TO:  Illinois State Board of Education

FROM:  Christopher A. Koch, Ed.D., State Superintendent of Education
        Linda Tomlinson, Assistant Superintendent
        Darren Reisberg, General Counsel

Agenda Topic:  Action Item:  Rules for Initial Review – Part 25 (Certification)

Materials:  Recommended Rules

Staff Contacts:  Linda Jamali and Patrick Murphy, Division Administrators

Purpose of Agenda Item
The purpose of this agenda item is to present the proposed amendments to Part 25 for the Board's initial review.

Relationship to/Implications for the State Board’s Strategic Plan
This item of rulemaking relates to Goal 2, highly prepared and effective teachers and school leaders, in that it involves improvements in numerous provisions related to the preparation and certification of educational personnel.

Expected Outcome of Agenda Item
The Board will be asked to adopt a motion authorizing the solicitation of public comment on the proposed amendments.

Background Information
These amendments encompass numerous aspects of these rules and include many changes that are intended to strengthen the requirements for various credentials, streamline processes, or achieve greater consistency. An overview of these is presented below, organized chiefly according to the order in which the rules appear. In the interest of avoiding unnecessary repetition, context that can easily be gleaned from the affected rules has not been restated in detail here.

Subpart A: Definitions

Section 25.10 is being clarified to avoid an unintended discrepancy with Section 25.425 relative to individuals prepared in institutions of higher education outside the United States.

Subpart B: Certificates

In Sections 25.25 and 25.37, requirements for discrete courses are being introduced with regard to methods of teaching reading and the identification of students with disabilities. Further, flexibility is being introduced into Section 25.25 to accommodate experienced out-of-state teachers who were not required to complete student teaching.

Sections 25.65 and 25.67 are being revised to require the teaching assignment that forms part of an alternative route to certification to be completed in a public school or, in the case of the early childhood certificate, in a setting where certification is required.
The need to state explicitly the long-standing requirement for work experience to have been gained outside the field of education was overlooked when Section 25.70 was most recently revised. That omission is now being remedied. An update is also being made to reference new material being added as Sections 25.485-490 (discussed below).

A new Section 25.72 is being added to provide focus for the three semester hours of college credit that are required under Section 21-10 of the School Code for each year’s renewal of the temporary provisional vocational certificate. In future, this coursework will only be accepted if it relates directly to the certificate-holder’s teaching assignment. (Since there has not previously been a rule on this subject, any three semester hours have been counted as fulfilling this requirement.)

In Section 25.100, the requirements for the issuance of endorsements are being made more stringent. Beginning in 2011, coursework passed with a grade of “D” will no longer be accepted. In addition, the option for presenting either an earned major or a “constructed” major and receiving an endorsement without passing the content-area test will be eliminated. With regard to adding designations in the sciences and social sciences, a requirement for the completion of coursework is being added. New requirements for the endorsement in safety and driver education are being added. Several provisions whose implementation is now complete are being deleted, and other technical updates are being made.

The changes in Section 25.105 will perpetuate the availability of the temporary substitute teaching permit that was developed specifically in response to Hurricane Katrina. The rule will now be stated in general terms so that it can be available in similar future situations, should any arise.

**Subpart C: Approving Programs that Prepare Professional Educators in the State of Illinois**

Certain timelines associated with accreditation reviews are being revised in Section 25.115.

In Section 25.125, provision is being made for the potential need to send institutional review teams to other states where “parent” institutions are located, and requirements are being inserted so that institutions not accredited by NCATE (i.e., those where a visit is conducted by a “state team”) will bear part of the costs associated with their visits.

A new Section 25.130 has been developed to provide a mechanism for a review and intervention when issues with one or more preparation programs or an educational unit become apparent in the interval between regularly scheduled reviews. The provisions of this new rule will enhance the institutions’ accountability and afford a means by which problems can be addressed promptly.

In Section 25.145, several timelines are being lengthened to accommodate the level of staffing resources that the agency is able to devote to this function.

Section 25.160 is being updated to include a positive outcome achieved under Section 25.130 among the instances in which the State Superintendent does not need to await a response from the affected institution.

The wording change in Section 25.165 is being made for the sake of completeness.
Subpart D: School Service Personnel

In Sections 25.215, 25.225, and 25.235, revisions are being made in the requirements for experience that complements the professional preparation of school social workers, school counselors, and school psychologists, respectively. These are generally intended to accommodate what is typically required by other states so that the movement of out-of-state educators into Illinois will not be hampered. The revision in Section 25.227 is being made for the sake of clarity only.

The change being made in Section 25.275 is a technical one comparable to the update being made in Section 25.70. That is, several new Sections that are being added as part of this rulemaking to implement various statutes need to be referenced in Section 25.275(l)(2).

Subpart E: Requirements for the Certification of Administrative and Supervisory Staff

In Section 25.313, language is being added to reflect the intent of the legislation that established the alternative route to administrative certification (Section 21-5d of the School Code), i.e., to accommodate managers who wished to change careers and enter the educational field. We do not consider it appropriate for individuals who are already certified as principals to use this alternative route as a short-cut to the superintendent’s endorsement. The present amendment will clarify the intent by defining “management field” to exclude educational management and thus will make the alternative route available only to individuals with management experience outside education.

A reference to new Sections 25.485-490 is being inserted into Section 25.315(f)(7) for the sake of completeness, as discussed elsewhere also.

The requirements for experience that are stated in Section 25.335 with regard to the general administrative endorsement are intended to ensure that the necessary experience will have been gained after the completion of relevant professional preparation.

Technical updates are being made in Section 25.360 with respect to requirements for the superintendent’s endorsement.

The requirements for receiving an endorsement as director of special education (Section 25.365) are being strengthened and made more relevant to the role of this administrator in the current cross-categorical environment.

Subpart F: General Provisions

The change in the statutory citation in Section 25.400(c) represents a technical correction only.

The revisions to Section 25.425 are being made for the sake of clarity.

Material is being added to Section 25.427 to capture a long-standing policy that has not yet been stated as a rule.
Section 25.444 is being amended comprehensively, in part to reflect changes in Section 21-27 of the School Code that were made by P.A. 95-996. That legislative initiative made several changes in the Illinois Teaching Excellence Program, including:

- making certain retired individuals eligible to receive incentive payments for providing mentoring and professional development;
- making all the same services eligible for compensation, regardless of the characteristics of the school district that employs the recipient teachers or counselors;
- specifying that teachers and counselors may agree to, and receive payment for, an increment of 30 hours of service rather than 60 hours; and
- adding a variety of “candidate support” payments to the program and specifying the order of priority to be assigned to these when the appropriation is insufficient to cover all.

Additional revisions being introduced at this time are intended to focus the program so that, where employment is required, the funds will be used to compensate individuals who are working full time for the entire school year.

An exception is being made to one of the requirements stated in Section 25.464 to help districts receive short-term authorization to assign individuals when unforeseen circumstances arise.

Extensive new material is being provided in Sections 25.485-25.490 to address in detail each of a group of statutorily identified circumstances in which an applicant may be ineligible for the certification action requested. Each of these Sections rests on a particular underlying statute and discusses the material that an affected individual can submit in order to remove the impediment in question so that the requested certificate, endorsement, etc., can be issued. These provisions will assist in carrying out ISBE’s obligations under these various statutes.

The repeal of Section 25.493 reflects the fact that no internships are being conducted as described in that Section.

Subpart G: The Utilization of Paraprofessionals and Other Noncertificated Personnel

Several updates are being made to Section 25.510 on the approval of paraprofessionals. These will aid in distinguishing individuals employed as professionals from volunteers; acknowledge the fact that the Illinois Community College Board does not approve any paraprofessional training programs (which is also the reason for the repeal of Section 25.540); and eliminate a requirement for an evaluation of performance as a condition of receiving approval as a paraprofessional. This last change is being made because standardized scoring of the “Instructional Support Inventory” is unavailable and because individuals who are not already approved as paraprofessionals cannot be employed in situations where their performance could be observed and evaluated.

In addition, Section 25.510 as currently written requires even certified individuals to apply separately for approval as paraprofessionals even though it is self-evident that they qualify. This results in much duplication of effort and delay. Several changes have been introduced to make an exception for the holders of nearly all types of certificates. (The temporary provisional vocational certificate is the exception, since its issuance does not require that any college coursework have been completed.)

Sections 25.520 and 25.530 are being repealed, and the material that is still current on these subjects is being placed into Part 1 as part of the amendments to that Part that are also being presented for initial review this month. This is being done because the major function of Part 25 is to describe the requirements for the various credentials and how they will be issued, while it is
Part 1 that conveys, among other things, the requirement for districts’ assignment of personnel who hold various qualifications. The title of Subpart G is also being revised consistent with this distinction.

Subpart I: Illinois Certification Testing System

Numerous changes are being made throughout the rules in this Subpart (Sections 25.705 - 25.780) to capture the procedural differences that will pertain depending upon whether an individual chooses paper-based or computer-based certification testing. Several technical revisions were requested by the testing contractor, such as the definition of “unauthorized aid” in Section 25.710 and the distinction between canceling and voiding scores that is being introduced into Section 25.755. In addition, provisions are being added that will restrict each individual to five attempts to pass the same test and make individuals ineligible to retake tests or receive certificates if they are found to have cheated. These amendments are intended to avoid certifying individuals whose testing performance is very marginal and to convey a clear message that ethical behavior is expected of Illinois educators.

Subpart J: Renewal of Standard and Master Teaching Certificates

Since it is now possible for school counselors (who hold school service personnel certificates) to receive master certificates, an update in the title of Subpart J is needed for the sake of technical correctness. The revisions in Sections 25.835(f) and 25.840(d) are similar to others identified above in referring to the group of new Sections based on statutory impediments to certification. All the other changes in Sections 25.805 – 25.872 are due to P.A. 95-793, which eliminated the entire discussion of continuing education units (CEUs) from the renewal requirements stated in Section 21-14 of the School Code.

Subpart K: Requirements for Receipt of the Standard Teaching Certificate

In Section 25.910, one of the existing requirements for programs of mentoring and induction is being changed by eliminating the cap on the number of teachers who may be mentored by the same individual.

Appendix A: Statistical Test Equating – Certification Testing System

The testing contractor’s review of our rules has revealed that minor revisions are needed in the way this formula is displayed. In particular, the presentation of the formula dates from the typewritten addition of this Appendix in 1990 and does not reflect the correct placement of subscripts and superscripts. That problem can now be corrected thanks to the availability of sophisticated software. These changes are technical only and will not represent a change in the approach used.

These rules were discussed with the State Teacher Certification Board at its meeting on May 1 along with the material in Parts 1 and 24 that complements these amendments. The Certification Board voted to recommend these amendments for consideration by the State Board of Education, with two exceptions. First, the Certification Board did not concur with the proposed addition of requirements for specific courses in methods of reading and in recognizing and meeting the needs of students with disabilities, which was an issue raised by commenters during the public participation portion of the Board’s meeting as well. Second, the Board did not believe a set of intended changes in Section 25.127 was ready for initiation at this time.

The changes that had been prepared in that Section would have eliminated the current reliance on reviews by specialized professional associations (SPAs) and specialized accrediting
organizations (SAOs) in the context of program approval. Instead, the State Teacher Certification Board would review all individual program reports and evaluate the programs’ conformance with applicable standards. However, the Certification Board did not believe sufficient preparation had occurred in order to permit this change in approach. Upon review of the concerns raised, we agreed to remove Section 25.127 from this rulemaking and to consider this matter further before proceeding with any changes.

While we acknowledge that requiring specific courses as mentioned above may seem contrary to the standards-based approach to the preparation of educators and to an outcomes-based evaluation of their competence, we continue to believe strongly that this action necessary in order to ensure an adequate focus on the skills teachers will need in these two areas. It has become increasingly clear in recent years that teachers at all grade levels need intensified preparation in the teaching of reading, and we also believe that integration of material on the needs of students with disabilities into other courses across preparation programs has led to an undesirable dilution of the emphasis on this material. Consequently we have retained these proposed additions in the version of Part 25 being presented here and have included corresponding changes to Part 24 (Standards for All Illinois Teachers).

**Analysis and Implications for Policy, Budget, Legislative Action and Communications**

Policy Implications: Please see above.

Budget Implications: None.

Legislative Action: None needed.

Communication: Please see “Next Steps” below.

**Pros and Cons of Various Actions**
Promulgation of this group of changes will improve the expression of several requirements, as outlined above, bring the rules into conformity with recent statutory changes, and raise the standards for future applicants in several respects.

**Superintendent’s Recommendation**
The Superintendent recommends that the State Board of Education adopt the following motion:

The State Board of Education hereby authorizes the solicitation of public comment on the proposed rulemaking for:

Certification (23 Illinois Administrative Code 25),

including publication of the proposed amendments in the Illinois Register.

**Next Steps**
With the Board’s authorization, staff will submit the proposed amendments for publication in the Illinois Register to elicit public comment. Additional means such as the Superintendent’s message and the agency’s website will be used to inform interested parties of the opportunity to comment.
SUBPART A: DEFINITIONS

Section 25.10 Accredited Institution

SUBPART B: CERTIFICATES

Section 25.11 New Certificates (February 15, 2000)
25.15 Standards for Certain Certificates (Repealed)
25.20 Requirements for the Elementary Certificate (Repealed)
25.25 Requirements for “Full” Certification
25.30 Endorsement in Teacher Leadership
25.35 Acquisition of Subsequent Certificates; Removal of Deficiencies (Repealed)
25.37 Acquisition of Subsequent Teaching Certificates (2004)
25.40 Requirements for the Special Certificate (Repealed)
25.43 Standards for Certification of Special Education Teachers
25.45 Standards for the Standard Special Certificate--Speech and Language Impaired
25.50 General Certificate (Repealed)
25.60 State Special Certificate, Grades 11-12, For Teaching Elective Subjects (Repealed)
25.65 Alternative Certification
25.67 Alternative Route to Teacher Certification
25.70 Provisional Vocational Certificate
25.75 Part-time Provisional Certificates
25.80 Requirements for the Early Childhood Certificate (Repealed)
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25.85 Special Provisions for Endorsement in Foreign Language for Individuals Currently Certified
25.86 Special Provisions for Endorsement in Foreign Language for Individuals Prepared as Teachers But Not Currently Certified
25.90 Transitional Bilingual Certificate and Examination
25.92 Visiting International Teacher Certificate
25.95 Majors, Minors, and Separate Fields for the Illinois High School Certificate (Repealed)
25.99 Endorsing Teaching Certificates (Repealed)
25.100 Endorsing Teaching Certificates (2004)
25.105 Temporary Substitute Teaching Permit

SUBPART C: APPROVING PROGRAMS THAT PREPARE PROFESSIONAL EDUCATORS IN THE STATE OF ILLINOIS

Section
25.110 System of Approval: Levels of Approval (Repealed)
25.115 Recognition of Institutions, Accreditation of Educational Units, and Approval of Programs
25.120 Standards and Criteria for Institutional Recognition and Program Approval (Repealed)
25.125 Accreditation Review of the Educational Unit
25.127 Review of Individual Programs
25.130 Mid-Cycle Intervention Special Provisions for Institutions Subject to Conditions for Continuing Accreditation (Repealed)
25.135 Interim Provisions for Continuing Accreditation and Approval -- July 1, 2000, through Fall Visits of 2001 (Repealed)
25.136 Interim Provisions for Continuing Accreditation -- Institutions Visited from Spring of 2002 through Spring of 2003 (Repealed)
25.137 Interim Provisions for Continuing Accreditation and Approval -- July 1, 1999, through June 30, 2000 (Repealed)
25.140 Requirements for Educational Unit Assessment Systems
25.142 Assessment Requirements for Individual Programs
25.145 Approval of New Programs Within Recognized Institutions
25.147 Approval of Programs for Foreign Language Beginning July 1, 2003
25.150 The Periodic Review Process (Repealed)
25.155 Initial Recognition Procedures
25.160 Notification of Recommendations; Decisions by State Board of Education
25.165  Discontinuation of Programs

SUBPART D: SCHOOL SERVICE PERSONNEL

Section
25.200  Relationship Among Credentials in Subpart D
25.210  Requirements for the Certification of School Social Workers (Repealed)
25.220  Requirements for the Certification of Guidance Personnel (Repealed)
25.230  Requirements for the Certification of School Psychologists (Repealed)
25.240  Standard for School Nurse Endorsement (Repealed)
25.245  Certification of School Nurses (2004)
25.252  Certification of Non-Teaching Speech-Language Pathologists
25.255  Interim Certification of Speech-Language Pathologist Interns
25.275  Renewal of the School Service Personnel Certificate

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

Section
25.300  Relationship Among Credentials in Subpart E
25.310  Definitions (Repealed)
25.311  Administrative Certificate (Repealed)
25.313  Alternative Route to Administrative Certification
25.314  Alternative Route to Administrative Certification for Teacher Leaders
25.315  Renewal of Administrative Certificate
25.320  Application for Approval of Program (Repealed)
25.322  General Supervisory Endorsement (Repealed)
25.330  Standards and Guide for Approved Programs (Repealed)
25.333  General Administrative Endorsement (Repealed)
25.338  Designation as Master Principal
25.344  Chief School Business Official Endorsement (Repealed)
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25.355 Superintendent Endorsement (Repealed)
25.365 Director of Special Education

SUBPART F: GENERAL PROVISIONS

Section
25.400 Registration of Certificates; Fees
25.405 Military Service
25.410 Revoked Certificates
25.415 Credit in Junior College (Repealed)
25.420 Psychology Accepted as Professional Education (Repealed)
25.425 Individuals Prepared in Out-of-State Institutions
25.427 Three-Year Limitation
25.430 Institutional Approval (Repealed)
25.435 School Service Personnel Certificate -- Waiver of Evaluations (Repealed)
25.437 Equivalency of General Education Requirements (Repealed)
25.440 Master of Arts NCATE (Repealed)
25.442 Illinois Teacher Corps Programs
25.444 Illinois Teaching Excellence Program
25.445 College Credit for High School Mathematics and Language Courses (Repealed)
25.450 Lapsed Certificates
25.455 Substitute Certificates
25.460 Provisional Special and Provisional High School Certificates (Repealed)
25.464 Short-Term Authorization for Positions Otherwise Unfilled
25.465 Credit (Repealed)
25.470 Meaning of Experience on Administrative Certificates (Repealed)
25.475 Renewal Requirements for Holders of Multiple Types of Certificates
25.480 Credit for Certification Purposes (Repealed)
25.485 Provisional Recognition of Institutions (Repealed) Certificates Previously Denied, Suspended, or Revoked
25.486 Certification of Persons Who are Delinquent in the Payment of Child Support
25.487 Certification of Persons with Illinois Tax Noncompliance
25.488 Certification of Persons Named in Reports of Child Abuse or Neglect
25.489 Certification of Persons Who are in Default on Student Loans
25.490 Rules for Certification of Persons Who Have Been Convicted of a Crime
25.493 Part-Time Teaching Interns (Repealed)
25.495 Approval of Out-of-State Institutions and Programs (Repealed)
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25.497 Supervisory Endorsements

