terms of its implications for serving students with disabilities in the least restrictive environment as required by the Individuals with Disabilities Education Act (20 USC 1400 et seq.) and Article 14 of the School Code [105 ILCS 5/Art. 14].

2) The responsible reviewer shall respond to each submission of evidence of completion within 30 days after receiving it.

A) If the reviewer determines that the activity meets an applicable requirement of this Section, the reviewer shall sign the evidence to confirm that the activity has been credited and return it to the certificate-holder. The reviewer shall also maintain a summary in a format provided by the State Board of Education that verifies the certificate-holder’s progress toward fulfillment of the requirements of this Section.

B) If the reviewer determines that the activity does not meet any applicable requirement of this Section, the reviewer shall notify the certificate-holder to this effect.

3) A certificate-holder shall have 30 days to appeal an unfavorable determination by the responsible reviewer with regard to evidence of completion.

A) A certificate-holder other than a regional superintendent of schools or assistant regional superintendent shall submit his or her appeal to the regional superintendent for the region in which he or she is employed. A regional superintendent or assistant regional superintendent shall submit his or her appeal to the State Superintendent of Education. The certificate-holder shall provide a written indication of how the activity in question or the evidence of completion corresponds to an applicable requirement of this Section.
B) The regional superintendent or State Superintendent, as applicable, shall respond to the certificate-holder and the original reviewer within 30 days after receipt of an appeal. If the reviewer at this level disagrees with the original determination, the activity shall be credited toward fulfillment of the requirements of this Section. If the reviewer at this level agrees with the original determination, the certificate-holder shall not receive credit for the activity.

4) Failure of the responsible reviewer to respond within the required time shall entitle the certificate-holder to request a determination from the regional superintendent or the State Superintendent, as applicable under subsection (h)(3)(A) of this Section.

i) Application for Renewal of Certificate

1) During the final year of his or her administrative certificate’s period of validity, each certificate-holder other than a regional superintendent of schools shall request from the responsible reviewer a signed copy of the summary format required pursuant to subsection (h)(2) of this Section, confirming that the certificate-holder has met the requirements of this Section. A certificate-holder who does not make this request by March 1 of the final year may not be able to preserve his or her right of appeal under subsection (j) of this Section.

2) Within 30 days after receipt of a request for verification, the reviewer shall either sign the summary format and provide it to the certificate-holder or provide it unsigned and notify the certificate-holder and the regional superintendent in writing of the basis for refusal to sign.

3) If the reviewer has signed the verification format, the certificate-holder shall enclose it with his or her application for certificate renewal and forward these materials along with the required fee to the regional superintendent of schools. Based on the individual’s compliance with the requirements for certificate renewal set forth in this Section, the regional superintendent shall forward a recommendation for renewal or non-renewal of the administrative certificate to the State Superintendent of Education and notify the certificate-holder in writing of that recommendation.
4) If the reviewer declines to sign the verification format but the certificate-holder believes that he or she is nevertheless eligible for renewal of the certificate, he or she may request the regional superintendent’s reconsideration of his or her eligibility for certificate renewal by submitting, along with the renewal application and the required fee, a letter outlining the basis for his or her assertion of eligibility and evidence supporting it. A certificate-holder who fails to submit this material so as to ensure its receipt by the regional superintendent no later than May 31 may not be able to preserve his or her right of appeal under subsection (j) of this Section.

5) A certificate-holder who is a regional superintendent of schools shall submit the verification format referred to in subsection (h)(2) of this Section to the State Superintendent of Education along with his or her application for certificate renewal and shall deposit the applicable fee in the region’s institute fund.

6) Within 30 days after receiving an application, the State Superintendent of Education shall notify any certificate-holder whose certificate will not be renewed, including the rationale for nonrenewal.

7) An individual whose certificate is not renewed because of his or her failure to complete professional development in accordance with this Section may apply for a reinstated certificate valid for one year. With respect to the year of reinstatement, completion of one Administrators’ Academy course and one or more additional professional development activities meeting the requirements of subsections (b)(2) and (c) of this Section and totaling no fewer than 20 hours shall be required. After the one-year period of validity of the reinstated certificate, the individual shall receive a renewable administrative certificate only if he or she has also made up activities missed during the preceding renewal cycle by completing the requirements of subsection (i)(7)(A) of this Section, subsection (i)(7)(B) of this Section, or both, as applicable.

A) The certificate-holder shall complete two Administrators’ Academy courses for each year during which he or she failed to complete one, if not already made up as discussed in subsection (d)(1) of this Section.
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B) If the certificate-holder failed to complete the applicable number of professional development activities or hours pursuant to subsections (b)(2) and (k) of this Section, he or she shall complete the balance of that requirement and ten additional hours of professional development meeting the requirements of subsections (b)(2) and (c) of this Section.

8) The period of validity of an administrative certificate issued after a year of reinstatement shall be adjusted to coincide with the validity of the holder’s teaching certificate.

i) Appeal to State Teacher Certification Board

Within 14 days after receipt of notice from the State Superintendent that his or her administrative certificate will not be renewed based upon failure to complete the requirements of this Section, a certificate-holder may appeal that decision to the State Teacher Certification Board, using a form made available by the State Board of Education.

1) Each appeal shall state the reasons why the State Superintendent’s decision should be reversed and shall be sent by certified mail, return receipt requested.