SUBPART G: THE UTILIZATION OF PARAPROFESSIONALS AND OTHER NONCERTIFIED PERSONNEL

Section
25.510 Paraprofessionals; Teacher Aides
25.520 Other Noncertificated Personnel (Repealed)
25.530 Specialized Instruction by Noncertificated Personnel (Repealed)
25.540 Approved Teacher Aide Programs (Repealed)
25.550 Approval of Educational Interpreters

SUBPART H: CLINICAL EXPERIENCES

Section
25.610 Definitions
25.620 Student Teaching
25.630 Pay for Student Teaching (Repealed)

SUBPART I: ILLINOIS CERTIFICATION TESTING SYSTEM

Section
25.705 Purpose - Severability
25.710 Definitions
25.715 Test Validation
25.717 Test Equivalence
25.720 Applicability of Testing Requirement and Scores
25.725 Applicability of Scores (Repealed)
25.728 Use of Test Results by Institutions of Higher Education
25.730 Registration
25.732 Late Registration
25.733 Emergency Registration
25.735 Frequency and Location of Examination
25.740 Accommodation of Persons with Special Needs
25.745 Special Test Dates
25.750 Conditions of Testing
25.755 Cancellation of Scores; Voiding of Scores
25.760 Passing Score
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25.765 Individual Test Score Reports
25.770 Re-scoring
25.775 Institution Test Score Reports
25.780 Fees

SUBPART J: RENEWAL OF STANDARD AND MASTER TEACHING CERTIFICATES

Section
25.800 Professional Development Required
25.805 Continuing Professional Development Options
25.810 State Priorities
25.815 Submission and Review of the Plan (Repealed)
25.820 Review of Approved Plan (Repealed)
25.825 Progress Toward Completion (Repealed)
25.830 Application for Renewal of Certificate(s)
25.832 Validity and Renewal of Master Certificates
25.835 Review of and Recommendation Regarding Application for Renewal
25.840 Action by State Teacher Certification Board; Appeals
25.845 Responsibilities of School Districts
25.848 General Responsibilities of LPDCs
25.850 General Responsibilities of Regional Superintendents
25.855 Approval of Illinois Providers
25.860 Out-of-State Providers
25.865 Awarding of Credit for Activities with Providers
25.870 Continuing Education Units (CEUs) (Repealed)
25.872 Special Provisions for Interactive, Electronically Delivered Continuing Professional Development
25.875 Continuing Professional Development Units (CPDUs)
25.880 “Valid and Exempt” Certificates; Proportionate Reduction; Part-Time Teaching
25.885 Funding; Expenses (Repealed)

SUBPART K: REQUIREMENTS FOR RECEIPT OF THE STANDARD TEACHING CERTIFICATE

Section
25.900 Applicability of Requirements in this Subpart
25.905 Choices Available to Holders of Initial Certificates
25.910 Requirements for Induction and Mentoring
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25.915 Requirements for Coursework on the Assessment of One’s Own Performance
25.920 Requirements for Coursework Related to the National Board for Professional Teaching Standards (NBPTS)
25.925 Requirements Related to Advanced Degrees and Related Coursework
25.930 Requirements for Continuing Professional Development Units (CPDUs)
25.935 Additional Activities for Which CPDUs May Be Earned
25.940 Examination
25.942 Requirements for Additional Options
25.945 Procedural Requirements

25.APPENDIX A Statistical Test Equating - Certification Testing System
25.APPENDIX B Certificates Available Effective February 15, 2000
25.APPENDIX C Exchange of Certificates
25.APPENDIX D Criteria for Identification of Teachers as “Highly Qualified” in Various Circumstances
25.APPENDIX E Endorsement Structure Beginning July 1, 2004

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].


SUBPART A: DEFINITIONS

Section 25.10 Accredited Institution

As used in this Part, “institution” means a regionally accredited institution of higher learning as specified in Section 21-21 of the School Code [105 ILCS 5/21-21] when referring to an institution located within the United States. Accordingly, any coursework required for, or counted towards fulfilling the requirements for, a credential issued pursuant to this Part, if completed at an institution located within the United States, shall be completed at or accepted by a regionally accredited institution, and approval of preparation programs under Subpart C of this Part shall be available only to regionally accredited institutions. Coursework completed in another country shall be subject to the provisions of Section 25.425 of this Part.

(Source: Amended at 33 Ill. Reg. ____ , effective ____________ )
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SUBPART B: CERTIFICATES

Section 25.25 Requirements for “Full” Certification

The requirements of this Section shall apply to the issuance of early childhood, elementary, secondary, special K-12, and special preschool–age 21 certificates.

a) Each applicant shall:

1) have completed an approved Illinois teacher preparation program for the type of certificate sought (see Subpart C of this Part), including the coursework or specific courses discussed in subsection (b) of this Section, as applicable coursework addressing the psychology of, the identification of, and the methods of instruction for the exceptional child, including without limitation the learning disabled (Section 21-2a of the School Code [105 ILCS 5/21-2a]) (see Subpart C of this Part); or

2) have completed a comparable program in another state or country or hold a comparable certificate issued by another state or country (see Section 25.425 of this Part), including the coursework or specific courses discussed in subsection (b) of this Section, as applicable; or

3) hold a valid certificate of another type issued by Illinois, submit his or her credentials for evaluation under Section 21-11.2 of the School Code [105 ILCS 5/21-11.2], and complete such additional coursework and/or experiences as may be required pursuant to Section 25.37 of this Part.

b) Required Coursework

1) Each individual whose application is received on or before January 31, 2012, shall be required to have completed coursework on the psychology of, the identification of, and the methods of instruction for the exceptional child, including without limitation the learning disabled (Section 21-2a of the School Code [105 ILCS 5/21-2a]).

2) Each individual whose application is received on or after February 1, 2012, and who is seeking certification in any field other than special education shall be required to have completed at least one course of no
fewer than two semester hours in the psychology and identification of students with disabilities and methods of instruction for those students (Section 21-2a of the School Code).

3) Each individual whose application is received on or after February 1, 2012, shall be required to have completed at least one course of no fewer than two semester hours in methods of teaching reading to students in the grade range of the certificate sought.

c) Each applicant shall have completed 32 semester hours, or a major as identified by the accredited institution on the individual’s official transcript, in early childhood education, elementary education, or a field of specialization, as applicable to the type of certificate sought.

d) Each applicant shall have completed pre-student teaching field experiences at the grade level(s) and in the area of specialization relevant to the certificate sought (see Section 25.610 of this Part). However, applicants with teaching experience at the applicable level, as verified by the employer, need not complete pre-student teaching field experience, except as may be required under Section 25.37 of this Part.

e) Each applicant shall have completed student teaching in conformance with the requirements of Section 25.620 of this Part, except that:

1) applicants presenting the required credit in student teaching and evidence of teaching experience, as verified by the employer, need not complete another student teaching experience, except as may be required under Section 25.37 of this Part; and

2) one full year’s teaching experience on a valid certificate in the public schools of another state shall be accepted in lieu of student teaching if the applicant was certified in a state where student teaching was not required.

f) Each applicant shall be required to pass the tests required for the certificate as specified in Section 25.720 of this Part.

g) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code [105 ILCS 5/21-10].
Section 25.37  Acquisition of Subsequent Teaching Certificates (2004)

The provisions of this Section shall apply when an individual who already holds one or more Illinois early childhood, elementary, secondary, or special K-12, or special preschool – age 21 teaching certificates wishes to receive an additional teaching certificate of one of those types pursuant to Section 21-11.2 of the School Code.

a) The candidate shall submit his or her official transcripts and evidence of teaching experience to an Illinois institution of higher education operating a program approved pursuant to Subpart C of this Part that prepares candidates for the certificate sought.

b) The institution may, at its discretion, compare the coursework and clinical experiences already completed by the applicant to the standards for the certificate sought and, based on this comparison, may identify for the candidate a “focused program” consisting of coursework and experiences that he or she must complete in order to meet those standards.

1) In formulating such a program, the institution shall ensure that the candidate has broad and deep knowledge of the subject matter, develops the knowledge and skills that are needed to work with students in the age and grade ranges encompassed by the certificate sought, and is knowledgeable about pedagogical approaches that are suitable for that age group.

2) The institution may revise an individual’s focused program to include additional or fewer components as it may deem appropriate based upon the results of internal performance assessments that form part of the unit assessment system (see Section 25.140 of this Part) or other assessments that are directly related to the standards for the certificate sought.

3) Each applicant shall be subject to the requirements of Section 25.25(b) of this Part. However, an applicant whose original certificate was issued based on completion of the coursework called for in Section 25.25(b)(1) of this Part shall not be subject to the requirement for a specific course
stated in Section 25.25(b)(2) of this Part when seeking a subsequent certificate under this Section, regardless of the date of application.

4) Each institution shall make available a description of the method to be used by the educational unit in assessing the degree to which the work previously completed by candidates for focused programs has addressed relevant standards and in identifying the coursework and experiences these candidates will be required to complete in order to qualify for subsequent certificates. An institution that uniformly requires all candidates seeking subsequent teaching certificates or subsequent teaching certificates of a particular type under this Section to complete certain coursework or field experiences, or to complete a full program without acknowledgment of prior courses or experiences, shall publish and make available a written statement to this effect, describing those requirements.

c) A candidate who completes a focused program shall be considered as having completed the institution’s approved program for the certificate sought and shall be eligible to be recommended for certification by entitlement, signifying that the candidate has met all applicable standards.

d) The provisions of subsections (a) through (c) of this Section notwithstanding, an individual who holds a valid secondary certificate may receive a special K-12 certificate by submitting an application, along with the required fee and evidence of having passed the test of basic skills and the applicable content-area test and the assessment of professional teaching relevant to the special certificate (see Section 25.720 of this Part). An endorsement valid for Grades K-12 shall be affixed to the certificate, reflecting the area in which the individual has completed a major area of specialization as provided in Section 25.25(b) of this Part. Additional endorsements may be affixed pursuant to Sections 25.100 and 25.497 of this Part.

(Source: Amended at 33 Ill. Reg. ______, effective _____________)

Section 25.65 Alternative Certification

a) Section 21-5b of the School Code [105 ILCS 5/21-5b] provides for the issuance of provisional alternative teaching certificates and initial alternative teaching
certificates to eligible candidates, as defined in that Section, who successfully complete a program consisting of:

1) a course of study approved by the State Board of Education;

2) one year’s full-time teaching on the provisional alternative certificate:
   
   A) in the public schools; or
   
   B) in the case of the early childhood certificate, in a position for which an early childhood certificate was required pursuant to the rules of the State Board of Education at 23 Ill. Adm. Code 235 (Early Childhood Block Grant); and

3) a comprehensive assessment of the candidate’s teaching performance, culminating in a favorable recommendation by the institution of higher education responsible for the course of study.

b) Proposals seeking to establish programs meeting the specifications of subsection (a) of this Section shall be addressed as follows:

   State Board of Education
   Alternative Certification Program
   100 North First Street
   Springfield, Illinois  62777-0001

c) Each proposal shall indicate the maximum number of teaching candidates to be served by the proposed program in each of its sessions.

d) Each proposal, simultaneously with State Board of Education staff’s review, will be reviewed by the State Teacher Certification Board, which shall provide its recommendation to the State Board of Education so that the State Board of Education may comply with the timeline set forth in Section 21-5b of the School Code.

e) A proposed course of study will be approved by the State Board of Education if the proposal demonstrates how candidates will acquire the knowledge of the
content and the skills equivalent to the content and skills contained in the participating institution’s program approved pursuant to Subpart B of this Part with regard to:

1) educational theory;

2) instructional methods; and

3) practice teaching.

f) The assessment of the candidate’s teaching performance for the year referred to in this Section shall include components that are designed to demonstrate that the candidate is:

1) knowledgeable about specific subject matter and strategies for teaching that subject matter to students with differing needs; and

2) skilled in managing and monitoring students’ learning.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.67 Alternative Route to Teacher Certification

a) Section 21-5c of the School Code [105 ILCS 5/21-5c] provides for the issuance of provisional alternative teaching certificates to eligible candidates, as defined in that Section, who successfully complete an intensive course of study approved by the State Board of Education.

b) Section 21-5c of the School Code further provides for the issuance of initial teaching certificates to candidates who, after completing the course of study referred to in subsection (a) of this Section, complete an alternative program that also includes:

1) one year’s full-time teaching in the public schools on the provisional alternative certificate; and
2) a comprehensive assessment of the candidate’s teaching performance, culminating in a favorable recommendation by the institution of higher education responsible for the course of study.

c) Proposals for the establishment of programs meeting the specifications of subsections (a) and (b) of this Section shall be approved if they comply with Section 21-5c of the School Code and this Section. Proposals shall be addressed as follows:

State Board of Education  
Alternative Certification Program  
100 North First Street  
Springfield, Illinois 62777-0001

d) Proposal Requirements

1) Each proposal shall describe the role and responsibilities of each cosponsor of the alternative program.

2) Each proposal shall demonstrate how the participating institution of higher education will evaluate the congruence of a candidate’s baccalaureate education, his or her employment experience in a field requiring application of that education, and the teaching area for which the candidate seeks preparation and certification.

3) Each proposal shall state that all candidates must:

   A) pass the test of basic skills required pursuant to Section 21-1a of the School Code [105 ILCS 5/21-1a] prior to beginning the proposed course of study; and

   B) pass the content-area test required pursuant to Section 21-1a of the School Code prior to beginning the teaching assignment that is a part of the alternative program.

4) Each proposal shall describe the proposed course of study.
A) Each proposal shall demonstrate how candidates will acquire knowledge of content and skills equivalent to the content and skills contained in a preparation program approved pursuant to Subpart C of this Part with regard to:

i) educational theory;

ii) instructional methods; and

iii) practice teaching.

B) Each proposal shall include provisions for determining the amount of time individual candidates will need in order to complete the proposed course of study, based upon such factors as their experience and the type of program offered. In all cases, the amount of time needed shall be less than that required to complete the institution’s program approved pursuant to Subpart C of this Part.

C) Each program shall include a preservice assessment of each candidate’s performance, to be conducted by the institution of higher education at the conclusion of the course of study in order to determine the candidate’s readiness for the year-long teaching assignment. Each proposal shall state the criteria for the institution’s determination of candidates’ readiness.

5) Each proposal shall describe the proposed arrangements for candidates’ teaching assignments under this Section and shall provide for these to be set forth in a formal, written agreement between the participating institution of higher education and the school district(s) where candidates will practice. Each such agreement shall address:

A) the nature and intensity of the support to be provided to candidates by experienced teachers and other staff members of the district, including:

i) the qualifications and experience of the assisting teachers and staff,
ii) the estimated amount of time assisting teachers and staff will devote to advising and assisting candidates, and

iii) the specific roles of the assisting teachers and staff; and

B) provisions enabling candidates to compensate for teaching time lost due to emergencies.

6) Each proposal shall describe the proposed method of assessing candidates’ teaching performance for the year referred to in this Section and shall provide for such methods to be set forth in a formal, written agreement between the participating institution of higher education and the school district(s) where candidates will practice. Each such agreement shall describe:

A) the roles of all parties who will participate in the evaluation of candidates; and

B) assessment methods capable of demonstrating whether a candidate is:

i) knowledgeable about specific subject matter and strategies for teaching that subject matter to students with differing needs; and

ii) skilled in managing and monitoring students’ learning.

7) Each proposal shall delineate the criteria by which candidates will be recommended for initial certification by the participating institution of higher education.

e) Each alternative program established pursuant to this Section shall be subject to the Accreditation Review described in Subpart C of this Part.

f) The sponsoring institutions of programs established pursuant to this Section shall provide annual reports to the State Teacher Certification Board that describe the programs offered, the number and categories of the candidates who apply to each
program, the completion rate for each program, and data regarding placement of individuals who complete each program.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.70 Provisional Vocational Certificate

a) Each applicant for a provisional vocational certificate shall present evidence of having completed 60 semester hours of college coursework from a regionally accredited institution and 2,000 hours of work experience outside the field of education in each area to be taught. The required evidence of this work experience shall be written statements from former supervisors who can be reached for verification or, in cases in which supervisors are no longer available to verify the individual’s employment, affidavits by the applicant describing the work experience.

b) Each provisional vocational certificate issued on or after July 1, 2009 shall be valid for five years and shall be renewable contingent upon the certificate-holder’s fulfillment of the applicable requirements set forth in this Section.

c) Each provisional vocational certificate issued on or before June 30, 2009 shall be valid for five years from the date of issue or the date of its most recent registration, whichever is later. When any such certificate is next registered after June 30, 2009, the registration shall be for a five-year period of validity, and renewal of the certificate after that five-year period shall be contingent upon the certificate-holder’s fulfillment of the applicable requirements of this Section.

d) For purposes of this subsection (d), coursework shall be considered “related to education” if it leads to teaching, administrative, or school service personnel certification or endorsement or if it relates to the field of an individual’s current teaching assignment or any other field of teaching assignment. Each affected certificate-holder shall complete:

1) eight semester hours of undergraduate or graduate-level coursework related to education, of which no fewer than two semester hours must address advancing the certificate-holder’s knowledge and skills as a teacher in relation to the Illinois Professional Teaching Standards (see 23
Ill. Adm. Code 24.100) and the content-area standards in his or her area of certification, endorsement, or assignment; or

2) one hundred twenty continuing professional development units (CPDUs) in accordance with Section 25.875 of this Part; or

3) any combination of the types of activities described in subsections (a)(1) and (2) of this Section, provided that the total effort represents the equivalent of 120 CPDUs, and provided that one semester hour of college credit shall be considered the equivalent of 15 CPDUs; or

4) an advanced degree from a regionally accredited institution in an education-related field; or

5) all required activities in pursuit of certification or recertification by the National Board for Professional Teaching Standards (NBPTS); or

6) four semester hours of graduate-level coursework on the assessment of one’s own performance in relation to the Illinois Professional Teaching Standards; or

7) four semester hours of graduate-level coursework in preparation for meeting the requirements for certification by the National Board for Professional Teaching Standards.

e) Each professional development activity used to fulfill the requirements of this Section, other than those identified in subsections (d)(4)-(7) of this Section, shall be required to address one or more of the purposes identified for the renewal of standard and master certificates in Section 21-14(e)(2) of the School Code [105 ILCS 5/21-14(e)(2)]. At least 20 percent of the units required must address the purpose identified in Section 21-14(e)(2)(E) of the School Code.

f) CPDUs shall be generated for completion of activities in accordance with provisions of Section 25.875 of this Part, provided that the activity described in subsection (h) of that Section shall not be used to generate CPDUs for holders of the provisional vocational certificate and references to Section 21-14 of the School Code [105 ILCS 5/21-14] are not applicable in the case of the provisional vocational certificate.
The provisions of Sections 25.855, 25.860, 25.865, and 25.872 of this Part shall apply to the awarding of CPDUs for activities offered by providers, provided that:

1) the references to Section 21-14 of the School Code are not applicable to the provisional vocational certificate;

2) references to Subpart J of this Part shall be understood as referring to this Section where necessary to the context; and

3) references to continuing education units (CEUs) shall not apply in the case of the provisional vocational certificate.

Each provisional vocational certificate shall be maintained as “valid and active” or “valid and exempt” for each semester of its validity. Periods of exemption and proportionate reductions in the requirements for continuing professional development shall be determined as discussed in Section 25.880(a) of this Part. In addition, the number of continuing professional development units needed to renew the certificate shall be reduced by 50 percent for any amount of time during which the certificate-holder has been employed and performing services on a part-time basis, i.e., for less than 50 percent of the school day or school term.

Credit earned for any activity that is completed (or for which the certificate-holder receives evidence of completion) on or after April 1 of the final year of a certificate’s validity, if not claimed with respect to that period of validity, may be carried over and claimed in the subsequent period of validity, provided that the activity in question is relevant to the requirements that apply to that period.

Each certificate-holder shall:

1) maintain the required form of evidence of completion for each activity throughout the period of validity that follows the renewal of the certificate based on completion of the activities documented; and

2) present the evidence of completion upon request by the regional superintendent or a representative of the State Board of Education or if required as part of an appeal under Section 25.840 of this Part.
k) Each holder of a provisional vocational certificate shall apply for renewal of that 
certificate as set forth with respect to standard teaching certificates in Section 
25.830 of this Part, including the submission of a statement of assurance that 
conforms to the requirements of subsection (b) of that Section, except that:

1) each application for certificate renewal shall be submitted to the regional 
superintendent of schools, regardless of whether a local professional 
development committee is in operation in the employing district; and

2) references to standard certificates in that Section shall be understood to 
apply to provisional vocational certificates as necessary to the context.

l) Within 14 days after receiving an application for the renewal of a provisional 
vocational certificate, the regional superintendent shall forward to the State 
Teacher Certification Board a recommendation for renewal or nonrenewal on a 
form prescribed by the State Superintendent of Education.

1) The regional superintendent shall transmit a list identifying all the 
certificate-holders with respect to whom the regional superintendent is 
recommending renewal of provisional vocational certificates, along with 
verification that:

A) each certificate-holder has completed professional development or 
otherwise qualifies for certificate renewal in accordance with this 
Section; and

B) each certificate-holder has submitted the statement of assurance 
required in accordance with subsection (k) of this Section.

2) If the recommendation is not to renew the certificates held, or if 
information provided on the application makes indicates the individual 
subject to the requirements of any of Sections 25.485 – 25.490 of this Part 
is or may be out of compliance with Section 10-65 of the Illinois 
Administrative Procedure Act [5 ILCS 100/10-65] with regard to child 
support payments, the certificate-holder’s copy shall be sent concurrently 
by certified mail, return receipt requested. Each recommendation for 
nonrenewal shall include the regional superintendent’s rationale.
m) A certificate-holder with respect to whom a regional superintendent has recommended nonrenewal of the provisional vocational certificate may appeal to the State Teacher Certification Board in accordance with the provisions of Section 25.835(h) of this Part, except that references to the requirements of Section 21-14 of the School Code shall not apply in the case of the provisional vocational certificate.

n) The State Teacher Certification Board shall review regional superintendents’ recommendations regarding the renewal of provisional vocational certificates and notify the affected certificate-holders in writing as to whether their certificates have been renewed or not renewed. This notification shall take place within 90 days after the State Teacher Certification Board receives regional superintendents’ recommendations, subject to the right of appeal set forth in this subsection (n).

1) Within 60 days after receipt of an appeal filed by a certificate-holder challenging a regional superintendent’s recommendation for nonrenewal, the State Teacher Certification Board shall hold an appeal hearing. The Board shall notify the certificate-holder of the date, time, and place of the hearing.

2) 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.

3) The State Teacher Certification Board may request that the certificate-holder appear before it. The certificate-holder shall be given at least ten days’ notice of the date, time, and place of the hearing.

4) In verifying whether the certificate-holder has met the renewal criteria set forth in this Section, the State Teacher Certification Board shall review the recommendation of the regional superintendent of schools and all relevant documentation.

o) The State Teacher Certification Board shall notify the certificate-holder in writing, within seven days after completing its review, as to whether the certificate has been renewed. Upon receipt of notification of renewal, the certificate-holder shall pay the applicable registration fee to the regional
superintendent. If the decision is not to renew the certificate, the notice to the certificate-holder shall be transmitted by certified mail, return receipt requested, and shall state the reason for the decision. The decision of the State Teacher Certification Board is final and subject to administrative review as set forth in Section 21-24 of the School Code [105 ILCS 5/21-24].

p) An individual whose certificate is not renewed because of his or her failure to meet the requirements of this Section may apply for a reinstated certificate valid for one year. After the one-year period of validity of the reinstated certificate, the individual shall receive a renewable provisional vocational certificate only if he or she presents evidence of having:

1) completed the balance of the professional development activities that were required for renewal of the certificate previously held; and

2) earned five additional semester hours of credit from a regionally accredited institution of higher learning relevant to the field of certification.

q) The provisions of Section 25.840(d) of this Part shall apply to the renewal of the provisional vocational certificate.

r) An individual who performs services on a provisional vocational certificate and concurrently also on some other type of certificate that is subject to renewal requirements shall be subject to the provisions of Section 25.475 of this Part.

(Source: Amended at 33 Ill. Reg. ____ , effective _____________)

Section 25.72 Temporary Provisional Vocational Certificate

Pursuant to Section 21-10(C)(2) of the School Code [105 ILCS 5/21-10(C)(2)], the temporary provisional vocational certificate is renewable for a one-year period after any year in which the certificate-holder earns three semester hours of college credit. Coursework presented as part of any application submitted for a renewal that will be effective on or after July 1, 2011, shall be accepted only in the career and technical education content area of the individual’s assignment (i.e., agricultural education; business, marketing, and computer education; family and consumer sciences; health careers; or technology education) or in pedagogy.
Section 25.100  Endorsing Teaching Certificates (2004)

Beginning July 1, 2004, the structure of endorsements available on Illinois certificates was changed. Appendix E to this Part provides a list of the available endorsements, other than the endorsements in special education that are the subject of federal court orders of February 27 and August 15, 2001, in the matter of Corey H., et al., v. Board of Education of the City of Chicago, et al. Appendix E shows for each new endorsement the related endorsements that were previously issued and will be discontinued or replaced. Any semester hours of credit presented toward fulfillment of the requirements of this Section may be earned in on-line or electronically-mediated courses, provided that college credit is awarded for the coursework by a regionally accredited institution of higher education. All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received on or after February 1, 2012, must have been passed with a grade no lower than “C” or equivalent in order to be counted towards fulfillment of the applicable requirements.

a) Subject-area “designations” shall be required in conjunction with some endorsements, as shown in Appendix E to this Part. Except in the case of foreign language, a certificate-holder shall be authorized to teach all the subjects encompassed by a particular endorsement, regardless of the designation or designations received in conjunction with that endorsement. However, a certificate-holder may not teach honors courses, as these are defined by the employing district, or Advanced Placement courses in a subject for which he or she does not hold the specific designation, unless he or she holds an applicable master certificate. For example, a secondary science teacher with a biology designation may not teach honors physics or chemistry unless he or she holds a master certificate endorsed for sciences.

b) Endorsements at Time of Issuance

Pursuant to Section 21-1b of the School Code [105 ILCS 5/21-1b], all certificates initially issued under this Article...shall be specifically endorsed by the State Board of Education for each subject the holder of the certificate is legally qualified to teach.

1) For each application for certification received on or before September 30, 2004, the certificate issued shall be endorsed in keeping with the program
completed and the related test passed by the candidate, as well as for any additional subject in which the candidate completed the required coursework.

2) For each application received on or after October 1, 2004, but no later than January 31, 2012, the certificate issued shall be endorsed in keeping with the program completed and the related content-area test or test of subject matter knowledge passed by the candidate and, except as provided in subsections (g), (h), (i), (j), (k), and (m) of this Section:

A) any additional area in which the individual has completed a major area of concentration, totaling 32 semester hours or as otherwise identified by a regionally accredited institution on the individual’s official transcript; and

B) any additional area in which the individual presents evidence of having accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, and has passed the applicable content-area test (or test of subject matter knowledge); and

C) any additional area for which the individual has met the applicable requirements of subsection (e) of this Section.

3) For each application received on or after February 1, 2012, the certificate issued shall be endorsed in keeping with the program completed and the related content-area test or test of subject matter knowledge passed by the candidate and for any other subject in which the individual:

A) meets the requirements of subsection (e), (g), (h), (i), (j), (k), (m), or (n) of this Section; or

B) has accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, with at least 12
semester hours at the upper-division or graduate level, as defined by the institution offering the coursework, and has passed the applicable content-area test.

An individual who passes a test of subject matter knowledge prior to July 1, 2004, and applies for the related certificate no later than five years after the date on which the test was taken shall receive an endorsement valid only for the specific subjects covered under the prior system, unless the institution that offered the program completed by the candidate certifies to the State Board of Education that the candidate completed a program that met the applicable standards set forth at 23 Ill. Adm. Code 27 (Standards for Certification in Specific Teaching Fields). An endorsement under the new structure will be issued to an individual who either passes the applicable new content-area test or completes a program based upon the applicable standards for the content area.

4) To account for the differing stages of preparation attained by candidates who were already enrolled in approved programs as of July 1, 2004, each institution may, through June 30, 2006, recommend to the State Board of Education the issuance of one or more endorsements under the structure in effect prior to July 1, 2004, to a candidate who has completed the coursework required for those endorsements and, in the judgment of the institution’s certification officer, did not have a sufficient opportunity to complete the requirements for the comparable new endorsements instead.

c) Pursuant to Section 21-4 of the School Code [105 ILCS 5/21-4], an individual who is eligible to receive a special certificate may elect to receive both an elementary and a secondary certificate, each endorsed as the special or special preschool–age 21 certificate would have been endorsed. An individual who elects to hold a special certificate may add endorsements to it by submitting an application pursuant to Section 21-12 of the School Code and demonstrating that he or she has met the applicable requirements of subsection (f)(3) of this Section.

d) Endorsements issued under the system used prior to July 1, 2004, shall continue to be valid only for the specific subjects covered. An individual who wishes to teach other subjects in the same field shall be required to apply for the relevant new endorsement in keeping with Section 21-12 of the School Code and meet the applicable requirements of this Section.
e) Each endorsement or designation indicated by an asterisk in Appendix E to this Part has no corresponding content-area test. The provisions of this subsection (e) shall apply to the issuance of these endorsements and designations.

1) For an applicant who is receiving an Illinois teaching certificate, the institution that offered the approved program completed by the applicant shall indicate that the applicant has met the standards applicable to the endorsement or the particular designation, except that the requirements of subsection (n) of this Section shall apply to the issuance of endorsements in safety and driver education beginning with applications received on or after February 1, 2012.

2) An applicant prepared out of state, or an applicant who is already certified in Illinois and is seeking to add a new endorsement or designation in one of these subjects, other than an endorsement in safety and driver education, shall:

   A) present verification from an institution with an approved teacher preparation program that he or she is prepared in the area covered by the endorsement or designation sought; or

   B) present evidence of completion of nine semester hours of coursework in the area covered by the endorsement or designation sought; or

   C) present evidence of at least one year’s teaching experience on a valid certificate in the area covered by the endorsement or designation sought.

3) An applicant prepared out of state or an applicant who is already certified in Illinois and is seeking to add a new endorsement in safety and driver education shall be subject to the requirements set forth at 23 Ill. Adm. Code 1.730(q) through January 31, 2012. Beginning with applications received on or after February 1, 2012, the requirements stated in subsection (n) of this Section shall apply.

f) Addition of Endorsements to Previously Issued Certificates
Individuals seeking to endorse previously issued certificates shall apply for such endorsements, using a format specified by the State Superintendent of Education, in accordance with the provisions of Section 21-12 of the School Code [105 ILCS 5/21-12].

1) When an applicant qualifies for an endorsement, its issuance shall be reflected on the electronic certification system that is maintained by the State Superintendent of Education for use by applicants, school districts, and regional superintendents of schools shall receive a new copy of the original certificate with the endorsement and date of the endorsement affixed.

2) Applications received through June 30, 2005, shall, at the request of the applicant, be reviewed against the requirements in place immediately prior to July 1, 2004, except that applications received through June 30, 2006, for endorsements in reading and library information shall be reviewed on this basis. Deficiency statements shall be issued when an applicant does not qualify for the requested endorsements. Each deficiency statement shall be honored by the State Board of Education for a period of one year from the date of issue. Applicants will receive the endorsements only if they remove the identified deficiencies within one year after the date of the deficiency statement. Subsequent applications for the same endorsements shall be accompanied by another fee and shall be subject to any new requirements.

3) Except as provided in subsections (g), (h), (i), (j), (k), and (m) of this Section, for applications received on or after July 1, 2005, but no later than January 31, 2012, an endorsement will be issued to each applicant who:

A) has completed a major area of concentration, totaling 32 semester hours or as otherwise identified by a regionally accredited institution on the individual’s official transcript; or

B) presents evidence of having accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one
or more regionally accredited institutions of higher education, and has passed the applicable content-area test (or test of subject matter knowledge); or

C) has met the applicable requirements of subsection (e) of this Section.

3) For applications received on or after February 1, 2012, an endorsement will be issued for any subject in which the individual:

A) meets the requirements of subsection (e), (g), (h), (i), (j), (k), (m), or (n) of this Section; or

B) has accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, with at least 12 semester hours at the upper-division or graduate level, as defined by the institution offering the coursework, and has passed the applicable content-area test.

 Special provisions shall apply to the addition of endorsements in self-contained general education. An individual who holds a secondary, special K-12, or special preschool–age 21 certificate, or an individual who holds an elementary certificate endorsed in some other field by virtue of having “split” a special or special preschool–age 21 certificate, may qualify for the endorsement in self-contained general education on that certificate only by completing an approved program for the elementary certificate in accordance with Section 25.37 of this Part and passing the elementary/middle grades test. Fulfillment of these requirements qualifies the individual for an elementary certificate with this endorsement. However, an individual with an early childhood or a secondary certificate may choose whether to receive the elementary certificate or to add the endorsement to his or her existing certificate, thereby restricting his or her capacity for assignment to the grade levels encompassed by that certificate. An individual who elects to receive a separate certificate pursuant to this subsection (g) shall be required to pass the test of basic skills and/or the applicable assessment of professional teaching if passage of one or both of these tests would be required for receipt of a subsequent certificate as explained in Section 25.720 of this Part.
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h) Special provisions shall apply to the issuance of endorsements in the sciences and social sciences. The requirements of subsections (h)(1) through (h)(4) of this Section relate to endorsements and designations based on the standards found at 23 Ill. Adm. Code 27.140 through 27.260, while the requirements of subsection (h)(5) make subject-specific credentials available to out-of-state applicants whose preparation has been structured to address individual disciplines within the sciences or social sciences.

1) An individual seeking to add an endorsement and a designation in either of these fields who does not already hold that endorsement with one of its other available designations shall be required to pass the content-area test for the designation sought and either:

   A) be recommended for the endorsement and the designation by an institution with an approved program in the subject area based on having completed coursework sufficient to address the applicable content-area standards; or

   B) present evidence of having accumulated 32 semester hours of college coursework in the field, from one or more regionally accredited institutions, that meets the following requirements:

      i) at least 12 semester hours of credit must have been earned in the subject area of the designation sought; and

      ii) some portion of the coursework completed must have addressed at least two additional designations within the field; and

      iii) in the case of the sciences, the coursework completed must have included both biological and physical science.

2) The requirement stated in subsection (h)(1) of this Section shall apply whenever an individual seeks to add his or her first endorsement in one of these fields.
3) An individual may receive a subsequent designation in the same field if he or she has:

A) passed the applicable content-area test and, effective with applications received on or after February 1, 2012, completed 12 semester hours of coursework in the subject area of the designation; or

B) completed a major in the content area of the designation.

4) An individual who holds an endorsement in the sciences or social sciences under the structure that was in effect prior to July 1, 2004, may receive an endorsement and a designation in that field under the new structure by passing the content-area test for the designation sought and, effective with applications received on or after February 1, 2012, completed 12 semester hours of coursework in the subject area of the designation. He or she may then qualify for additional designations in the field pursuant to subsection (h)(3) of this Section.

5) An out-of-state applicant who is eligible to receive an Illinois teaching certificate may receive an endorsement limited to a specific discipline among the social sciences (e.g., history) or the sciences (e.g., biology), provided that he or she presents evidence of having completed a major in that discipline.

i) Special provisions shall apply to the issuance of endorsements for reading teachers and reading specialists. A reading teacher is one whose assignment involves teaching reading to students, while a reading specialist is one whose assignment involves the provision of technical assistance and/or professional development to other teachers and may also include teaching reading to students.