A) Appeals shall be addressed to:

State Teacher Certification Board
Secretary
100 North First Street
Springfield, Illinois  62777

B) No electronic or facsimile transmissions will be accepted.

C) Appeals postmarked later than 14 calendar days after receipt of the non-renewal notice will not be processed.

2) In addition to the appeal letter, the certificate-holder may submit the following material when the appeal is filed:
A) evidence that he or she has satisfactorily completed activities set forth in his or her approved certificate renewal plan; and

B) any other relevant documents.

3) The State Teacher Certification Board shall review each appeal regarding renewal of an administrative certificate in order to determine whether the certificate-holder has met the requirements of this Section. The Certification Board may hold an appeal hearing or may make its determination based upon the record of review, which shall consist of:

A) the original reviewer’s rationale for refusing to sign the verification form or otherwise recommending nonrenewal of the certificate;

B) any evidence submitted to the State Superintendent along with the individual’s application for renewal; and

C) the State Superintendent’s rationale for non-renewal of the certificate.

4) If the Certification Board holds an appeal hearing, it may request the certificate-holder to appear before it, in which case no less than ten days’ notice of the date, time, and place of the hearing shall be given to the affected individual.

5) The certificate-holder shall submit to the State Teacher Certification Board such additional information as the Certification Board determines is necessary to decide the appeal.

6) The State Teacher Certification Board shall notify the certificate-holder of its decision regarding certificate renewal by certified mail, return receipt requested, no later than 30 days after reaching a decision.

7) The decision of the State Teacher Certification Board is a final administrative decision and shall be subject to administrative review as set forth in Section 21-24 of the School Code [105 ILCS 5/21-24].
k) Proportionate Reduction; Part-Time Service

The requirements of this Section regarding continuing professional development are subject to reduction in accordance with subsection (c-15) of Section 21-7.1 of the School Code.

1) The requirements of this Section shall be subject to reduction on the same annual basis as provided in subsection (c-15) of Section 21-7.1 of the School Code in relation to years when a certificate-holder is not employed in a position requiring administrative certification.

2) The number of hours required under subsection (b)(2) of this Section shall also be reduced by 50 percent with respect to periods of time when a certificate-holder is serving on an administrative certificate only and performing services for less than 50 percent of the school day or school term, unless the individual is one whose continued retirement status is subject to the limitations of Section 16-118 of the Illinois Pension Code. Each such individual shall be subject only to the requirement for completion of one Administrators’ Academy course for each year during which he or she is employed on the administrative certificate, provided that his or her employment does not exceed the limitations of Section 16-118.

3) Further, special provisions shall apply when an individual is performing services on more than one type of certificate. The certificate used by the individual for 50 percent or more of the school day or school term shall govern the continuing professional development required of the individual with respect to that period of time.

A) Example: An individual who performs duties on the administrative certificate for 60 percent of the time and teaches for 40 percent of the time shall be subject only to the requirements of this Section with regard to continuing professional development.

B) Example: An individual who teaches for 60 percent of the time and performs duties on the administrative certificate for 40 percent of the time shall be subject only to the requirements of Subpart J of this Part with regard to continuing professional development.
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C) Example: An individual who performs services for 50 percent of the time on an administrative certificate and 50 percent of the time on a standard or master teaching certificate shall choose either the requirements of this Section or the requirements of Subpart J of this Part to fulfill. Completion of one set of requirements shall suffice for renewal of both types of certificates.

i) An individual who chooses to fulfill the requirements of this Section shall notify the local professional development committee that is responsible for his or her teaching certificate that he or she will be completing continuing professional development with respect to the administrative certificate.

ii) An individual who chooses to fulfill the requirements of Subpart J of this Part shall notify the reviewer responsible for the administrative certificate that he or she will be completing continuing professional development with respect to a teaching certificate.

l) Section 21-7.1(c-10) of the School Code provides that THOSE PERSONS HOLDING ADMINISTRATIVE CERTIFICATES ON JUNE 30, 2003 WHO ARE RENEWING THOSE CERTIFICATES ON OR AFTER JULY 1, 2003 SHALL BE ISSUED NEW ADMINISTRATIVE CERTIFICATES. The certificates that are subject to this provision include:

1) Limited Supervisory (Type 60);

2) All-Grade Supervisory (Type 61);

3) Limited Elementary Supervisory (Type 62);

4) Limited High School Supervisory (Type 63);

5) Life General Supervisory (Type 70); and

6) Life Supervisory (Type 71).

(Source: Amended at __ 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 with the 2002-2003 academic year, however, passage of those tests shall be required as specified in Section 21-1a(d) of the School Code. Beginning October 1, 2003, each person seeking an initial early childhood, elementary, secondary, or special certificate shall also be required to pass the applicable 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 October 1, 2003) the applicable assessment of professional teaching only if:

1) he or she has not already passed that examination (except that an individual who met all applicable requirements for certification and applied for an initial certificate before October 1, 2003, shall not subsequently be required to take the assessment of professional teaching for that certificate); 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, 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 tests. Upon request, the State Board of Education shall assist individuals in identifying appropriate tests.

(Source: Amended at __ 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 or is subject to the exception stated in Section 25.720(a)(1) of this Part.

d) Except as provided in subsections (c), (e) and (f) of this Section, for each person seeking 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.