1) Reading Teacher

This endorsement shall not be issued alone as an individual’s first teaching credential. An individual who holds or receives an Illinois early childhood, elementary, secondary, or special certificate, or who receives one of these certificates endorsed for some field other than reading, shall be eligible to receive this additional endorsement on that certificate (and
on any other certificate held or subsequently earned) when he or she presents evidence of:

A) having passed the applicable content-area test (or test of subject matter knowledge) and having been recommended for the endorsement by virtue of completing an approved reading teacher’s preparation program based on the standards set forth at 23 Ill. Adm. Code 27.110 that requires at least 24 semester hours of graduate or undergraduate coursework in reading, including a practicum, at an institution that is recognized to offer teacher preparation programs in Illinois; or

B) having passed the applicable content-area test (or test of subject matter knowledge) and having completed 24 semester hours of graduate or undergraduate coursework in reading, including a practicum, at one or more regionally accredited institutions of higher education, provided that all the following areas were addressed:

i) foundations of reading,

ii) content-area reading,

iii) assessment and diagnosis of reading problems,

iv) developmental and remedial reading instruction and support,

v) developmental and remedial materials and resources, and

vi) literature appropriate to students across all grade ranges; or

C) having completed, on or before June 30, 2006, the 18 semester hours of college coursework in reading described at 23 Ill. Adm. Code 1.740(a), in which case the individual shall apply for the endorsement no later than October 1, 2010, and passage of the content-area test or test of subject matter knowledge shall not be required.
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2) Reading Specialist

A) Each candidate for the reading specialist’s endorsement shall hold require two years of teaching experience. An individual who holds an Illinois early childhood, elementary, secondary, or special certificate and have a least two years of teaching experience in the public schools on one or more of those certificates, shall be eligible to receive this endorsement on that certificate or on a separate special K-12 certificate when he or she presents evidence of having completed the required teaching experience and:

B) Each candidate shall hold a master’s degree or higher degree awarded by a regionally accredited institution of higher education.

C) Each candidate shall have having completed a K-12 reading specialist’s program approved pursuant to Subpart C of this Part that includes a practicum and leads to the issuance of a master’s or higher degree, provided that a person who holds one master’s degree shall not be required to obtain a second one. Each candidate shall have been recommended for the endorsement by the institution offering the program.

D) Each candidate shall be required to pass the content-area test for reading specialist.

B) Each candidate shall having been recommended for the endorsement by the institution offering the program; and

C) having passed the content-area test for reading specialist.

3) An individual who qualifies for the reading specialist’s endorsement may receive the endorsement on his or her early childhood, elementary, secondary, or special certificate or may elect to receive a separate special K-12 certificate, pursuant to subsection (i)(2) of this Section. In the latter instance, the individual shall be required to pass the test of basic skills and/or the applicable assessment of professional teaching if passage of one or both of these tests would be required for receipt of a subsequent certificate as explained in Section 25.720 of this Part.
j) Special provisions shall apply to the addition of endorsements and designations in foreign languages.

1) An endorsement and a designation for a foreign language may be added to an existing certificate when an individual has completed a major area of concentration in the language, totaling 32 semester hours or as otherwise identified by a regionally accredited institution on the individual’s official transcript.

2) An endorsement and a designation for a foreign language may be added to an existing certificate when an individual presents evidence of having accumulated 20 semester hours of college credit in the language, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, and has passed the applicable content-area test (or test of subject matter knowledge). The 20 semester hours may be calculated by including semester hours of study that were waived by the institution offering the coursework based on the individual’s prior learning, provided that the individual presents verification issued by the institution to this effect (i.e., a statement on the official transcript or a letter signed by the certification officer identifying the number of hours involved).

3) Each additional designation for a foreign language shall be subject to the requirements of this subsection (j).

4) Sections 25.85 and 25.86 of this Part set forth additional provisions for certification in foreign languages under specified circumstances.

k) The requirements of 23 Ill. Adm. Code 1.720 (Requirements for Teachers of Middle Grades), rather than the requirements of this Section, shall apply to credentials and assignments in the middle grades, except that Section 1.720 shall be read in conjunction with this Section with respect to reading and library information specialist assignments in the middle grades. The requirements of 23 Ill. Adm. Code 1.780, 1.781, and 1.782, rather than the requirements of this Section, shall apply to credentials and assignments in the areas of bilingual education and English as a second (new) language.
l) Each individual who is first assigned to teach a particular subject on or after July 1, 2004, based on completion of the minimum requirements for college coursework in that subject that are set forth at 23 Ill. Adm. Code 1.737(b), 1.745(b)(3), or 1.755(c), as applicable, but who has not met the requirements of this Section for an endorsement in that subject area shall have three years after the date of first assignment to meet those requirements and receive the relevant endorsement. An individual who does not do so shall become ineligible to teach the subject in question in any subsequent semester, unless he or she later receives the endorsement.

m) An additional endorsement for “technology specialist” shall be issued only upon presentation of evidence that the applicant has completed at least 24 semester hours of college coursework demonstrably related to the subject area at one or more regionally accredited institutions of higher education and has passed the relevant content-area test.

n) Beginning with applications received on or after February 1, 2012, an endorsement in safety and driver education shall be issued when the applicant provides evidence of having completed 24 semester hours of college credit in the field, with at least 12 semester hours at the upper-division or graduate level, as defined by the institution offering the coursework, distributed as follows:

1) 3 semester hours in injury prevention or safety;

2) 12 semester hours in driving education that include:

A) driving task analysis (introduction to driver education);

B) teaching driver education in the classroom;

C) teaching the laboratory portion of the driver education course, including:

i) on-street teaching under the supervision of a qualified driver education teacher;

ii) the equivalent of at least one semester hour’s preparation in and use of driving simulation;
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iii) the equivalent of at least one semester hour’s preparation in and use of multiple-car programs; and

D) advanced driver education and emergency evasive driving;

3) 3 semester hours in first aid and cardiopulmonary resuscitation; and

4) 6 semester hours chosen in any combination from:

A) the use of technology in instruction;

B) safety issues related to alcohol and other drugs;

C) driver education for students with disabilities; and

D) any other safety-related area.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.105 Temporary Substitute Teaching Permit

An individual who holds a bachelor’s degree and who resided in an area outside Illinois that has been declared a disaster area by a federal or state authority, Louisiana, Mississippi, or Alabama but was displaced by the effects of Hurricane Katrina, or an individual from another state contiguous to the Gulf of Mexico whose displacement is demonstrably due to Hurricane Katrina, shall be eligible for an Illinois temporary substitute teaching permit as provided in this Section.

a) In recognition of the unavailability of written or electronic records in this situation, the State Board of Education shall require an individual seeking a permit under this Section only to:

1) supply one form of personal identification, which may include not only a passport, driver’s license, or other government-issued document but also a credit card, a bill, or any other piece of correspondence showing the individual’s name;
2) provide a notarized written affirmation that he or she has received a bachelor’s degree from a regionally accredited institution of higher education; and

3) identify the institution and the year when the degree was issued.

b) No application fee shall be charged for a temporary substitute teaching permit, and no registration fee shall apply to its use.

c) A permit issued under this Section shall be valid for teaching in all grades of the common schools and shall be subject to the limitations set forth in Section 21-9 of the School Code [105 ILCS 5/21-9].

d) A permit issued under this Section shall be valid for the remainder of the school year in which is issued through June 30, 2006, and shall be renewable for subsequent six-month periods only if the State Superintendent of Education determines that conditions in the permit-holder’s home state continue to be such that the individual cannot reasonably be expected to supply records substantiating the field of his or her certification in that state so that a corresponding Illinois provisional certificate or a substitute teaching certificate can be issued.

e) A temporary substitute teaching permit may be rescinded at any time if the State Superintendent of Education determines, in his sole discretion, that the individual has misrepresented his or her eligibility under this Section or that other sufficient cause exists.

f) Employment of an individual holding a temporary substitute teaching permit shall be subject to the requirements of Section 10-21.9 of the School Code [105 ILCS 5/10-21.9].

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Revised 5-18-2009
SUBPART C: APPROVING PROGRAMS THAT PREPARE PROFESSIONAL EDUCATORS IN THE STATE OF ILLINOIS

Section 25.115  Recognition of Institutions, Accreditation of Educational Units, and Approval of Programs

In order for an Illinois institution of higher education to offer one or more programs that prepare professional educators, that institution must be recognized, and the educational unit responsible for such programs must be accredited, by the State Board of Education in consultation with the State Teacher Certification Board. “Educational unit” means the institution or college, school, department, or other administrative body within the institution that is primarily responsible for the initial and continuing preparation of teachers and other education professionals. Each program that is offered by a recognized institution must also be individually approved by the State Board of Education in consultation with the State Teacher Certification Board. “Program” or “preparation program” means a program that leads to certification. Electronic transmission of written materials required pursuant to this Subpart C may be authorized or required by the State Superintendent of Education when this method may be more cost effective or feasible.

a) An institution shall be recognized if it is regionally accredited and:

1) is approved as a degree-granting institution by the Illinois Board of Higher Education, if the institution is subject to provisions of the Institution of Learning Powers Act [110 ILCS 50];

2) sponsors a course of study leading to an appropriate baccalaureate or higher degree and awards the degree; and

3) conducts or proposes to conduct at least one approved program that will prepare professional educators.

b) An educational unit shall be accredited if its accreditation visit occurs prior to the fall of 2008 and the institution meets the standards enumerated in “Professional Standards for the Accreditation of Schools, Colleges, and Departments of Education” (2002), published by the National Council for the Accreditation of Teacher Education (NCATE), 2010 Massachusetts Avenue, N.W., Suite 500, Washington, D.C. 20036-1023 (no later amendments to or editions of these standards are incorporated by this Section). Beginning with accreditation visits in
the fall of 2008, the 2008 edition of these standards shall apply; no later amendments or editions are incorporated.

c) A preparation program shall be approved if it meets the applicable content standards established by the State Board of Education and the standards set forth at 23 Ill. Adm. Code 24 (Standards for All Illinois Teachers) or 23 Ill. Adm. Code 29.100 (Illinois Professional School Leader Standards), as applicable, except as provided in Section 25.135 of this Part.

d) The accreditation of an educational unit and the approval of its programs shall be subject to review five years after the unit’s original State accreditation and every seven years thereafter, except that no accreditation reviews shall be conducted in 2009 and each institution’s first scheduled review after January 1, 2009, shall be deferred for one additional year. For an institution already accredited by the State that subsequently receives accreditation from NCATE, the next accreditation review shall be due five years after receipt of that accreditation, after which review the institution shall be returned to a seven-year cycle. Accreditation Review shall be conducted as provided in Sections 25.125 and 25.127 of this Part and decisions regarding continued accreditation and approval shall be made as provided in those Sections. The State Superintendent shall alter the timing of an institution’s review at the institution’s request if the Superintendent determines that the request is based on unforeseen circumstances that were beyond the institution’s control and were demonstrably related to the institution’s ability to prepare for the review.

e) Each accredited educational unit shall annually submit to the State Superintendent of Education, in a format defined by the State Superintendent and no later than August 30 according to a timeline announced at least six months in advance:

1) a report that describes any significant changes or planned changes in the unit or its programs, updates any information previously provided as needed, and provides institutional data that describe the results of unit and program assessments and the actions taken or planned to address areas identified for improvement;

2) an annual report specific to each approved program offered by the institution that conveys summary data about the program’s overall structure, faculty, candidates, and the results of various assessments, and
3) as relevant to the institution, a report on all programs provided by the institution that have been approved as an alternative route to certification under Sections 25.65 and 25.67 of this Part.

f) If relevant to the institution, the report required under subsection (e) of this Section shall include a description of how the unit has addressed any applicable standards identified during the most recent review of the unit and its programs as “not met” or “met with areas for improvement”. However, for institutions that have been assigned “Continuing Accreditation with Conditions” or “Probation”, this description shall not be required in those years in which the institution is required to submit a special report or is subject to a focused or full visit as discussed in Section 25.125(j) of this Part.

g) No later than April 7 of each year, each institution shall report to the State Board of Education, using a form supplied by the Board, on its program completers’ pass rates on the examinations required for initial certification pursuant to this Part and other information required by Title II of the Higher Education Act [20 USCA 1027]. Further, each institution shall make this information readily available to the public on an annual basis and shall include it in or with publications routinely sent to potential applicants, guidance counselors, and prospective employers of the institution’s program completers.

(Source: Amended at 33 Ill. Reg. _____, effective _____)

Section 25.125 Accreditation Review of the Educational Unit

The requirements of this Section shall apply to Accreditation Reviews that take place on or after July 1, 2003. The review visits conducted pursuant to this Section shall be scheduled during the academic year for the mutual convenience of the affected institution and the review team. When an institution located in Illinois is governed by an out-of-state institution, the out-of-state institution shall also be visited as part of the accreditation review if, in the judgment of the State Superintendent of Education, firsthand observation of the administration and resources of the governing institution is essential to an accurate evaluation of the institution’s capacity for meeting relevant Illinois standards and preparing educators to serve in Illinois schools.

a) No later than one year before its Accreditation Review will be held, the institution shall submit to the State Superintendent of Education five copies of each of the
reports specified in this subsection (a) that is applicable. However, an institution that is also seeking initial accreditation from NCATE will need to comply with NCATE’s submission timelines as well.

1) For its first review in light of the standards incorporated by Section 25.115(b) of this Part, the institution shall submit a report providing an overview of the unit’s conceptual frameworks, which shall include a description of each framework and its development. The discussion of the frameworks shall address each of the “structural elements” found in the standards referred to in Section 25.115(b) of this Part. For each subsequent review, the institution shall describe any changes in the conceptual frameworks that have been made since the institution’s previous Accreditation Review.

2) If at least 80 percent of an institution’s teacher preparation program completers have passed the applicable form of the assessment of professional teaching (APT) in each of the preceding three years, the institution shall be deemed to be adequately addressing the Standards for All Illinois Teachers set forth at 23 Ill. Adm. Code 24. For any form of the APT for which this criterion has not been met, the institution shall submit a composite report covering all programs for whose candidates that form is required. This report shall describe how those preparation programs address those standards.

3) If at least 80 percent of an institution’s administrative certification program completers have passed the applicable content-area examinations for administrative certification in each of the preceding three years, the institution shall be deemed to be adequately addressing the Illinois Professional School Leader Standards (see 23 Ill. Adm. Code 29.100). For any administrative certification program for which this criterion has not been met, the institution shall submit a report describing how the program addresses these standards.

b) A panel established by the State Superintendent shall review the overview of the unit’s conceptual frameworks no more than 60 days after the overview is submitted. No later than 30 days after the panel completes its review, and if the institution is to be reviewed under subsection (d)(1) of this Section, the State Board of Education shall notify the institution either that the description of its
conceptual frameworks is adequate or that certain structural elements were not adequately addressed and will undergo additional scrutiny by the review team during the visit described in subsection (e) of this Section.

c) No later than 60 days before its review visit, the institution shall submit either to the State Superintendent the number of copies specified in light of the review team’s size or to NCATE the number of copies required by NCATE, with two copies to the State Superintendent, of an institutional report presented in a format prescribed by the State Board of Education and incorporating:

1) an overview of the institution;

2) an overview of the unit’s conceptual frameworks; and

3) evidence that it is meeting each of the standards referred to in Section 25.115(b) of this Part.

d) A review team shall be empanelled to conduct an on-site review to verify the information provided by the institution as required by subsection (c) of this Section. The review team shall be constituted as provided in subsection (d)(1) or (d)(2) of this Section, depending upon whether the institution is also seeking to achieve or retain accreditation of its educational unit by NCATE.

1) Institutions Seeking State Accreditation Only

From a pool of individuals who have been trained in the applicable standards and procedures, the State Superintendent shall empanel a team to conduct the on-site review and shall appoint the team’s chair. A staff member of the State Board of Education or another individual designated by the State Superintendent who has been trained in the applicable standards and procedures shall accompany the review team, serving as a consulting, ex officio member to ensure that applicable standards, procedures, rules, and statutes are addressed.

2) Institutions Also Seeking to Achieve or Retain NCATE Accreditation

A staff member of the State Board of Education or another individual designated by the State Superintendent who has been trained in the
applicable standards and procedures shall accompany the review team appointed by NCATE’s Board of Examiners, serving as a consulting, ex officio member to ensure that applicable Illinois standards, procedures, rules, and statutes are addressed.

e) The review team shall visit the institution and verify the degree to which the educational unit and its programs meet the standards referred to in Section 25.115(b) of this Part.

f) The review team shall prepare a draft report during the on-site visit, incorporating an overview of the unit and its conceptual frameworks, summarizing data on the performance of candidates and graduates, and taking into account the recommendations arising from the review of program reports as outlined in Section 25.127 of this Part. This draft report shall be provided to the institution within 30 business days after the conclusion of the visit for the purpose of allowing the institution 30 days to correct any factual errors. The team chair shall review the institution’s suggested revisions and make appropriate corrections in consultation with the ex officio consultant who is serving pursuant to subsection (d) of this Section. The final report shall be submitted to the State Superintendent of Education by the team’s chair or by NCATE, as applicable, within 30 days after the chair’s receipt of the institution’s suggested corrections. The State Superintendent shall provide the final report to the institution within ten business days after receiving it.

g) Within 30 days after receipt of the final report, the institution shall submit to the State Superintendent and to NCATE, if applicable, either a letter stating agreement with the report’s findings or a rejoinder to those findings that meets the following requirements:

1) The rejoinder must indicate the grounds for disagreement with one or more of the team’s findings and include documentation to support the institution’s position.

2) All documentation must describe conditions that existed at the time of the on-site review. (Changes made by the unit after the visit will not be considered.)
3) All documentation must relate directly to the standards and procedures that applied at the time of the on-site visit.

h) Staff of the State Board of Education shall convey to the State Teacher Certification Board the institutional report, the review team’s report, the institution’s letter of agreement or rejoinder, a response to that rejoinder provided by the team’s chair, the results of the review of the program reports, any other relevant documentation that was available to the review team, and the decision of NCATE’s Unit Accreditation Board (UAB), if applicable.

i) After consideration of the information submitted pursuant to subsection (h) of this Section, the State Teacher Certification Board shall convey to the State Board of Education a recommendation regarding the accreditation of the educational unit as appropriate to the circumstances, in keeping with the provisions of subsection (j) of this Section. The State Teacher Certification Board shall also convey recommendations regarding approval of the unit’s individual programs (see Section 25.127 of this Part).

j) The possible outcomes of Accreditation Review shall align with those used in the NCATE system of review, so that Illinois institutions desiring both national accreditation through NCATE and the State recognition, accreditation, and program approval required pursuant to this Subpart C will generally not be caused to duplicate their efforts or undergo duplicate reviews.

1) If the educational unit has met all the applicable standards, the State Teacher Certification Board shall recommend that the State Board of Education continue the accreditation of the educational unit (which may include the identification of areas for improvement), thereby authorizing the institution to conduct its approved programs and to recommend candidates for certification by entitlement.

2) If the educational unit has failed to meet one or more of the applicable standards, the State Teacher Certification Board shall recommend that the State Board of Education assign accreditation of the educational unit with conditions, thereby authorizing the institution to conduct its approved programs and to recommend candidates for certification by entitlement. An institution to which accreditation with conditions has been assigned shall, within 30 days after receipt of the State Board’s decision, provide
written notification to the candidates enrolled in the unit’s programs to this effect.

A) If the State Teacher Certification Board believes that the unit can make adjustments so as to satisfy the conditions expressed within six months, the Board shall recommend that the State Board of Education request submission of documentation that addresses the unmet standards as well as any other areas for improvement within that time. However, the affected unit may choose to undergo a focused visit pursuant to subsections (j)(2)(C) and (D) of this Section instead.

B) If documentation is submitted pursuant to subsection (j)(2)(A) of this Section, the State Board of Education shall either continue the institution’s accreditation, if the conditions expressed have been satisfied, or require a focused visit addressing the unmet standards and any additional areas for improvement, which shall occur within one year after the semester in which the documentation was submitted.

C) If the State Teacher Certification Board believes that the conditions expressed cannot be satisfied within six months, the Board shall recommend that the State Board of Education require a focused visit addressing the unmet standards and any additional areas for improvement within two years after the semester when the conditions were issued.

D) Each focused visit shall be conducted by a team established by the State Superintendent of Education or the NCATE Board of Examiners, as applicable, and trained in the review process. The provisions of subsection (d)(2) of this Section shall also apply. The team conducting a focused visit shall forward to the State Teacher Certification Board a report indicating whether the conditions expressed have been satisfied.

i) Within 30 days after receipt of this report, the institution shall submit either a rejoinder to the team’s findings that
meets the requirements of subsection (g) of this Section or a letter acknowledging receipt of the report.

ii) Staff of the State Board of Education shall convey to the State Teacher Certification Board the review team’s report, the institution’s letter of agreement or rejoinder, a response to that rejoinder provided by the team’s chair, any other relevant documentation that was available to the review team, and the decision of NCATE’s Unit Accreditation Board, if applicable.

E) After reviewing the materials submitted pursuant to subsection (j)(2)(D) of this Section, the State Teacher Certification Board shall recommend that the State Board of Education continue or revoke the unit’s accreditation.

F) A unit to which continued accreditation is granted as a result of a six-month report or a focused visit shall next be due for Accreditation Review according to its original schedule (see Section 25.115(d) of this Part).

3) If the educational unit has failed to meet one or more of the applicable standards and exhibits areas for improvement that may limit its candidates’ ability to meet the standards for certification (meaning, for an NCATE institution, if national accreditation has been revoked), the State Teacher Certification Board shall recommend that the State Board of Education assign accreditation of the educational unit with probation. An institution to which accreditation with probation has been assigned shall, within 30 days after receipt of the State Board’s decision, provide written notification to the candidates enrolled in the unit’s programs to this effect. If accreditation with probation is assigned, the unit must schedule an on-site visit within two years after the semester in which the decision was rendered. As part of this visit, the unit must address all the standards in effect at the time of the review that resulted in probation.

A) An on-site review required pursuant to this subsection (j)(3) shall be subject to the requirements of subsections (a) through (g) of this Section.
B) Following the on-site review, the State Teacher Certification Board shall review the team’s report and, based on its assessment of the degree to which the unit has achieved compliance with the applicable standards, shall recommend to the State Board of Education that it either continue or revoke the institution’s recognition and the educational unit’s accreditation.

C) A unit whose accreditation has been continued pursuant to this subsection (j)(3) shall next be subject to Accreditation Review according to its original schedule (see Section 25.115(d) of this Part).

k) The provisions of subsection (j) of this Section notwithstanding, an institution not accredited by NCATE may decide to seek NCATE accreditation at any time, thus becoming subject to NCATE’s initial review cycle. (If NCATE accreditation is sought other than in conjunction with a scheduled Accreditation Review, an Accreditation Review shall be conducted as described in this Section, and the schedule for subsequent Accreditation Reviews shall be altered accordingly.) Conversely, an institution may choose to become disaffiliated with NCATE so that its next Accreditation Review will be conducted under subsection (d)(1) of this Section, provided that the institution notifies the State Superintendent of Education of this intention no later than 18 months prior to the scheduled date of the review visit. The State Superintendent may make an exception to the 18-month timeframe upon determining that circumstances beyond the control of an institution prevented its meeting the deadline for this notification.

l) Actions following upon the recommendation of the State Teacher Certification Board shall be as described in Section 25.160 of this Part. Revocation of recognition and accreditation shall be subject to the provisions of Section 25.165(b) of this Part.

m) Each institution shall pay a portion of the costs related to State participation in its accreditation reviews and any focused visits, subject to the rules of the Travel Regulation Council; see 80 Ill. Adm. Code 3000.

1) When only State accreditation is involved and the institution is located in Illinois, the institution shall pay for:
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A) lodging for each team member, including the consulting, ex officio member referred to in subsection (d)(1) of this Section; and

B) a meeting room for the team in the hotel where the team members are housed.

2) When NCATE accreditation is also involved and the institution is located in Illinois, the institution shall pay for the lodging of the consulting, ex officio team member referred to in subsection (d)(2) of this Section.

3) When only State accreditation is involved and the institution is located outside Illinois, the institution shall pay all travel costs associated with the team members’ visit, including:

A) transportation, lodging, and meals or per diem for each team member, including the consulting, ex officio member referred to in subsection (d)(1) of this Section; and

B) a meeting room for the team in the hotel where the team members are housed.

4) When NCATE accreditation is also involved and the institution is located outside Illinois, the institution shall pay all travel costs for the consulting, ex officio team member referred to in subsection (d)(2) of this Section and, at the discretion of the State Superintendent of Education, for one additional individual representing the Illinois State Board of Education, including transportation, lodging, and meals or per diem.

5) When an institution located in Illinois is governed by an out-of-state institution and the out-of-state institution is visited as part of the accreditation review, the travel costs associated with the out-of-state visit shall be borne by the institution under subsection (m)(3) or (m)(4) of this Section, as applicable.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)
Section 25.130  Mid-Cycle Intervention

The provisions of this Section shall apply when the State Superintendent of Education or the State Teacher Certification Board receives information indicating that any educational unit accredited pursuant to this Subpart C or any approved preparation program may not be addressing any applicable standard or may otherwise be failing to offer candidates any of the learning opportunities that are necessary to their preparation as professional educators. The State Superintendent shall inform the affected educational unit of the areas of concern and offer the unit’s representatives an opportunity to submit a written response addressing the points raised, unless the affected institution will be undergoing either a regularly scheduled accreditation review or a focused visit during the upcoming semester.

a) If an accreditation review or focused visit is to be conducted, the State Superintendent shall inform the review team of the areas of concern. In the case of a focused visit, the areas of concern shall be considered “additional areas for improvement” that the institution must address, as discussed in Section 25.125(j)(2) of this Part.

b) If the unit’s representatives are invited to provide a response, any material submitted shall be considered by the State Teacher Certification Board at the next available opportunity. The Certification Board may also invite representatives of the institution to appear before it to present any additional information that may be relevant.

c) If the Certification Board concludes that further information is necessary, or if the institution has not responded within 60 days after receiving notification of the issues from the State Superintendent, the Certification Board shall recommend to the State Superintendent that an inquiry be conducted, which may include an on-site review at the discretion of the State Superintendent.

d) If the State Teacher Certification Board determines at any point that the concerns raised were unfounded or that the issues have been remedied in the interval, the Certification Board shall notify the State Superintendent that no further action is needed with regard to the matter, and the State Superintendent shall notify the institution accordingly.

e) If, after considering all information presented by the institution’s representatives, the standards and requirements that apply to the unit or the program in question,
and the results of the inquiry, if one was conducted, the State Teacher Certification Board determines that cause for concern continues to exist, the Certification Board shall convey to the State Superintendent of Education a recommendation for action by the State Board of Education regarding the status of the unit or the program, as applicable.

1) In the case of an individual preparation program, the Certification Board shall recommend that the program’s approval status be made provisional. If provisional approval is assigned by the State Board of Education, the Certification Board shall review the next annual program report to determine whether the required improvements have been made and the applicable standards are being met. If so, the Certification Board shall notify the State Superintendent that no further action is needed.

A) If the required improvements have been initiated by the institution and there is a reasonable expectation that the areas of concern will be resolved within the following 12 months, the Certification Board shall recommend continued provisional approval for the program.

i) The Certification Board shall review the subsequent annual program report to determine whether the applicable standards are being met and shall either notify the State Superintendent that no further action is needed or recommend that the State Board of Education place the program on probation for a specified period not to exceed 12 months.

ii) If the program is placed on probation, no new candidates may be accepted into it. While the program is on probation, the institution shall submit to the State Superintendent a complete, new program report, with emphasis on the unmet standards. At the end of the probationary period, the State Teacher Certification Board shall recommend either continuing approval of the affected program or revocation of the program’s approval, according to whether all applicable standards are being met.
B) If the institution has not initiated changes that can be expected to address the identified concerns within the following 12 months, the Certification Board shall recommend a specified probationary period for the program not to exceed 12 months. If the State Board of Education places the program on probation, the provisions of subsection (e)(1)(A)(ii) of this Section shall apply.

2) In the case of an educational unit, the Certification Board shall recommend that conditions be attached to the unit’s accreditation and that the provisions of Section 25.125(j)(2) of this Part be made applicable, except that any focused visit would be conducted by a team established by the State Superintendent.

f) Actions following upon the recommendation of the State Teacher Certification Board shall be as described in Section 25.160 of this Part. Discontinuation of a program pursuant to revocation of its approval shall be subject to the requirements of Section 25.165(b) of this Part.

(Source: Old Section repealed at 32 Ill. Reg. 13263, effective July 25, 2008; new Section adopted at 33 Ill. Reg. _____, effective _____________)

Section 25.145 Approval of New Programs Within Recognized Institutions

The procedures set forth in this Section shall apply to the initial approval of additional teacher preparation programs established by institutions that are already recognized, as well as to the approval of programs proposed by consortia. A consortium is a partnership involving two or more teacher education institutions with accredited educational units, or one or more such institutions and one or more not-for-profit organizations in the State which support excellence in teaching and/or one or more school districts. Each consortium shall designate from among its members a recognized institution of higher education whose schedule for Accreditation Reviews shall apply to the consortium’s programs also.

a) The institution shall submit to the State Superintendent of Education a program report meeting the requirements of Section 25.127(a) of this Part, showing how each proposed program meets the applicable professional education and content-area standards established by the State Board of Education.
b) No later than 60 days after the State Superintendent receives a program report, staff shall notify the affected institution as to whether the report is complete and identify any required component not adequately addressed. An institution may provide additional material to complete a program report within 30 days after receiving a notification to the effect that it is incomplete.

c) At the institution’s request, staff of the State Board of Education shall convey the report to the State Teacher Certification Board.

d) After consideration of the report, the State Teacher Certification Board shall convey to the State Superintendent its recommendation that the State Board of Education:

1) Provisionally approve the proposed new teacher education programs, thereby authorizing the educational unit to conduct the programs and to recommend candidates for certification by entitlement until the time of the institution’s next scheduled Accreditation Review; or

2) Deny approval of the proposed programs, thereby prohibiting the conduct of the affected programs.

e) Actions following upon the recommendation of the State Teacher Certification Board shall be as described in Section 25.160 of this Part.

f) When a unit submits a proposal for an alternative program under any of Sections 21-5b, 21-5c, and 21-5d of the School Code [105 ILCS 5/21-5b, 21-5c, and 21-5d], that proposal shall not be considered a new program subject to this Section. The review of such a proposal shall be as delineated in Section 25.65, 25.67, or 25.313 of this Part, as applicable.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.160 Notification of Recommendations; Decisions by State Board of Education

a) The State Superintendent of Education shall notify an affected institution in writing not later than 30 days after receipt of a recommendation from the State Teacher Certification Board pursuant to the provisions of this Subpart C and, except as provided in this subsection (a), shall await the institution’s response
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(see subsection (b) of this Section) prior to forwarding that recommendation to the State Board of Education. The State Superintendent shall not await a response from an institution if, as applicable to the nature of the review:

1) the State Teacher Certification Board has recommended the initial recognition of the institution, the accreditation of its educational unit, and the approval of all of its proposed programs under Section 25.155(l)(1) of this Part; or

2) the State Teacher Certification Board has recommended continuing the accreditation of the educational unit under Section 25.125(j)(1) of this Part and the approval of all the unit’s existing preparation programs under Section 25.127(j)(1) of this Part; or

3) the State Teacher Certification Board has recommended provisional approval of each proposed new preparation program under Section 25.145(d)(1) of this Part; or

4) the State Teacher Certification Board has recommended continuing approval of a preparation program under Section 25.130(e)(1)(A)(ii) of this Part.

b) Within 30 days after receipt of written notification from the State Superintendent, an affected institution may submit a notice of objection to the State Teacher Certification Board’s recommendation. The institution’s narrative explanation of its objections shall conform to the requirements for rejoinders stated in Section 25.125(g) of this Part but may also be based upon an objection to the State Teacher Certification Board’s review; this narrative and any supporting documentation shall be submitted to the State Superintendent not later than 30 days after the institution submits its notice of objection.

c) The State Superintendent shall forward to the State Board of Education for consideration at its next available meeting the recommendation made by the State Teacher Certification Board and the institution’s presentation of its objections and shall inform the State Teacher Certification Board that these materials have been submitted for the State Board’s consideration.
d) No more than 30 days after the State Board of Education makes its decision, the State Superintendent shall notify the institution in writing of the State Board’s action.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.165 Discontinuation of Programs

a) An institution that intends to discontinue an approved program or cease offering preparation programs altogether shall so notify the State Superintendent of Education no later than 30 days prior to taking such action, except that voluntary discontinuation of a program shall also be subject to the following additional requirements:

1) The institution shall assure the State Superintendent that all candidates currently enrolled in any program scheduled for discontinuation will have an opportunity to complete the program.

2) The institution shall supply to the State Superintendent the names and Social Security numbers of all candidates currently enrolled in any program scheduled for discontinuation.

b) When approval of a program is revoked, the State Board of Education may require its continued operation for one additional academic year to permit currently enrolled candidates either to complete the program or to seek enrollment in another institution for that purpose. However, if the State Board determines in consultation with the State Teacher Certification Board that the program is unable to offer candidates learning opportunities that contribute to their teaching competence as professional educators, the Board shall require that the program cease operating at the end of the then-current semester. The institution shall supply to the State Superintendent the names and Social Security numbers of all candidates currently enrolled in any program whose approval is revoked.

c) A program in which no candidates have been enrolled for a consecutive three-year period shall be considered to have been discontinued. An institution desiring to resume offering such a program shall be required to comply with the requirements for initial approval stated in Section 25.145 of this Part.
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(Source: Amended at 33 Ill. Reg. _____, effective _____________)

SUBPART D: SCHOOL SERVICE PERSONNEL


a) Each candidate for the school service personnel certificate endorsed for school social work shall hold a master’s or higher degree in social work with a specialization in school social work awarded by a graduate school of social work accredited by the Council on Social Work Education.

b) Each candidate shall have completed an Illinois program approved for the preparation of school social workers pursuant to Subpart C of this Part or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country (see Section 25.425 of this Part).

c) Each candidate shall have completed both a supervised field experience of at least 400 contact hours, supervised by a field instructor holding a master’s or higher degree in social work, and a school social work internship of at least 600 contact hours in a school setting or have one year’s professional experience as a school social worker on a valid out-of-state school social work certificate or an Illinois provisional school service personnel certificate endorsed for school social work.

d) Each candidate shall be required to pass the applicable content-area test (see Section 25.710 of this Part), as well as the test of basic skills, subject to the provisions of Section 25.720 of this Part. (See also 23 Ill. Adm. Code 23.140.)

e) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)


An individual who qualifies for an Illinois master school service personnel certificate in school counseling under Section 21-25(d) of the School Code shall not be subject to the requirements of this Section.
a) Each applicant for the school service personnel certificate endorsed for school counseling shall hold a master’s or higher degree awarded by a regionally accredited institution of higher education in school counseling, another counseling or related field (e.g., social work or psychology), or an educational field. (See subsection (h) of this Section.)

b) Each applicant shall have completed an Illinois program approved for the preparation of school counselors pursuant to Subpart C of this Part or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country (see Section 25.425 of this Part).

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

1) The internship shall be of a length that is determined by the approved program to be adequate to enable candidates to meet the standards set forth at 23 Ill. Adm. Code 23.110 but shall entail at least 600 hours and last no less than one semester, during which the candidate shall engage in the performance of various aspects of the counseling role and shall be gradually introduced to the full range of responsibilities associated with that role. However, the internship for an individual with at least two years of teaching experience may, at the discretion of the institution offering the approved program, consist of no fewer than 400 hours. In each case at least 240 hours of the internship shall involve direct service work with individuals and groups of school age.

2) The internship shall occur in a school setting except that, at the discretion of the institution, a maximum of one-third of the hours required may be credited for experiences in other related settings such as hospitals or day care settings that, in the judgment of the institution, expose the candidate to the needs of school-aged children and prepare the candidate to function as a school counselor.

3) An institution may recommend certification of a candidate who was enrolled in an approved program prior to July 1, 2004, and has completed
an internship meeting the requirements applicable at the time of his or her enrollment.

d) Except as provided in subsections (e) and (f) of this Section, each applicant shall either:

1) hold or be qualified to hold a teaching certificate; or

2) have completed, as part of an approved program, coursework addressing:
   A) the structure, organization and operation of the educational system, with emphasis on P-12 schools;
   B) the growth and development of children and youth, and their implications for counseling in schools;
   C) the diversity of Illinois students and the laws and programs that have been designed to meet their unique needs; and
   D) effective management of the classroom and the learning process.