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 __ Ill. Reg. _____, effective _____________)

SUBPART K: REQUIREMENTS FOR RECEIPT OF THE STANDARD TEACHING CERTIFICATE

Section 25.900 Applicability of Requirements in this Subpart

Pursuant to Section 21-2(c) of the School Code [105 ILCS 5/21-2(c)], the requirements of this Subpart K shall apply beginning on July 1, 2003, to each holder of an Illinois initial or initial alternative teaching certificate, or an equivalent certificate issued by another state, who has completed four years of teaching and is seeking a standard teaching certificate.

(Source: Added at __ Ill. Reg. _____, effective _____________)

Section 25.905 Choices Available to Holders of Initial Certificates

Pursuant to Section 21-2(c) of the School Code, an individual who is subject to the requirements of this Subpart K shall successfully complete one of the options listed in this Section in order to qualify for a standard teaching certificate. Each affected individual may choose to:

a) COMPLETE A PROGRAM OF INDUCTION AND MENTORING that meets the requirements of Section 25.910 of this Part;

b) COMPLETE AT LEAST FOUR SEMESTER HOURS OF GRADUATE-LEVEL COURSEWORK ON THE ASSESSMENT OF ONE’S OWN PERFORMANCE IN RELATION TO THE ILLINOIS PROFESSIONAL TEACHING STANDARDS (see 23 Ill. Adm. Code 24) that meets the requirements of Section 25.915 of this Part;

c) COMPLETE AT LEAST FOUR SEMESTER HOURS OF GRADUATE-LEVEL COURSEWORK ADDRESSING THE REQUIREMENTS FOR
CERTIFICATION BY THE NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS that meets the requirements of Section 25.920 of this Part:

d) RECEIVE AN ADVANCED DEGREE FROM AN ACCREDITED INSTITUTION OF HIGHER EDUCATION IN AN EDUCATION-RELATED FIELD, provided that the coursework completed meets the requirements of Section 25.925 of this Part;

e) ACCUMULATE 60 CONTINUING PROFESSIONAL DEVELOPMENT UNITS (CPDUS), or such quantity as may be applicable under Section 21-2(c)(2)(E) of the School Code [105 ILCS 5/21-2(c)(2)(E)], by completing selected activities as specified in Section 25.930 of this Part; or

f) COMPLETE A NATIONALLY NORMED, PERFORMANCE-BASED ASSESSMENT, IF SUCH AN ASSESSMENT IS MADE AVAILABLE pursuant to Section 25.940 of this Part.

(Source: Added at __ Ill. Reg. _____, effective _____________)

Section 25.910 Requirements for Induction and Mentoring

Completion of a program of induction and mentoring as a means of qualifying for the standard teaching certificate shall be subject to the requirements of this Section.

a) The program selected by a certificate-holder must have been approved for this purpose by the State Board of Education in consultation with the State Teacher Certification Board. Two or more school districts or other organizations may jointly offer a program of induction and mentoring under this Section. An entity or group of entities that wishes to offer an approved program of induction and mentoring shall submit to the State Superintendent of Education a written plan for the program that conforms to the requirements of Section 21-2(c)(2)(A) of the School Code [105 ILCS 5/21-2(c)(2)(A)]. A program shall be approved if the plan demonstrates that the program will meet the specifications of subsections (b) through (g) of this Section. Entities that were conducting programs of induction and mentoring prior to July 1, 2003, may apply to the State Superintendent under this Section for verification that those programs met the requirements of this Section so that individuals who have completed them may fulfill the requirements of this Subpart K on that basis. The State Board of Education shall annually
publish a list of induction and mentoring programs that have been approved for this purpose.

**b)** A formally trained mentor shall be assigned to assist each new teacher, and no mentor shall be assigned to assist more than five new teachers during any given school year. To the extent possible, mentor teachers shall hold the same type of certificate as the new teachers with whom they will work. Each mentor teacher assigned shall hold, or shall have retired while holding, a standard or master certificate and shall have completed a training program that addresses all the following topics:

1) Content Knowledge and Pedagogy;

2) Adult Learning Theory;

3) Verbal and Non-Verbal Communication Skills;

4) Attributes and Styles of Positive Critiques;

5) Classroom Observation Skills Related to Assessment of Performance;

6) Strategies for Providing Constructive Feedback and Social Support;

7) Problem-Solving Skills; and

8) Formative Assessment and Self-Assessment.

c) Each new teacher shall receive formal mentoring, which may include mentoring conducted electronically, consisting of an established sequence of sessions no less than two school years in duration. The planned sequence for each teacher shall comprise no fewer than three episodes of observation, which may be conducted using videoconferencing or videotaping, that include preparation with the mentor teacher prior to observing the new teacher in the classroom; observation of the new teacher’s teaching practice; and provision of feedback, suggestions, and techniques to the recipient teacher in response to each period of observation.

d) The program shall afford mentor teachers and new teachers systematic opportunities for contact with each other so that new teachers will receive professional and social support in the school environment. The program shall
include a formal mechanism for orienting new teachers to the school improvement and professional development plans that apply and for assisting them in understanding their respective employers’ expectations with regard to the Illinois Professional Teaching Standards and the relevant content-area standards.

e) New teachers shall be afforded at least one opportunity during each semester to participate in professional development opportunities that involve:

1) observing teaching practice modeled by experienced teachers and discussing selected aspects of teaching practice with these teachers; or

2) participating in workshops, conferences, symposia, seminars, or other, similar training events that are designed to increase teachers’ knowledge and skills with respect to the Illinois Professional Teaching Standards or the content-area standards that apply to their respective areas of certification or assignment.