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

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

g) Each candidate shall be required to pass the applicable content-area test (see Section 25.710 of this Part), as well as the test of basic skills, subject to the provisions of Section 25.720 of this Part. (See also 23 Ill. Adm. Code 23.110.)
h) An applicant who holds a master’s degree in any field other than school counseling, or who holds a bachelor’s degree only, shall be required to complete the equivalent of all requirements of an approved school counseling preparation program. The Illinois institution offering the program shall review the individual’s educational and experiential background and identify any of the standards set forth at 23 Ill. Adm. Code 23.110 or other applicable requirements of this Section that the individual’s preparation has not addressed. Upon successful completion of the coursework and experiences offered by the institution that address the identified standards, the applicant shall be eligible to be recommended for certification by entitlement.

i) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.227 Interim Certification of School Counselor Interns (2004)

a) An individual who wishes to participate in an internship enabling him or her to meet the requirements described in Section 25.225 of this Part may obtain interim certification as a school counselor intern. Each applicant for this certification shall either:

1) have completed, as part of an approved program, all the coursework described in Section 25.225(d)(2) of this Part; or

2) hold a master’s or higher degree in the field of agency counseling other than school counseling and be working toward completion of all requirements necessary for certification as a school counselor as described in Section 25.225(h) of this Part.

b) Each applicant shall be in good health and of sound moral character and shall be a citizen of the United States or be legally present in the United States and possess legal authorization for employment.

c) Each applicant shall submit the required fee along with an application to the State Board of Education and a transcript indicating compliance with subsection (a) of this Section.
d) Interim certification as a school counselor intern shall be valid for three years, subject to Section 21-22 of the School Code, and shall not be renewable.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)


a) Each candidate for the school service personnel certificate endorsed for school psychology shall hold a master’s or higher degree in psychology or educational psychology with a specialization in school psychology.

b) Each candidate shall have completed an Illinois program approved for the preparation of school psychologists pursuant to Subpart C of this Part or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country (see Section 25.425 of this Part).

c) Each candidate shall have completed both a supervised field experience of at least 250 hours in a school setting and/or child study center and either a one-year, full-time internship of at least 1200 contact hours and lasting a full school year under the direction of an intern supervisor or one year’s full-time work experience as a school psychologist on a valid out-of-state school psychology certificate or an Illinois provisional school service personnel certificate endorsed for school psychology.

d) Each candidate shall be required to pass the applicable content-area test (see Section 25.710 of this Part), as well as the test of basic skills, subject to the provisions of Section 25.720 of this Part. (See also 23 Ill. Adm. Code 23.130.)

e) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.275 Renewal of the School Service Personnel Certificate

The requirements set forth in this Section apply to renewal of school service personnel (SSP) certificates in accordance with Section 21-25 of the School Code [105 ILCS 5/21-25].
a) Pursuant to Section 21-25 of the School Code, the renewal of school service personnel certificates held by individuals employed and performing services in certain types of public schools is contingent upon certificate-holders’ presentation of evidence of continuing professional development. Renewal of any affected SSP certificate whose period of validity begins on or after July 1, 2008 shall require the certificate-holder’s:

1) possession of one of the State licenses identified in Section 21-25(e) of the School Code, that is:

   A) current licensure as either a clinical professional counselor or a professional counselor under the Professional Counselor and Clinical Professional Counselor Licensing Act [225 ILCS 107];

   B) current licensure as either a clinical social worker or a social worker under the Clinical Social Work and Social Work Practice Act [225 ILCS 20]; or

   C) current licensure as a speech-language pathologist under the Illinois Speech-Language Pathology and Audiology Practice Act [225 ILCS 110]; or

2) possession of one of the national certifications identified in Section 21-25(e) of the School Code; or

3) completion of sufficient professional development activities to satisfy the requirements of Section 21-25 of the School Code.

b) An individual who wishes to qualify for certificate renewal based on licensure or national certification as permitted by Section 21-25 of the School Code shall maintain documentation related to the relevant license or certificate, including its date of issue, period of validity, and issuing body. This information shall be included in the individual’s application for certificate renewal in place of the statement of assurance called for in subsection (k) of this Section.

c) Completion of the certification process conducted by the National Board for Professional Teaching Standards (NBPTS) may be used to fulfill the entire
requirement for professional development under subsection (a)(2) of this Section for the renewal cycle during which completion occurs. Evidence of completion of this process shall be the inclusion of the certificate-holder’s name on NBPTS’ composite list of those who have completed the certification process (as distinct from having received certification).

d) Except as provided in subsections (b) and (c) of this Section, each professional development activity used to fulfill the requirements of this Section shall be required to address one or more of the purposes set forth in Section 21-25(e) of the School Code, and three of the four purposes must be addressed. No later than 60 days after the State Board of Education votes to establish or change the list of areas determined by the Board to be critical for all school service personnel (Section 21-25 of the School Code), the State Superintendent of Education shall notify each school district superintendent, each regional superintendent of schools, and any organization that requests this notification. The notice shall include a list of the areas and state the date upon which the list takes effect.

e) CPDUs shall be generated for completion of activities in accordance with the provisions of Section 25.875 of this Part, provided that, as necessary to the context:

1) references to Section 21-14 of the School Code shall be understood to mean the comparable provisions of Section 21-25 of the School Code;

2) references to teachers, teaching, and instruction shall be understood to mean holders of the school service personnel certificate and their performance of services;

3) references to the classroom shall be understood to mean the setting where services are provided;

4) references to classes directly taught by the certificate-holder (Section 25.875(e) and (n) of this Part) shall be understood to mean students directly served by the certificate-holder;

5) references specific to the supervision or preparation of candidates for teaching certificates (Section 25.875(h) and (m) of this Part) shall be
understood to mean the supervision or preparation of candidates for the school service personnel certificate;

6) references to content-area standards (Section 25.875(j) of this Part) shall be understood to mean the relevant standards set forth at 23 Ill. Adm. Code 23 (Standards for the School Service Personnel Certificate); and

7) the reference to State priorities (Section 25.875(k) of this Part) shall be understood to mean the critical areas identified by the State Board of Education pursuant to Section 21-25(e)(2) of the School Code.

f) The provisions of Sections 25.855, 25.860, 25.865, and 25.872 of this Part shall apply to the awarding of CPDUs for activities offered by providers, provided that, as necessary to the context:

1) references to Section 21-14 of the School Code shall be understood to mean the comparable provisions of Section 21-25 of the School Code;

2) references to Subpart J of this Part shall be understood as referring to this Section;

3) references to teachers shall be understood to include holders of the school service personnel certificate; and

4) references to continuing education units (CEUs) shall not apply.

g) Each school service personnel certificate shall be maintained as “valid and active” or “valid and exempt” for each semester of its validity. Periods of exemption and proportionate reductions in the requirements for continuing professional development shall be determined as discussed in Section 25.880(a) of this Part. In addition:

1) the number of continuing professional development units needed to renew the certificate shall be reduced by 50 percent for any amount of time during which the certificate-holder has been employed and performing services on a part-time basis, i.e., for less than 50 percent of the school day or school term; and
2) A certificate-holder who is employed as a substitute on a part-time basis or a day-to-day basis shall only be required to pay the registration fee in order to renew his or her certificate (Section 21-25(e) of the School Code).

h) Credit earned for any activity that is completed (or for which the certificate-holder receives evidence of completion) on or after April 1 of the final year of a certificate’s validity, if not claimed with respect to that period of validity, may be carried over and claimed in the subsequent period of validity, provided that the activity in question is relevant to the requirements that apply to that period.

i) Each certificate-holder shall:

1) maintain the required form of evidence of completion for each activity throughout the period of validity that follows the renewal of the certificate based on completion of the activities documented; and

2) present the evidence of completion upon request by the regional superintendent or a representative of the State Board of Education or if required as part of an appeal under this Section.

j) An Illinois master SSP certificate shall have a ten-year period of validity. When an individual receives an Illinois master SSP certificate, any other SSP certificate held by the same individual shall be renewed as of the date of issuance of the master certificate. Any other SSP certificate shall automatically qualify for renewal at the end of its five-year period of validity, as long as the individual continues to hold the master certificate.

1) When an Illinois certificate-holder successfully renews his or her National Board certification, he or she shall be entitled to renew the Illinois master SSP certificate and any other SSP certificate held if the applicable requirements of this Section have also been met.

2) The holder of an Illinois master certificate whose certification through the NBPTS is not renewed shall nevertheless be entitled to renew the master certificate when it expires, provided that the applicable requirements of this Section have been met during the master certificate’s period of validity.
k) Each holder of an SSP certificate shall apply for renewal of that certificate as set forth with respect to teaching certificates in Section 25.830 of this Part, including the submission of a statement of assurance that conforms to the requirements of subsection (b) of that Section, except that:

1) each application for certificate renewal shall be submitted to the regional superintendent of schools, regardless of whether a local professional development committee is in operation in the employing district; and

2) references to “standard” certificates in that Section shall be understood to apply to SSP certificates.

l) Within 14 days after receiving an application for the renewal of a school service personnel certificate, the regional superintendent shall forward to the State Teacher Certification Board a recommendation for renewal or nonrenewal on a form prescribed by the State Superintendent of Education.

1) The regional superintendent shall transmit a list identifying all the certificate-holders with respect to whom the regional superintendent is recommending renewal of SSP certificates, along with verification that:

A) each certificate-holder has completed professional development or otherwise qualifies for certificate renewal in accordance with the requirements of Section 21-25 of the School Code and this Section; and

B) each certificate-holder has submitted the statement of assurance required in accordance with subsection (k) of this Section.

2) If the recommendation is not to renew the certificates held, or if information provided on the application makes indicates the individual subject to the requirements of any of Sections 25.485 – 25.490 of this Part is or may be out of compliance with Section 10-65 of the Illinois Administrative Procedure Act with regard to child support payments, the certificate-holder’s copy shall be sent concurrently by certified mail, return receipt requested. Each recommendation for nonrenewal shall include the regional superintendent’s rationale.
m) A certificate-holder with respect to whom a regional superintendent has recommended nonrenewal of the SSP certificate may appeal to the State Teacher Certification Board in accordance with the provisions of Section 25.835(h) of this Part, except that the requirements of Section 21-25 of the School Code shall be understood to apply rather than those established by Section 21-14 of the School Code.

n) The State Teacher Certification Board shall review regional superintendents’ recommendations regarding the renewal of SSP certificates and notify the affected certificate-holders in writing as to whether their certificates have been renewed or not renewed. This notification shall take place within 90 days after the State Teacher Certification Board receives regional superintendents’ recommendations, subject to the right of appeal set forth in this subsection (n).

1) Within 60 days after receipt of an appeal filed by a certificate-holder challenging a regional superintendent’s recommendation for nonrenewal, the State Teacher Certification Board shall hold an appeal hearing. The Board shall notify the certificate-holder of the date, time, and place of the hearing.

2) 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.

3) The State Teacher Certification Board may request that the certificate-holder appear before it. The certificate-holder shall be given at least ten days’ notice of the date, time, and place of the hearing.

4) In verifying whether the certificate-holder has met the renewal criteria set forth in Section 21-25 of the School Code, the State Teacher Certification Board shall review the recommendation of the regional superintendent of schools and all relevant documentation.

o) The State Teacher Certification Board shall notify the certificate-holder in writing, within seven days after completing its review, as to whether the SSP certificate has been renewed. Upon receipt of notification of renewal, the certificate-holder shall pay the applicable registration fee to the regional
superintendent. If the decision is not to renew the certificate, the notice to the certificate-holder shall be transmitted by certified mail, return receipt requested, and shall state the reason for the decision. The decision of the State Teacher Certification Board is final and subject to administrative review as set forth in Section 21-24 of the School Code [105 ILCS 5/21-24].

p) An individual whose certificate is not renewed because of his or her failure to meet the requirements of Section 21-25 of the School Code and this Section may apply for a reinstated certificate valid for one year. After the one-year period of validity of the reinstated certificate, the individual shall receive a renewable SSP certificate only if he or she presents evidence of having:

1) completed the balance of the professional development activities that were required for renewal of the certificate previously held; and
2) earned five additional semester hours of credit from a regionally accredited institution of higher learning relevant to the field of certification.

q) The provisions of Section 25.840(d) of this Part shall apply to the renewal of the school service personnel certificate.

r) If fewer than five years remain in the period of a certificate’s validity as of July 1, 2008, the number of CPDUs required in order to renew the certificate at the conclusion of that period shall be proportionately reduced.

s) An individual who performs services both on an SSP certificate and concurrently also on some other type of certificate to which renewal requirements apply shall be subject to the provisions of Section 25.475 of this Part.

(Source: Added at 33 Ill. Reg. _____, effective _____________)

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

Section 25.313 Alternative Route to Administrative Certification
The purpose of the administrative route established under Section 21-5d of the School Code [105 ILCS 5/21-5d] is to provide an expedited means by which experienced administrators from outside the field of education may acquire the knowledge and skill that will enable them to serve as public school administrators in positions other than principal and assistant principal. For purposes of this Section, and beginning with candidates who begin the course of study on or after January 1, 2010, the requirement for at least five years’ employment in “a management-level position” (Section 21-5d of the School Code) shall be understood to exclude experience in any position for which an administrative certificate is required and any comparable position in a nonpublic school. Further, the one year’s full-time administrative assignment that makes up the second phase of this program shall not consist of work performed as a principal or assistant principal and must include a range of tasks that are inherent to the roles covered by the endorsement sought.

a) Section 21-5d of the School Code [105 ILCS 5/21-5d] provides for the issuance of provisional alternative administrative certificates to eligible candidates, as defined in that Section, who successfully complete a course of study approved by the State Board of Education in consultation with the State Teacher Certification Board.

b) Section 21-5d of the School Code further provides for the issuance of standard administrative certificates to candidates who, after completing the course of study referred to in subsection (a) of this Section, complete an alternative program that also includes:

1) one year’s full-time administrative work in a public school or school district;

2) a comprehensive assessment of the candidate’s performance; and

3) a favorable recommendation by the institution of higher education responsible for the course of study.

c) Proposals for the establishment of programs meeting the specifications of subsections (a) and (b) of this Section shall be approved if they comply with Section 21-5d of the School Code and this Section. In making this determination, the State Board of Education shall consult with the State Teacher Certification Board and the advisory panel established pursuant to Section 21-5d of the School Code. Proposals shall be addressed as follows:
d) Proposal Requirements

1) Each proposal shall describe the roles and responsibilities of the participating university and the school districts in which candidates will be assigned for the year of practice as full-time administrators.

2) Each proposal shall indicate how candidates who do not possess master’s degrees in management shall be determined eligible for the program based on life experience equivalent to a master’s degree. In making this determination, institutions shall take into consideration candidates’ length and breadth of experience in such areas as:

   A) personnel management, supervision, and evaluation;
   B) long-range planning and evaluation of program effectiveness;
   C) community and public relations;
   D) organizational development and improvement;
   E) finance and budgeting; and
   F) work involving public schools and other educational units.

3) Each proposal shall describe the proposed course of study.

   A) Each proposal shall describe how individual candidates’ education and experience will be used in determining the portions of the course of study he or she will be required to complete.

   B) Each proposal shall demonstrate how candidates will acquire knowledge of content and skills equivalent to the content and skills
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contained in the participating institution’s program approved pursuant to Subpart C of this Part with regard to:

i) educational management;

ii) governance and organization; and

iii) planning.

C) Each program shall include a preservice assessment of each candidate’s performance to be conducted by the institution of higher education at the conclusion of the course of study in order to determine the candidate’s readiness for the year-long administrative assignment. Each proposal shall state the criteria for the institution’s determination of candidates’ readiness.

4) Each proposal shall describe the proposed arrangements for candidates’ assignment to administrative positions under this Section and shall provide for these to be set forth in a formal, written agreement between the participating institution of higher education and the school districts where candidates will practice. Each such agreement shall address the nature and intensity of the support to be provided to candidates by experienced district-level administrators, university staff, and/or other professionals with relevant experience, including at least:

A) the qualifications and experience of such individuals;

B) the estimated amount of time these individuals will devote to advising and assisting candidates; and

C) the specific roles of the assisting individuals.

5) Each proposal shall describe the proposed method of assessing candidates’ performance for the year referred to in this Section and shall provide for these to be set forth in a formal, written agreement between the participating institution of higher education and the school districts where candidates will practice. Each such agreement shall include:
A) the roles of all parties who will participate in the evaluation of candidates; and

B) assessment methods capable of demonstrating whether a candidate has acquired knowledge and skills equivalent to those required of candidates pursuing the respective institution’s program approved pursuant to Subpart C of this Part.

6) Each proposal shall delineate the criteria by which candidates will be recommended for certification by the participating institution of higher education.

e) Each alternative program established pursuant to this Section shall be subject to the Accreditation Review described in Subpart C of this Part.

f) The sponsoring institutions of programs established pursuant to this Section shall provide annual reports to the State Teacher Certification Board that describe the programs offered, the number and categories of the candidates who apply to each program, the completion rate for each program, and data regarding placement of individuals who complete each program.

(Source: Amended at 33 Ill. Reg. _____, effective ______________)

Section 25.315 Renewal of Administrative Certificate

The requirements set forth in this Section apply to renewal of administrative certificates in accordance with Section 21-7.1 of the School Code [105 ILCS 5/21-7.1].

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 completion of professional
development activities sufficient to satisfy the requirements of Section 21-7.1 of the School Code and presentation, upon request by the regional superintendent or a representative of the State Board of Education or if required as part of an appeal under this Section, of evidence of completion of the activities.

b) Each activity shall be required to address one or more of the following purposes:

1) *improving the administrator’s knowledge of instructional practices and administrative procedures*;

2) *maintaining the basic level of competence required for initial certification; and*

3) *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)

c) Activities selected to fulfill the requirement for 100 hours of professional development (see Section 21-7.1(c-10) of the School Code) 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, participating in Administrators’ Academy courses, research, and other, similar projects.

2) Continuing professional development hours for the activities chosen pursuant to this subsection (c) 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 upon request by the regional superintendent or a representative of the State Board of Education, or if required as part of an appeal under this Section, describing what was done with respect to each activity, with dates and amounts of time spent in each case.

d) Required Administrators’ Academy Courses

1) An individual who fails to complete an Administrators’ Academy course in a given year as required by Section 21-7.1(c-10)(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 (e)(5) 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) Application for Renewal of Certificate

1) Each application for renewal of an administrative certificate, other than an application of a regional superintendent of schools, shall be submitted to
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the regional superintendent and shall be accompanied by a verification format developed by the State Board of Education certifying that the required number of hours of professional development activities and the required number of Administrators’ Academy courses have been completed. (Section 21-7.1(c-10) of the School Code) A certificate-holder who fails to submit this material so as to ensure its receipt by the regional superintendent no later than April 30 may not be able to preserve his or her right of appeal under subsection (f) of this Section.

2) Based on the available information regarding the individual’s compliance with the requirements for certificate renewal set forth in this Section, the regional superintendent shall, within 30 days after receipt of an individual’s application, 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.

3) A certificate-holder who is a regional superintendent of schools shall submit the verification format referred to in subsection (e)(1) of this Section to the State Superintendent of Education along with his or her application for certificate renewal.

4) Within 30 days after receiving an application, the State Superintendent of Education shall notify the affected certificate-holder as to whether the administrative certificate has been renewed or not renewed, including the rationale for nonrenewal. Upon receipt of notification of renewal, the certificate-holder shall pay the applicable registration fee to the regional superintendent, except that a regional superintendent shall deposit his or her own fee in the region’s institute fund.

5) 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) 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 also presents evidence of having made up activities missed during the preceding renewal cycle by completing the requirements of subsection (e)(5)(A) of this Section, subsection (e)(5)(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.

B) If the certificate-holder failed to complete the applicable number of professional development activities or hours, he or she shall complete the balance of that requirement and ten additional hours of professional development meeting the requirements of subsections (b) and (c) of this Section.

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

f) 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
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 shall submit the following material when the appeal is filed:

A) evidence that he or she has satisfactorily completed the required types and quantity of activities; 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 regional superintendent’s rationale for recommending nonrenewal of the certificate, if applicable;

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. Upon receipt of notification of renewal, the certificate-holder shall pay the applicable registration fee to the regional superintendent, except that a regional superintendent shall deposit his or her own fee in the region’s institute fund.

7) The State Teacher Certification Board shall not renew any certificate if information provided on the application makes the holder subject to the requirements of any of Sections 25.485-25.490 of this Part. 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].

G) Proportionate Reduction; Part-Time Service

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

1) The requirements of this Section shall be subject to reduction on the same annual basis as provided in Section 21-7.1(c-15) 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 (c) 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.

h) An individual who performs services on an administrative certificate and concurrently also on some other type of certificate to which renewal requirements apply shall be subject to the provisions of Section 25.475 of this Part.

i) 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 33 Ill. Reg. _____, _____________)

Section 25.335 General Administrative Endorsement (2004)

This endorsement is required for principals, assistant principals, assistant or associate superintendents, and staff filling other similar or related positions as indicated in 23 Ill. Adm. Code 1.705. (See also 23 Ill. Adm. Code 29.120.) The requirements of this Section shall apply to the issuance of this endorsement except as otherwise provided in Sections 21-5d and 21-5e of the School Code [105 ILCS 5/21-5d and 5/21-5e] and Sections 25.313 and 25.314 of this Part.

a) Each candidate for the general administrative endorsement shall hold a master’s degree awarded by a regionally accredited institution of higher education and shall have completed the coursework in educational administration and
supervision required by Section 21-7.1(e)(2) of the School Code [105 ILCS 5/21-7.1(e)(2)].

b) Each candidate shall have completed an Illinois program approved for the preparation of administrators pursuant to Subpart C of this Part or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country (see Section 25.425 of this Part).

c) Each candidate shall have two years' full-time teaching or school service personnel experience in public schools, schools under the supervision of the Department of Corrections, schools under the administration of the Department of Human Services, or nonpublic schools recognized by the State Board of Education or meeting comparable out-of-state recognition standards (Section 21-7.1(e)(2) of the School Code). Beginning with applications submitted on or after February 1, 2012, in order to be acceptable toward fulfillment of this requirement:

1) teaching experience shall have been accrued while the individual held a valid early childhood, elementary, secondary, special K-12, or special preschool – age 21 certificate; and

2) school service personnel experience shall have been accrued while the individual held a valid school service personnel certificate.

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

e) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.360  Superintendent (2004)

This endorsement is required of school district superintendents. (See also 23 Ill. Adm. Code 29.130.)
a) Each candidate for the superintendent’s endorsement shall hold a master’s degree awarded by a regionally accredited institution of higher education.

b) Each candidate shall have completed an Illinois program approved for the preparation of superintendents pursuant to Subpart C of this Part or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country (see Section 25.425 of this Part).

c) Each candidate shall have at least two years’ full-time administrative or supervisory experience in schools, on at least a half-time basis, on a general supervisory, general administrative, director of special education’s, or all-grade supervisory endorsement on an administrative certificate, or a comparable out-of-state credential. (See Section 21-7.1(e)(4) of the School Code [105 ILCS 5/21-7.1(e)(4)]; the superintendent’s endorsement shall not be issued as an individual’s first endorsement on the administrative certificate unless issued on the basis of a comparable out-of-state credential.) Experience as a dean of students shall count toward fulfillment of this requirement only for time when the individual had authority for and performed administrative functions such as evaluation of certified staff or suspension of students.

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

e) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

(Source: Amended at 33 Ill. Reg. _____, effective ____________)

Section 25.365 Director of Special Education

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

a) Each candidate for the director of special education endorsement shall hold a master’s degree or a higher degree awarded by a regionally accredited institution of higher education.
b) The requirements of this subsection (b) shall apply to applications received on or before January 31, 2012. Later applications shall be subject to the requirements set forth in subsection (c) of this Section. Each candidate shall:

1) have completed an Illinois program approved for the preparation of directors of special education pursuant to Subpart C of this Part or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country (see Section 25.425 of this Part); or

2) submit, along with the application for the endorsement and the applicable fee, a copy of a letter of approval as an administrator of special education issued by the State Board of Education at any time; or

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

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


c) The requirements of this subsection (c) shall apply to applications received on or after February 1, 2012. Each candidate shall:

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

A) special education law;

B) special education finance;

C) supervision of programs for children with disabilities; and

D) cross-categorical special education methods; or

2) submit, along with the application for the endorsement and the applicable 
fee, a copy of a letter of approval as an administrator of special education 
issued by the State Board of Education at any time; or

3) submit, along with the application for the endorsement and the applicable 
fee, evidence of holding an administrative certificate and having 
completed 30 semester hours of coursework, distributed as specified in 
this subsection (c)(3).

A) at least one course in each of the areas described in subsection 
(c)(1) of this Section; and

B) additional coursework to reach a the required total of 30 semester 
hours, chosen from the areas of:

i) curricular adaptations/modifications and assistive 
technology;

ii) facilitation of the least restrictive environment for all 
students;

iii) characteristics of students with disabilities;

iv) collaboration with parents and school personnel;

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

The requirements of this subsection (e) shall apply to applications received on or after February 1, 2012. Each candidate shall have two years’ full-time experience providing special education services in the public schools as either a special education teacher, a speech-language pathologist, a school social worker, or a school psychologist.

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

Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

SUBPART F: GENERAL PROVISIONS

Section 25.400 Registration of Certificates; Fees

Section 21-16 of the School Code [105 ILCS 5/21-16] requires the registration of an individual’s teaching certificate(s) and establishes the amount of the registration fee to be paid for each type of certificate. Registration fees and requirements applicable in specified situations shall be as set forth in this Section.
a) Any fee paid to register a certificate for a given year shall cover the registration of all other certificates held by the same individual. An individual shall be required to register all certificates held but shall pay only one registration fee for any year.

b) An individual is required to register his or her certificate in each region where he or she teaches but, except as provided in Section 21-9 of the School Code [105 ILCS 5/21-9], is required to pay a registration fee in only one region. Therefore, an individual who moves from one region to another after paying a registration fee for a particular period of time:

1) shall be required to register his or her certificate(s) in the new region, but

2) shall not be required to pay any additional registration fee except as provided in subsection (c) of this Section.

c) Under Section 21-16-9 of the School Code, a holder of a substitute certificate is required to pay a registration fee in each region where the certificate is used. Therefore, a holder of such a certificate who moves from one region to another after paying a registration fee for a particular period of time:

1) shall be required to register his or her certificate(s) in the new region, and

2) shall be required to pay a registration fee for the remaining years of the substitute certificate’s validity.

d) When a registration fee is paid, the amount due shall be the amount required to register the certificate for its entire period of validity, except that a life certificate may be registered for a maximum of five years (see Section 21-16 of the School Code).

e) Except as provided in subsection (f) of this Section, an individual who receives and registers one or more additional certificates after paying a registration fee for a particular period of time shall not be required to pay an additional registration fee until the period covered by the original fee has elapsed. That is, no registration fee shall be charged for a new certificate as long as the current registration period of another certificate covers a portion of the new certificate’s registration period.
f) An individual who receives a standard certificate after paying a registration fee covering four years of teaching on an initial certificate without “using” all four of those years (e.g., an individual from another state who came to Illinois already having accumulated some teaching experience) shall be required to pay the registration fee for the new standard certificate’s five-year period of validity, less “credit” equaling the amount paid for the unused years for which the initial certificate was registered.

g) Pursuant to Section 25.450 of this Part, a certificate that has lapsed may be reinstated by payment of all accumulated registration fees. The amount due for each year shall be the fee that was in effect at that time, rather than the annual amount applicable at the time when the fees are paid.

h) The amount of the fee that was in effect for any given year shall remain in effect for that year, regardless of when the fee is paid.

i) The other provisions of this Section notwithstanding, no fee paid in connection with the registration of one or more certificates shall have the effect of extending the period of validity of any other certificate that is subject to additional renewal requirements that have not been met.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.425 Individuals Prepared in Out-of-State Institutions

An applicant who holds or is eligible to hold another state's or another country’s teacher, school service personnel, or administrative certificate may be granted a corresponding Illinois certificate if he or she meets all the generally applicable requirements of Article 21 of the School Code (e.g., age; good character; or citizenship or legal presence) and the requirements for the certificate sought, as specified in the applicable Sections of this Part. As used in each of those Sections, a “comparable program” is one that leads to eligibility for service in the same specific capacity in the public schools of the state where the program was completed. A program completed in the United States shall be considered comparable only if it was offered by a regionally accredited institution of higher education.

a) The certificate sought must be comparable to the out-of-state certificate for which the applicant is eligible. A comparable Illinois certificate is that which is most
nearly like that of the other state (e.g., a K-6 certificate from another state most nearly approximates the Illinois elementary (K-9) certificate).

b) Each out-of-state applicant for an Illinois teaching certificate must have met certification requirements that are similar to Illinois requirements.

   1) For those who have completed traditional preparation programs, these requirements include college coursework in professional education, including pre-student teaching clinical experiences or equivalent experience, student teaching or equivalent experience, and a major in a subject area that is relevant to the area of certification.

   2) For those who have completed alternative certification programs, these requirements include graduation from a regionally accredited institution with a bachelor’s degree, an intensive course of study approved by that state for this purpose, and student teaching or another structured teaching experience that forms part of the approved alternative program.

   3) An applicant who holds a certificate from another state, territory, or possession of the U.S. but has not completed a preparation program approved by that state shall be required to present a written statement, signed by a representative of the agency issuing the certificate indicating that, at the time when the applicant was certified, the state of certification had certification requirements related to general education, professional education, and an area of specialization for the certificate issued and the applicant met the requirements in all three areas.

c) An individual may receive additional endorsements on a teaching certificate by meeting the applicable requirements of Section 25.100 of this Part.

d) Special provisions apply to applicants from states that do not require certification of school psychologists or school social workers or do not require any certificate for administrative positions for which certification is required in Illinois. When an applicant presents evidence of having served in such a position in a state where certification for the position is not required, eligibility for the Illinois certificate sought shall be contingent upon evidence that the applicant:
1) has met all applicable requirements of Illinois law relative to the certificate and endorsement sought;

2) has passed the Illinois test of basic skills and the relevant Illinois content-area test; and

3) has met any three of the conditions described in subsections (d)(3)(A) through (E) of this Section.

A) The individual has completed a degree program that prepares candidates for service in the endorsement area sought in the public schools of the state where the program was completed or the state where the service was provided.

B) The individual has completed a program at an institution that was accredited by NCATE at the time of completion.

C) The individual has completed a program that formerly served as a basis for certification in the state where the program was completed.

D) The titles or content descriptions of courses listed on the individual’s official transcript indicate that the courses were designed to address standards substantially comparable to those that apply to the Illinois certificate or endorsement sought.

E) The individual presents evidence of work experience in the public schools in the position for which Illinois certification is sought.

e) A candidate whose credentials were earned at an institution outside the United States shall submit the documents prepared by the foreign institution to a service whose evaluations are accepted by the State Board pursuant to subsection (f) of this Section.

1) After reviewing the documents submitted, the service shall provide to the State Superintendent of Education a statement identifying the degree held by the individual and indicating whether or not the individual has been
prepared as an educator. The service shall also provide a list of the courses completed, with the credits earned equated to semester hours.

2) The transcript provided by the service pursuant to subsection (e)(1) of this Section shall be reviewed to determine whether the individual qualifies for a certificate; if so, he or she shall receive such a certificate with all endorsements indicated by the coursework completed.

3) If the review of the individual’s transcript indicates that he or she does not qualify for a certificate, he or she shall receive a notification of the deficiencies for the certificate.

f) Evaluation services shall be approved to review foreign credentials for purposes of Illinois certification if they demonstrate experience working on behalf of either the National Association of Foreign Student Affairs or the American Association of Collegiate Registrars and Admissions Officers. However, the State Board of Education may discontinue acceptance of evaluations from any service based on evidence of material inconsistencies in reviews. The State Board shall maintain an up-to-date list of all organizations whose reviews are being accepted and shall make this list readily available.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.427 Three-Year Limitation

a) An evaluation for purposes of issuing a certificate (rather than an additional endorsement on a previously held certificate) will be binding on the State Board of Education for only three years after it is given. At the close of that time, the evaluation and all relevant material will be discarded unless a certificate has been issued. However, should an individual apply for a certificate of a type for which a previously requested evaluation is still pending pursuant to this Section, the earlier application shall be invalidated and the relevant materials discarded immediately.

b) A recommendation for certification of a candidate by entitlement shall be valid for only three years after its issuance by the institution. An individual who wishes to rely upon completion of a program after the relevant recommendation has expired shall provide either:
1) verification from the institution that the program has not changed in the intervening time and a new recommendation by that institution for certification of the candidate by entitlement; or

2) a program completion form indicating that the program has changed and identifying the changes, which shall be reviewed by the State Superintendent of Education to determine whether any deficiencies must be remedied by the individual in order to qualify for the certificate sought.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.444 Illinois Teaching Excellence Program

The annual payments and incentives established under Section 21-27 of the School Code [105 ILCS 5/21-27] shall be subject to the requirements of this Section and shall be contingent upon the appropriation of sufficient funds (see subsection (a)(4) of this Section). For purposes of this Section, “outside the regular school term” means during hours when school is not in session or on days when school is not in session and “State Superintendent of Education” means the State Superintendent or a designee, and an “eligible individual” is one who holds the certificate or certificates specified in the portion of Section 21-27 of the School Code that applies to the payment sought. When permitted or required by the State Superintendent, documentation called for in this Section may be submitted via electronic means.

a) When the funding available in any fiscal year is inadequate to cover all the payments described in this Section, payments shall be prioritized as specified in this subsection (a). No funds shall be allotted for use under any subsection of this Section until all higher-priority expenditures have been covered. Therefore, although a “qualifying individual” is someone who meets the requirements for a particular payment, not all qualifying individuals in any given year will be assured of receiving the applicable payments.

1) As a first priority, funds shall be allotted for the annual stipends described in subsection (b) of this Section.

2) As a second priority, funds shall be allotted for the incentive payments for the first 30 hours of service described in Section 21-27(3) of the School Code.
3) As a third priority, funds shall be allotted for the incentive payments for the first 30 hours of service described in Section 21-27(2) of the School Code.

4) As a fourth priority, funds shall be allotted for the incentive payments for the additional 30 hours of service described in Section 21-27(3) of the School Code.

5) As a fifth priority, funds shall be allotted for the incentive payments for the additional 30 hours of service described in Section 21-27(2) of the School Code.

6) If funds remain after accounting for all the payments described in subsections (a)(1)-(5) of this Section, funds shall be allotted for the expenditures described in subsections (g)-(j) of this Section, in accordance with the order of priority established in Section 21-27(4) of the School Code. The State Superintendent shall use funds appropriated for a given fiscal year to reimburse only individuals whose fees were paid during that fiscal year, as reflected in the electronic database maintained for this purpose on behalf of the State Board of Education.

7) If funds are available for use under a particular subsection of this Section but are insufficient to cover all the payments that would be due under that subsection, the State Superintendent shall pro-rate the amount available among all those who qualify, except as further specified in (i) of this Section.

8) In order to facilitate the use of funds for payments in priority order for each fiscal year, the State Superintendent may establish deadlines for the submission of forms and other documentation required under this Section. An individual who fails to comply with any relevant deadline may forfeit his or her claim to the affected payment.

b) An eligible individual who holds Illinois master certificate pursuant to Section 21-2(d) or Section 21-25(d) of the School Code [105 ILCS 5/21-25(d)] shall qualify for an annual payment as called for in Section 21-27(1) of the School Code for each school year during which:
1) he or she is employed by a school district or other public entity providing early childhood, elementary, or secondary education, including special education, as the individual originally assigned to in a full-year, full-time position whose functions:

A) are specifically authorized by a teaching certificate and include the provision of instruction to students; or

B) are specifically authorized by a school service personnel certificate endorsed for a school counseling and include the provision of counseling services to students position; and

2) he or she was certified by NBPTS prior to October 1 and, as of October 1, was employed as specified in subsection (b)(1) of this Section, or was certified by NBPTS on or after October 1 and, as of January 1, was employed as specified in subsection (b)(1) of this Section works for no less than the equivalent of half the school year, as verified by the employer at or near the conclusion of the school year using a format specified by the State Superintendent of Education, which shall be submitted by the individual as documentation of eligibility for the payment.