f) The program shall require formative assessment of new teachers’ professional development. The mentor teacher shall participate in formative assessment by providing written feedback after observing the teaching performance of the new teacher and by providing written analysis of written materials prepared by the new teacher. The new teacher shall participate in formative assessment by preparing at least one written reflection on his or her teaching practice for each quarter of a school year, for review by the mentor teacher. New teachers’ written reflections shall be required to focus on relevant aspects of the Illinois Professional Teaching Standards (see 23 Ill. Adm. Code 24) and the content-area standards that apply to their assignments and areas of certification and to issues identified in the feedback received from mentor teachers.

g) Each plan for an induction and mentoring program shall include a specific method for collecting and maintaining information that will permit evaluation of the program and will contribute to an overall assessment of the effectiveness of induction and mentoring. For each program, at least the following information shall be collected and supplied to the State Board of Education upon request:

1) the length of time during which recipients of the program remain employed as teachers (if known) or remain employed as teachers in the district where mentoring and induction were received;
Section 25.915 Requirements for Coursework on the Assessment of One’s Own Performance

Completion of at least four semester hours of graduate-level coursework on the assessment of one’s own performance as a means of qualifying for the standard teaching certificate shall be subject to the requirements of this Section.

a) Only coursework offered by AN ACCREDITED INSTITUTION OF HIGHER EDUCATION, BY SUCH AN INSTITUTION IN PARTNERSHIP WITH A TEACHERS’ ASSOCIATION OR UNION OR WITH A REGIONAL OFFICE OF EDUCATION, OR BY ANOTHER ENTITY AUTHORIZED TO ISSUE
COLLEGE CREDIT shall qualify for this purpose. (Section 21-2(c)(2)(B) of the School Code [105 ILCS 5/21-2(c)(2)(B)])

b) An eligible entity that offers or plans to offer coursework that will result in candidates’ eligibility for the standard teaching certificate shall submit to the State Superintendent of Education a syllabus, course description, or other material demonstrating that the coursework includes the activities required by Section 21-2(c)(2)(B) of the School Code.

c) The State Board of Education, in consultation with the State Teacher Certification Board, shall approve coursework for this purpose if the syllabus demonstrates that its successful completion will involve observation, review, and analysis of each participant’s teaching practice, as well as demonstration of professional expertise on the part of each participant in reflecting on his or her own practice, in accordance with the requirements of this subsection (c).

1) Each participant’s teaching practice shall be observed on at least one occasion, either in person or through videoconferencing or videotapes, either by the course instructor or by a designee identified by the instructor who:

   A) holds, or at the time of his or her retirement held, a standard or master teaching certificate; or

   B) has completed training covering the topics listed in Section 25.910(b) of this Part; or

   C) in the judgment of the course instructor, has the knowledge and skills required in order to provide appropriate feedback to new teachers regarding their teaching practice.

2) Each participant shall assemble sufficient written lesson plans, assignments to students, samples of students’ work responding to the assignments, and assessment instruments used with respect to the assignments to provide evidence of his or her performance with respect to all the standards set forth in 23 Ill. Adm. Code 24.100(a) through (i), provided that the material required by this subsection (c)(2) shall be presented for no fewer than two separate lessons, at least one of which is the subject of an observation conducted pursuant to subsection (c)(1) of
this Section. The participant shall also provide a written discussion of how the material assembled relates to each of the Illinois Professional Teaching Standards referred to in this subsection (c)(2), with emphasis on the aspects listed in Section 21-2(c)(2)(B)(ii) of the School Code [105 ILCS 5/21-2(c)(2)(B)(ii)]. In using students’ work for this purpose, participants shall ensure that students are not identifiable or shall obtain consent for the release of the students’ work in keeping with the requirements of the Illinois School Student Records Act [105 ILCS 10] and the rules for Student Records (see 23 Ill. Adm. Code 375).

3) The course instructor or a designee who meets the requirements of subsection (c)(1) of this Section shall review the documentation submitted by the participant and provide written feedback regarding the new teacher’s strengths and weaknesses, factors to consider, and techniques with potential for improving the new teacher’s practice.

4) For each of the two lessons documented under subsection (c)(2) of this Section, each participant shall prepare his or her own written analysis of the strengths and weaknesses revealed by the applicable documentation and the implications of that analysis for improving his or her teaching in relation to the Illinois Professional Teaching Standards.

5) The grades issued to participants in the coursework shall reflect the instructor’s assessment of the participants’ performance in reviewing, analyzing, and reflecting on their own practice, rather than the instructor’s assessment of the participants’ performance as teachers.

d) As evidence of completion, the candidate for a standard certificate shall submit to the responsible LPDC a grade report or official transcript issued by the institution or other entity offering the coursework, indicating that the individual passed the course or courses.

e) No course that has not been approved pursuant to subsections (b) and (c) of this Section shall be advertised as leading to eligibility for the standard teaching certificate under this Section.

f) An eligible Illinois entity that offered coursework relevant to this Section prior to July 1, 2003, may apply to the State Superintendent, based on the submission of material meeting the requirements of subsection (b) of this Section, for
verification that the coursework met the requirements of this Section so that
individuals who have completed it may fulfill the requirements of this Subpart K
on that basis. An individual who wishes to use coursework completed in another
state to fulfill the requirements of this Section shall submit to the State
Superintendent of Education a course description or syllabus. Based upon a
comparison of the course’s content with the requirements of this Section and
Section 21-2(c)(2)(B) of the School Code, the State Superintendent shall
determine whether the out-of-state course is equivalent and notify the candidate
as to whether the course will be accepted.

(Source: Added at __ Ill. Reg. _____, effective _____________)

Section 25.920 Requirements for Coursework Related to the National Board for Professional
Teaching Standards (NBPTS)

Completion of at least four semester hours of graduate-level coursework related to the
requirements for certification by the NPBTS as a means of qualifying for the standard teaching
certificate shall be subject to the requirements of this Section.

a) Only coursework offered by AN ACCREDITED INSTITUTION OF HIGHER
EDUCATION, BY SUCH AN INSTITUTION IN PARTNERSHIP WITH A
TEACHERS’ ASSOCIATION OR UNION OR WITH A REGIONAL OFFICE
OF EDUCATION, OR BY ANOTHER ENTITY AUTHORIZED TO ISSUE
COLLEGE CREDIT shall qualify for this purpose. (Section 21-2(c)(2)(C) of the
School Code [105 ILCS 5/21-2(c)(2)(C)])

b) An eligible entity that offers or plans to offer coursework that will result in
candidates’ eligibility for the standard teaching certificate shall submit to the
State Superintendent of Education a syllabus, course description, or other material
demonstrating that the coursework addresses the five “core propositions” that
guide the National Board’s certification initiatives: the need for high and rigorous
standards; reliance on performance-based assessments; acknowledgment of the
complexity of teaching; the importance of quality assurance and professional
accountability; and the potential for influencing change within the educational
system.

c) The State Board of Education, in consultation with the State Teacher Certification
Board, shall approve coursework for this purpose if the syllabus demonstrates that
its successful completion will involve observation, review, and analysis of each
participant’s teaching practice in light of applicable standards, as well as demonstration of professional expertise on the part of each participant in reflecting on his or her own practice.

1) These required elements may be provided either by means of the activities described in Section 25.915(c)(1) through (c)(4) of this Part or by using another sequence of activities that is designed to provide beginning teachers with direct feedback from experienced teachers and a structure for reviewing their own teaching in light of this feedback and in light of their students’ performance.

2) The grades issued to participants in the coursework shall reflect the instructor’s assessment of the participants’ performance in reviewing, analyzing, and reflecting on their own practice, rather than the instructor’s assessment of the participants’ performance as teachers.

d) As evidence of completion, the candidate for a standard certificate shall submit to the responsible LPDC a grade report or official transcript issued by the institution or other entity offering the coursework, indicating that the individual passed the course or courses.

e) No course that has not been approved pursuant to subsections (b) and (c) of this Section shall be advertised as leading to eligibility for the standard teaching certificate under this Section.

f) An eligible Illinois entity that offered coursework relevant to this Section prior to July 1, 2003, may apply to the State Superintendent, based on the submission of material meeting the requirements of subsection (b) of this Section, for verification that the coursework met the requirements of this Section so that individuals who have completed it may fulfill the requirements of this Subpart K on that basis. An individual who wishes to use coursework completed in another state to fulfill the requirements of this Section shall submit to the State Superintendent of Education a course description or syllabus. Based upon a comparison of the course’s content with the requirements of this Section and Section 21-2(c)(2)(C) of the School Code, the State Superintendent shall determine whether the out-of-state course is equivalent and notify the candidate as to whether the course will be accepted.

(Source: Added at __ Ill. Reg. _____, effective _____________)
Section 25.925  Requirements Related to Advanced Degrees

Qualification for the standard teaching certificate based upon receipt of an advanced degree in an education-related field shall be subject to the requirements of this Section.

a) For purposes of this Section, an “advanced degree” is a master’s degree, a doctoral degree, a certificate of advanced study, or an education specialist that is earned by the individual either while he or she holds an initial teaching certificate or prior to his or her receipt of that certificate.

b) For purposes of this Section, an “education-related field” is one related to the requirements for the early childhood, elementary, secondary, special, or special preschool-age 21 certificate, the school service personnel certificate, the administrative certificate, or any endorsement available on any of these certificates pursuant to the rules of the State Board of Education (see 23 Ill. Adm. Code 23, 23 Ill. Adm. Code 24, 23 Ill. Adm. Code 25, 23 Ill. Adm. Code 26, 23 Ill. Adm. Code 27, and 23 Ill. Adm. Code 29) or the policies of the State Board of Education related to certification in special education under the federal court order of August 15, 2001, in the matter of Corey H., et al., v. Board of Education of the City of Chicago, et al.)

c) Regardless of the degree earned, AT LEAST EIGHT SEMESTER HOURS OF GRADUATE-LEVEL CREDIT MUST BE EARNED BY THE CERTIFICATE-HOLDER FOR COURSEWORK THAT WOULD COUNT TOWARD A DEGREE, CERTIFICATE, OR ENDORSEMENT IN A TEACHING FIELD [105 ILCS 5/21-2(c)(2)(D)].

d) As evidence of completion, the candidate for a standard certificate shall submit to the responsible LPDC an official transcript showing that the degree was issued and that the requirements of subsection (c) of this Section were met.

(Source: Added at __ Ill. Reg. _____, effective _____________)

Section 25.930  Requirements for Continuing Professional Development Units (CPDUs)

The applicability of CPDUs toward receipt of the standard teaching certificate shall be subject to the requirements of this Section and Section 25.935 of this Part.
a) Each candidate for the standard certificate shall be required to accumulate 60 CPDUs in conformance with this Section, unless the candidate held an initial teaching certificate on August 10, 2002. A candidate who held an initial teaching certificate on that date shall be required to accumulate:

1) 45 CPDUs, if at least three but fewer than four years of teaching time remain on the initial certificate as of July 1, 2003, calculated by including the time when the certificate remains valid between the candidate’s completion of four years of teaching experience and the following June 30 (see Section 25.11(d)(4) of this Part);

2) 30 CPDUs, if at least two but fewer than three years of teaching time remain on the initial certificate as of July 1, 2003, calculated by including the time between the candidate’s completion of four years of teaching experience and the following June 30; or

3) 15 CPDUs, if at least one year but fewer than two years of teaching time remain on the initial certificate as of July 1, 2003, calculated by including the time between the candidate’s completion of four years of teaching experience and the following June 30.

b) AT LEAST ONE-HALF THE CPDUS A PERSON MUST ACCRUE IN ORDER TO QUALIFY FOR A STANDARD TEACHING CERTIFICATE MUST BE EARNED THROUGH COMPLETION OF COURSEWORK, WORKSHOPS, SEMINARS, CONFERENCES, AND OTHER SIMILAR TRAINING EVENTS THAT ARE PRE-APPROVED BY THE STATE BOARD OF EDUCATION, IN CONSULTATION WITH THE STATE TEACHER CERTIFICATION BOARD, FOR THE PURPOSE OF REFLECTION ON TEACHING PRACTICES IN ORDER TO ADDRESS ALL OF THE ILLINOIS PROFESSIONAL TEACHING STANDARDS. (Section 21-2(c)(3) of the School Code [105 ILCS 5/21-2(c)(3)]).

c) The activities selected by a certificate-holder pursuant to subsection (b) of this Section shall conform to the requirements of clauses (A) through (D) of Section 21-2(c)(3) of the School Code [105 ILCS 5/21-2(c)(3)] and may have been completed at any time while the individual held an initial teaching certificate.

d) Any school district, nonpublic school, cooperative or joint agreement, regional office of education, institution of higher education, teacher union or professional
association, non-profit organization or corporation, for-profit entity, member of the International Association for Continuing Education and Training (IACET), or individual may apply for approval to offer activities that will be creditable under this Section. Each application shall include at least the following information:

1) a description of the organization’s or individual’s experience in providing training of a similar nature;

2) the qualifications that will be required of presenters who conduct the activities;

3) the specific standards proposed to be addressed in each activity; and

4) an outline, syllabus, videotape, or other descriptive material that demonstrates how each activity will fulfill the requirements and offer the components required by Section 21-2(c)(3) of the School Code.

e) The State Board of Education, in consultation with the State Teacher Certification Board, shall approve the provision of an activity for purposes of this Section if the application provides evidence that:

1) the activity will be presented or conducted by persons with education and experience in assisting teachers to focus on the fundamental aspects of their teaching practice, including:

   A) knowledge of content and pedagogy;

   B) assessment of students’ learning and provision of timely and effective feedback to them;

   C) classroom management strategies;

   D) development of instructional goals;

   E) design and delivery of instruction; and

   F) reflection on and analysis of teaching practice and success in assisting students to reach instructional goals.
2) The application demonstrates that the activity will address one or more of the Illinois Professional Teaching Standards or the content-area standards that are relevant to the participating teachers’ areas of certification and assignment.

3) The application demonstrates that the activity requires performance on the part of each participating teacher with respect to reflecting on his or her own teaching practice.

4) The applicant provides assurances that attendance records for the activity will be maintained for a period of not less than five years and each participant will receive evidence of completion in a standard format required by the State Board of Education.

f) A certificate-holder may use one activity or several activities to fulfill the requirements of this Section, provided that all applicable standards are addressed. A certificate-holder who chooses this method of qualifying for the standard certificate shall use a standard format (matrix) made available by the State Board of Education to correlate the activities completed with the standards they addressed. In addition, the certificate-holder shall prepare a brief written statement describing new knowledge or skills he or she has gained as a result of each activity completed.

g) ONE CPDU SHALL BE AVAILABLE FOR EACH HOUR OF DIRECT PARTICIPATION BY A HOLDER OF AN INITIAL TEACHING CERTIFICATE IN A QUALIFYING ACTIVITY under this Section. (Section 21-2(c)(3)(E) of the School Code [105 ILCS 5/21-2(c)(3)(E)])

h) The balance of the CPDUs an individual is required to accrue in combination with those earned pursuant to subsection (f) of this Section may be earned by completing activities chosen from among those described in Section 25.935 of this Section.

(Source: Added at __ Ill. Reg. _____, effective ______________)

Section 25.935 Additional Activities for Which CPDUs May Be Earned

At the option of the certificate-holder, CPDUs in addition to those required under Section 25.930(b) of this Part may be earned for activities under this Section to complete the total
number needed by the individual. The permissible activities, the number of CPDUs to be credited for each, and the required evidence of completion for each shall be as described in Section 25.875(b), (c), (f), (g), (j), (l), (m), (n), (o), (s), (t), (u), (v), (w), (x), and (y) of this Part and in subsections (a) and (b) of this Section. In addition to the specific requirements described in those provisions, the evidence of completion required for each of the activities shall include a brief written statement prepared by the certificate-holder which summarizes the activity or experience, discusses the skills and/or knowledge acquired, and indicates, where applicable, how the skills or knowledge will be applied in the context of the participant’s teaching. Alternatively, if the certificate-holder determines that the experience has not yielded knowledge or skills that can be used in his or her teaching, he or she shall indicate that fact and briefly explain why this is the case. Activities shall only be creditable under this Section if completed while the individual held an initial certificate or a comparable certificate issued by another state or territory.

a) COMPLETING NON-UNIVERSITY CREDIT DIRECTLY RELATED TO STUDENT ACHIEVEMENT, THE ILLINOIS PROFESSIONAL TEACHING STANDARDS, OR CONTENT-AREA STANDARDS [105 ILCS 5/21-2(c)(4)(C)(i)]; PARTICIPATING IN OR PRESENTING AT WORKSHOPS, SEMINARS, CONFERENCES, INSTITUTES, AND SYMPOSIUMS [105 ILCS 5/21-2(c)(4)(C)(ii)]

1) Definitions

A) Attendance at and participation in a conference, workshop, institute, seminar, symposium, or other similar training event that is organized by an entity approved pursuant to Section 25.855 or Section 25.860 of this Part and addresses student achievement and/or one or more of the standards set forth in the rules of the State Board of Education at 23 Ill. Adm. Code 24, 26, or 27 (Standards for All Illinois Teachers; Standards for Certification in Early Childhood Education and in Elementary Education; and Standards for Specific Teaching Fields) or the policies of the State Board of Education related to certification in special education described in Section 25.925(b) of this Section.

B) Making a presentation at a conference, workshop, institute, seminar, symposium, or other similar event whose goal is the improvement of teaching skills and knowledge.
2) Credit: One CPDU shall be credited for each hour of a certificate-holder’s attendance or participation. Eight CPDUs shall be credited for an individual’s first presentation of a given topic; three CPDUs shall be credited for a subsequent presentation of the same topic.

3) Evidence of Completion

A) For attendance: The standard form issued by the provider at the conclusion of the session or event pursuant to Section 25.865 of this Part, including a statement regarding how the certificate-holder will use what he or she learned in the context of his or her teaching; and the program prepared by the entity sponsoring or conducting the event, indicating the topics covered and the length of time devoted to each.

B) For presentation: The program prepared by the entity sponsoring or conducting the event, identifying the certificate-holder as presenter in a topic area relevant to his or her certification or teaching assignment.

b) PARTICIPATING IN STUDY GROUPS RELATED TO STUDENT ACHIEVEMENT, THE ILLINOIS PROFESSIONAL TEACHING STANDARDS, OR CONTENT-AREA STANDARDS [105 ILCS 5/21-2(c)(4)(D)(iii)]

1) Definition: Attendance at and participation in no fewer than two-thirds of the meetings of a group that investigates one or more aspects of student achievement, the Illinois Professional Teaching Standards, or the content-area standards relevant to its members in a series of regular, structured, collaborative interactions with a view to improving the members’ practice or related outcomes among their students.

2) Credit: Six CPDUs shall be credited per semester in which the individual attends three to five meetings; eight CPDUs shall be credited per semester in which the individual attends six or more meetings.

3) Evidence of Completion: A written statement of purpose for the group; a list of the group’s members; and summaries of the meetings showing attendance by the certificate-holder.
Section 25.940 Examination

The State Board of Education, in consultation with the State Teacher Certification Board, may identify and make available a nationally normed, performance-based assessment of whether candidates’ induction to the profession of teaching has advanced their command of appropriate teaching practices and strategies and contributed to the professional judgment required for designing educational experiences to meet the diverse needs of students. If an examination is made available pursuant to this Section, the State Board of Education shall notify all Illinois school districts and other entities that employ teachers, all Illinois institutions of higher education that prepare educational personnel, and the teachers’ professional associations or unions to this effect. This notification shall include:

a) identification of the examination whose successful completion will be a means of qualifying for a standard teaching certificate;

b) the schedule for the first year of administration of that examination;

c) how prospective candidates may obtain information about registration; and

d) the cost to the candidate of participating in the examination, which shall not exceed the cost of the coursework described in Section 25.915 of this Part.

Section 25.945 Procedural Requirements

a) In order to qualify for a standard teaching certificate, a holder of an initial teaching certificate shall choose one of the methods described in Section 25.905 of this Part. No later than two years after receiving an initial certificate or January 1, 2004, whichever occurs later, he or she shall provide written notification of the method chosen to the local professional development committee (LPDC) established pursuant to Section 25.845 of this Part that is responsible for the type of certificate held or, if applicable, to the regional superintendent who is considered to be the LPDC for holders of standard certificates in similar employment pursuant to Section 25.815(a) of this Part.
b) The responsible LPDC shall respond within 60 days after receiving written notification from an individual as to whether the method he or she has chosen is acceptable as a means of qualifying for a standard teaching certificate. If the individual has chosen a method not in conformance with Section 21-2(c) of the School Code and this Subpart K, the committee’s response shall inform the individual of the nature of the method’s nonconformance so that he or she may select a method that, upon successful completion, will contribute towards the acquisition of a standard teaching certificate.

c) A PERSON MUST COMPLETE HIS OR HER CHOSEN REQUIREMENT BEFORE THE EXPIRATION OF HIS OR HER INITIAL TEACHING CERTIFICATE AND MUST SUBMIT EVIDENCE OF HAVING DONE SO TO THE LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE. [105 ILCS 5/21-2(c)(5)] The required evidence of completion shall be as specified in Sections 25.910, 25.915, 25.920, 25.925, 25.930, 25.935, and 25.940 of this Part, as applicable to the requirement chosen.

d) WITHIN 30 DAYS AFTER RECEIPT OF A PERSON’S EVIDENCE OF COMPLETION, THE LPDC SHALL FORWARD THE EVIDENCE OF COMPLETION TO THE RESPONSIBLE REGIONAL SUPERINTENDENT OF SCHOOLS, ALONG WITH THE LPDC’S RECOMMENDATION, BASED ON THAT EVIDENCE, AS TO WHETHER THE PERSON IS ELIGIBLE TO RECEIVE A STANDARD TEACHING CERTIFICATE. Concurrently, THE LPDC SHALL PROVIDE A COPY OF THIS RECOMMENDATION TO THE AFFECTED PERSON. [105 ILCS 5/21-2(c)(5)]

e) Upon receipt of notification by the LPDC that a recommendation has been forwarded to the regional superintendent, the certificate-holder shall submit to the regional superintendent his or her application for a standard certificate, along with the fee required pursuant to Section 21-12 of the School Code [105 ILCS 5/21-12].

f) THE REGIONAL SUPERINTENDENT OF SCHOOLS SHALL REVIEW THE EVIDENCE OF COMPLETION SUBMITTED BY A PERSON AND, BASED UPON COMPLIANCE WITH ALL OF THE REQUIREMENTS FOR RECEIPT OF A STANDARD TEACHING CERTIFICATE, including the completion of four years of teaching, SHALL FORWARD TO THE STATE BOARD OF EDUCATION A RECOMMENDATION FOR ISSUANCE OR NON-ISSUANCE. Concurrently, THE REGIONAL SUPERINTENDENT SHALL
NOTIFY THE AFFECTED PERSON OF THE RECOMMENDATION forwarded. [105 ILCS 5/21-2(c)(5)] Using a format prescribed by the State Board of Education, the regional superintendent shall forward his or her recommendation regarding a particular individual, as well as the LPDC’s recommendation, within 30 days after receiving the LPDC’s recommendation regarding that person. The regional superintendent shall be responsible for retaining the evidence of completion submitted with respect to applicants for standard certification in accordance with the requirements of the Local Records Act [50 ILCS 205].

\[g\] If the regional superintendent’s recommendation with regard to any person is to deny issuance of the standard teaching certificate:

1) the regional superintendent shall state his or her rationale for the recommendation;

2) the individual’s copy of the regional superintendent’s notification shall be sent by certified mail, return receipt requested; and

3) the regional superintendent shall return the application fee with the notification.

\[h\] UPON REVIEW OF REGIONAL SUPERINTENDENTS’ RECOMMENDATIONS, including any rationales provided pursuant to subsection (g)(1) of this Section, and the respective applications for certification, THE STATE BOARD OF EDUCATION SHALL ISSUE STANDARD TEACHING CERTIFICATES TO THOSE WHO QUALIFY AND SHALL NOTIFY IN WRITING, via certified mail, return receipt requested, PERSONS AFFECTED BY THE DENIAL OF STANDARD TEACHING CERTIFICATES. [105 ILCS 5/21-2(c)(5)] Each notification shall include a rationale for the State Board’s refusal to issue a standard certificate.

\[i\] Within 14 days after receipt of notice that the State Board of Education has denied him or her a standard teaching certificate based on failure to meet the requirements of this Subpart K, a certificate-holder may appeal that decision to the State Teacher Certification Board, using a form made available by the State Board of Education.
1) Each appeal shall state the reasons why the State Board’s decision should be reversed and shall be sent by certified mail, return receipt requested.

A) Appeals shall be addressed to:

State Teacher Certification Board
Secretary
100 North First Street
Springfield, Illinois  62777

B) No electronic or facsimile transmissions will be accepted.

C) Appeals postmarked later than 14 calendar days after receipt of notifications of denial will not be processed.

2) In addition to the appeal form, the certificate-holder may submit the following material when the appeal is filed:

A) evidence that he or she has satisfactorily completed one of the options outlined in this Subpart K as a means of qualifying for the standard teaching certificate; and

B) any other relevant documents.

i) Upon receipt of an appeal, the State Teacher Certification Board shall request the record of review from the State Superintendent of Education for consideration at its next available meeting. In reviewing the appeal, the Certification Board may hold an appeal hearing or may make its determination based upon the record of review, which shall consist of:

1) the individual’s application for a standard certificate;

2) the rationale for the State Board’s refusal to issue a standard certificate;

3) the available evidence of completion;

4) the appeal form; and
5) any additional information submitted by the individual to support the appeal.

k) If the Certification Board holds an appeal hearing, it may request the certificate-holder to appear before it, in which case no less than ten days’ notice of the date, time, and place of the hearing shall be given to the affected individual.

l) The certificate-holder shall submit to the State Teacher Certification Board such additional information as the Certification Board determines is necessary to decide the appeal.

m) The State Teacher Certification Board shall notify the certificate-holder of its decision regarding the issuance of a standard certificate by certified mail, return receipt requested, no later than 30 days after reaching a decision.

n) The decision of the State Teacher Certification Board regarding an appeal is a final administrative decision and shall be subject to administrative review as set forth in Section 21-24 of the School Code [105 ILCS 5/21-24].

(Source: Added at __ Ill. Reg. _____, effective _____________)