An eligible In addition to the payment received pursuant to subsection (a) of this Section, an individual who holds an Illinois master certificate pursuant to Section 21-2(d) of the School Code shall qualify be eligible for one or more an annual incentive payments payment under Section 21-27(2) or Section 21-27(3) of the School Code for each year during which:

1) he or she is either:

A) employed by a school district or other public entity providing early childhood, elementary, or secondary education, including special education, in a position that meets the requirements of subsection (b)(1) of this Section, as verified by the employer using a format specified by the State Superintendent of Education; or
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B) retired (i.e., drawing an annuity from either the Teachers’ Retirement System of the State of Illinois pursuant to Article 16 of the Illinois Pension Code [40 ILCS 5/Art. 16] or the Public School Teachers’ Pension and Retirement Fund -- Cities Over 500,000 Inhabitants -- pursuant to Article 17 of the Illinois Pension Code [40 ILCS 5/Art. 17]); and whose functions are specifically authorized by a teaching certificate and include the provision of instruction to students;

2) he or she works for no less than the equivalent of half the school year, as verified by the employer at or near the conclusion of the school year using a format specified by the State Superintendent of Education; and

3) he or she agrees in writing, using a format prescribed by the State Board of Education, to provide at least 30 hours of mentoring to classroom teachers that conform to the requirements of Section 21-27(2) or Section 21-27(3) of the School Code and consists of:

A) high-quality professional development for new and experienced teachers or school counselors, as applicable; and/or

B) assistance to candidates for certification by the National Board for Professional Teaching Standards in completing that certification process. (Section 21-27(2) of the School Code; Section 21-27(3) of the School Code)

d) Requirements for Professional Development and Assistance to NBPTS Candidates

1) As verification that he or she qualifies of his or her eligibility for the applicable incentive payment, an eligible individual the holder of the master certificate who provides professional development to new or experienced teachers or school counselors under subsection (c)(b) of this Section shall submit to the State Superintendent of Education a written log of the assistance provided, using a format specified by the State Superintendent, demonstrating that he or she addressed one or more of the standards set forth in 23 Ill. Adm. Code 24 (Standards for All Illinois Teachers) as relevant to the classroom-based needs of the recipient
teachers, or one or more of the standards set forth in 23 Ill. Adm. Code 23.110 (Standards for the School Counselor), as applicable. Each recipient of professional development shall be identified by name, shall be working in an Illinois public educational setting, and shall sign the log as verification of the dates and hours of service indicated.

2) As verification that he or she qualifies for the applicable incentive payment, an eligible individual who assists other Illinois educators in preparing for certification by the National Board for Professional Teaching Standards under subsection (c)(b) of this Section shall submit to the State Superintendent of Education a written log of the assistance provided, using a format specified by the State Superintendent. This record shall identify the activities performed and verify that these activities addressed specific requirements candidates must meet for NBPTS certification.

d) In addition to the payment received pursuant to subsection (a) of this Section, an individual who holds an Illinois master certificate pursuant to Section 21-2(d) of the School Code shall be eligible for an annual incentive payment under Section 21-27(3) of the School Code for each year during which:

1) he or she is employed by a school district or other public entity providing early childhood, elementary, or secondary education, including special education, in a position whose functions are specifically authorized by a teaching certificate and include the provision of instruction to students;

2) he or she works for no less than the equivalent of half the school year, as verified by the employer at or near the conclusion of the school year using a format specified by the State Superintendent of Education; and

3) he or she agrees in writing, using a format prescribed by the State Board of Education, to provide, outside the regular school term, at least 60 hours of mentoring to classroom teachers in schools on the Academic Early Warning List or in schools in which 50% or more of the students receive free or reduced-price lunches, or both. (Section 21-27(3) of the School Code)

e) Requirements for Mentoring
1) Mentoring provided in accordance with subsection (c)(d) of this Section shall be conducted either:

A) as part of and in conformance with a mentoring program formally established by a school district; or

B) under the terms of a written agreement among the mentor teacher, the building administrator, mentor coordinator, or other responsible official of the school district employing one or more recipients, that describes the goals of the mentoring, the duration of the mentor’s involvement, and the amount of time expected to be devoted to each recipient.

2) Mentoring may be provided to recipients either individually or in groups, provided that the mentor must address one or more of the areas of teaching practice enumerated in subsection (d)(e)(f) of this Section as relevant to the classroom-based needs of each recipient.

3) An individual who provides mentoring under subsection (d) of this Section shall notify his or her employing district (if different from that of the recipients) to this effect and, as verification that he or she qualifies for the applicable incentive payment, shall submit to the State Superintendent of Education a written log that:

A) meets the requirements of subsection (d)(e)(f) of this Section; and

B) discusses how the mentoring was related to the academic needs of the recipient teachers’ students or the needs of the students served by the recipient counselors, as applicable.

f) Certified teachers shall receive incentive payments only for providing mentoring and professional development to other teachers, and certified school counselors shall receive incentive payments only for providing mentoring and professional development to other school counselors. In any given school year, and in
addition to the annual payment discussed in Section 21-27(1) of the School Code, a particular individual may qualify for any combination of the payments discussed in Sections 21-27(2) and 21-27(3) of the School Code, provided that the logs submitted by the individual demonstrate that no portion of the individual’s service to other teachers or school counselors is counted toward more than one incentive payment.

f) Insufficient Appropriations

When the funding available in any fiscal year is inadequate to cover all the payments described in this Section, payments will be prioritized.

1) No annual stipends as described in subsection (a) of this Section shall be paid until all other payments pursuant to subsection subsections (b) and (d) of this Section have been made.

2) The incentive payments described in subsection (d) of this Section shall take precedence over those described in subsection (b) of this Section.

g) First-Time Application Fees

If sufficient funds are available for all the qualifying individuals who have submitted timely requests, the State Superintendent shall reimburse each individual in the amount of $2,000 or the actual amount of the application fee, whichever is less.

h) Take One! Subsidy

NBPTS permits an individual to submit one portfolio entry for review and scoring before making the decision to become a candidate for National Board certification. For purposes of reimbursement under this subsection (h), the schools deemed to be a priority by the State Board of Education (Section 21-27(4)(B) of the School Code) shall be those in academic watch status, and teachers shall be considered members of cohorts whenever at least three from the same school sign up for Take One! If sufficient funds are available for all the qualifying individuals who have submitted timely requests, the State Superintendent shall reimburse each individual in the amount of $395 or the actual amount of the Take One! fee, whichever is less.
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i) Retake Subsidy

NBPTS permits a candidate to submit portfolio entries and assessment exercises as "retakes" if the required fee for each has been paid by the January 31 that follows the release of original scores in November. If sufficient funds are available for all qualifying individuals who have submitted timely requests, the State Superintendent shall reimburse each individual for the fees paid for as many as three portfolio entries or assessment exercises, in any combination. However, all qualifying individuals shall receive reimbursement for one retake before any individual receives reimbursement for a second retake, and all qualifying individuals shall receive reimbursement for two retakes, as applicable, before any individual receives reimbursement for a third retake.

j) Renewal Subsidy

NBPTS establishes a schedule for certificate renewal and for payment of the required fee. If sufficient funds are available for all qualifying individuals who have submitted timely requests, the State Superintendent shall reimburse each individual in the amount of $850 or the actual amount of the NBPTS renewal fee, whichever is less.

l) In the event that funds remain available for any fiscal year after accounting for all payments described in subsections (a)-(j) of this Section and for necessary expenditures related to the electronic system identified in Section 21-27(c) of the School Code, those remaining funds shall be devoted to one or more initiatives under Section 21-27(d) of the School Code, as the State Superintendent may deem appropriate in light of the amount available and the needs of Illinois public schools.

1) "Candidate support" shall include efforts designed to support candidates in completing the National Board’s certification process, such as mentoring and observation.

2) "Candidate recruitment" shall include efforts designed to increase the pool of candidates for certification by the National Board, particularly in areas of shortage identified by the State Board of Education.
Section 25.464 Short-Term Authorization for Positions Otherwise Unfilled

Subject to the provisions of this Section, an entity that is required to employ certified teachers may receive short-term approval to employ an individual who does not hold the qualifications required for a vacant teaching position, other than a special education teaching position, when the employing entity has been unable to recruit a fully qualified candidate for that position. Short-term authorization as described in this Section shall be available not only with respect to individuals who lack full qualifications in a subject area, but also with respect to individuals who have not completed the six semester hours of coursework specified at 23 Ill. Adm. Code 1.720 for teachers of middle grades (see Section 1.720(a)(2)(A) and (B)). The requirement expressed in subsection (a)(2) of this Section shall not apply when the employing entity’s need for short-term authorization has arisen due to the unforeseen departure of a teacher who was fully qualified for the assignment in question.

a) The employing entity shall file with the regional superintendent:

1) a description of the vacant position, including the subject area and the grade level;

2) evidence of inability to fill the position with a fully qualified individual; including a list of the candidates who applied, a list of those who were interviewed, and the reason each was not interviewed or was not selected, as applicable;

3) a statement that the employing entity has not honorably discharged anyone in the past year who was fully qualified for the position;

4) the name and Social Security number of the individual the entity wishes to employ for the position, as well as a list of the certificate numbers and types held by that individual;

5) a written assurance that the district will provide the teacher to be employed with mentoring and high-quality professional development each year in the subject area to be taught;

6) one of the following:
A) a written assurance from an institution of higher education that operates a program approved pursuant to Subpart C of this Part that leads to certification in the subject area to be taught that the individual who will be employed is enrolled in coursework that is designed to meet the standards applicable to that subject area, or

B) a written assurance from the certification officer of another institution of higher education that offers one or more approved educator preparation programs that the individual is enrolled in courses that will enable him or her to qualify for the endorsement, or

C) other evidence of enrollment in relevant coursework supplied by the individual who will be employed, or

D) a written assurance signed by the individual who will be employed, indicating his or her intention to enroll in one or more identified courses at a specified institution of higher education in the next semester; and

7) a statement of intent, signed and dated by the individual who will be employed, stipulating that he or she will complete all requirements for an endorsement in the subject to be taught (see Section 25.100 of this Part or 23 Ill. Adm. Code 1.720, as applicable) within three school years after the issuance of authorization under this Section.

b) Short-term authorization pursuant to this Section shall be issued only when the individual identified by the employing entity:

1) holds an initial, standard, or master certificate that is valid for the grade level of the proposed assignment;

2) has successfully completed at least nine semester hours of college coursework in the subject area to be taught; and

3) has filed the statement of intent called for in subsection (a)(7) of this Section.
c) When the requirements of this Section have been met, the State Superintendent of Education shall issue to the employing entity a letter granting short-term authorization for the named individual to teach in the specific position for which the application was made.

1) Such a letter shall constitute an authorization to the employing entity and not a credential issued to the individual. As such it shall not be transferable to any other individual, employing entity, or teaching assignment.

2) Each employing entity that receives an authorization pursuant to this Section shall maintain the State Superintendent’s letter on file and make it available for inspection by representatives of the State Board of Education upon request.

d) Short-term teaching authorization issued pursuant to this Section shall be issued with respect to a specific school year and shall expire on June 30 of the third school year following the date of issuance.

e) After the end of the validity of authorization received under this Section, the individual shall not be eligible to teach in the subject area for which approval was granted unless he or she has received an endorsement for that subject.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.485 Provisional Recognition of Institutions (Repealed) Certification of Persons with Certificates Previously Denied, Suspended, or Revoked

A previous denial of certification or another action against an individual’s certificate may indicate that issuance, renewal, or registration of a certificate would also currently be inappropriate. Accordingly, each applicant for the issuance, renewal, or registration of an Illinois certificate or for the addition of another credential (e.g., endorsement, approval, designation), including any credential issued under Subpart G of this Part, shall be required to indicate on the relevant form whether he or she has ever had a certificate denied, suspended or revoked in Illinois or any other state.
a) Each individual providing an affirmative response to this question shall be required to submit a copy of the notice issued by the responsible agency in the state where the action occurred that includes:

1) the date of the action;
2) the reasons for the action;
3) any penalties that were imposed; and
4) the ending date of each penalty, if applicable.

b) The State Superintendent of Education shall review the information submitted pursuant to subsection (a) of this Section and shall determine whether issuance, renewal, or registration of a certificate or issuance of one or more additional credentials, as applicable, is appropriate in light of the circumstances surrounding the previous denial, suspension, or revocation (including the applicant’s age and background of the applicant at the time of the action), any penalty that was imposed, and any evidence the applicant has provided concerning his or her good character that may mitigate the defect in his or her record.

(Source: Old Section repealed at 23 Ill. Reg. 7231, effective June 14, 1999; new Section adopted at 33 Ill. Reg. _____, effective _____________)

Section 25.486 Certification of Persons Who are Delinquent in the Payment of Child Support

Pursuant to Section 10-65 of the Illinois Administrative Procedure Act [5 ILCS 100/65], each State agency must require an applicant for a license to affirm on the application form, under penalty of perjury, that he or she is not more than 30 days delinquent in complying with a child support order. Accordingly, each applicant for the issuance, renewal, or registration of an Illinois certificate or for the addition of another credential (e.g., endorsement, approval, designation), including any credential issued under Subpart G of this Part, shall be required to make this affirmation on the relevant form.

a) Each individual who fails to provide the affirmation required pursuant to this Section shall be ineligible to receive, register, or renew a certificate or to receive an additional credential until he or she provides to the State Superintendent of
Education a statement from the Illinois Department of Healthcare and Family Services, issued on that agency’s letterhead, indicating the status of the current child support arrangements.

b) The State Superintendent shall review the documentation provided by the applicant and determine whether issuance, renewal, or registration of a certificate or issuance of one or more additional credentials, as applicable, is appropriate based on whether the individual has remedied the delinquency and made satisfactory arrangements to meet future obligations.

(Source: Added at 33 Ill. Reg. _____, effective _____________)

Section 25.487 Certification of Persons with Illinois Tax Noncompliance

Pursuant to Section 21-23(a) of the School Code [105 ILCS 5/21-23(a)], the State Board may refuse to issue or may suspend the certificate of any person who fails to file a return, or to pay the tax, penalty or interest shown in a filed return, or to pay any final assessment of tax, penalty or interest, as required by any tax Act administered by the Illinois Department of Revenue, until such time as the requirements of any such tax Act are satisfied. Accordingly, each applicant for the issuance, renewal, or registration of an Illinois certificate or for the addition of another credential (e.g., endorsement, approval, designation), including any credential issued under Subpart G of this Part, shall be required to indicate on the relevant form whether he or she has failed to comply with any of these requirements.

a) Each individual providing an affirmative response to this question shall be ineligible to receive, register, or renew a certificate or to receive an additional credential until he or she provides to the State Superintendent of Education either:

1) a tax clearance form issued by the Illinois Department of Revenue, indicating that the individual has remedied the failure; or

2) a statement from the Illinois Department of Revenue, issued on that agency’s letterhead, that includes an explanation of the matter, including the relevant tax year, the amount owed, and the status of any disputed amount.

b) If an individual provides the tax clearance form referred to in subsection (a)(1) of this Section, he or she shall no longer be ineligible for certification, certificate
registration, certificate renewal, or the issuance of one or more additional credentials based on the tax matter at issue. If an individual provides a statement under subsection (a)(2) of this Section, the State Superintendent shall review the documentation provided and determine whether issuance, renewal, or registration of a certificate or issuance of one or more additional credentials, as applicable, is appropriate based on whether the individual has made arrangements to remedy the failure that are satisfactory to the Department of Revenue.

(Source: Added at 33 Ill. Reg. _____, effective _____________)

Section 25.488 Certification of Persons Named in Reports of Child Abuse or Neglect

Pursuant to Section 21-23(b) of the School Code [105 ILCS 5/21-23(b)], a certificate may be suspended for an appropriate length of time upon evidence that the holder has been named as a perpetrator in an indicated report filed pursuant to the Abused and Neglected Child Reporting Act and upon proof that the holder has caused a child to be an abused child or neglected child as defined in the Act. Accordingly, each applicant for the issuance, registration, or renewal of an Illinois certificate or for the addition of another credential (e.g., endorsement, approval, designation), including any credential issued under Subpart G of this Part, shall be required to indicate on the relevant form whether he or she has been named as a perpetrator by a state agency responsible for child welfare in Illinois or any other state if the report was not reversed after exhaustion of any appeal.

a) Each individual providing an affirmative response to this question shall be ineligible to receive, register, or renew a certificate or to receive an additional credential until he or she provides to the State Superintendent of Education:

1) an official copy of the report, including the child’s age and sex, the report number assigned by the Department of Children and Family Services or comparable out-of-state agency, the date of the report, and the status of the report (“indicated”, “unfounded”, or other) with supporting documentation for the determination;

2) an explanation of the event in his or her own words, including a detailed explanation of his or her relationship to the child;

3) original, signed statements from employers, civic leaders, college instructors, and others clearly indicating that they have knowledge that the
applicant has been found to be a perpetrator of child abuse or neglect but can also attest to the individual’s good character and rehabilitation; and

4) an explanation of the status of any request to expunge, amend, or remove the report from the responsible state agency’s records.

b) The State Superintendent shall review the documentation provided by the applicant pursuant to subsection (a) of this Section and determine whether issuance, renewal, or registration of a certificate or issuance of one or more additional credentials, as applicable, is appropriate based on whether the evidence of good character and rehabilitation provided is convincing when taken together with the gravity of the offense, the individual’s age and background at the time of the offense, and any criminal penalty that was imposed.

(Source: Added at 33 Ill. Reg. _____, effective _____________)

Section 25.489 Certification of Persons Who are in Default on Student Loans

Pursuant to Section 21-23(a) of the School Code, a certificate may be suspended for failure to establish satisfactory repayment on an educational loan guaranteed by the Illinois Student Assistance Commission. Accordingly, each applicant for the issuance, registration, or renewal of an Illinois certificate or for the addition of another credential (e.g., endorsement, approval, designation), including any credential issued under Subpart G of this Part, shall be required to indicate on the relevant form whether he or she is in default on an Illinois student loan for which no satisfactory repayment plan has been established with the Commission. Each individual providing an affirmative response to this question shall be ineligible to receive, register, or renew a certificate or to receive an additional credential until he or she provides to the State Superintendent of Education a statement from the Commission, issued on the Commission’s letterhead, indicating that the individual has entered into a satisfactory payment plan.

Source: Added at 33 Ill. Reg. _____, effective _____________)

Section 25.490 Rules for Certification of Persons Who Have Been Convicted of a Crime

Pursuant to Section 21-23a of the School Code [105 ILCS 5/21-21a], convictions related to certain offenses lead to revocation of certificates. Further, convictions related to certain other offenses may lead to refusal of certification if they demonstrate individuals not to be of good character as required by Section 21-1 of the School Code [105 ILCS 5/21-1]. Accordingly, each
applicants for the issuance, registration, or renewal of an Illinois certificate or for the addition of another credential (e.g., endorsement, approval, designation), including any credential issued under Subpart G of this Part, shall be required to indicate on the relevant form whether he or she has ever been convicted of a felony or of any sex, narcotics, or drug offense in Illinois or any other state.

a) Each individual providing an affirmative response to this question shall be ineligible to receive, register, or renew a certificate or to receive an additional credential if the offense was one of those enumerated in Section 21-23a of the School Code or, if the offense was not one of those enumerated, until he or she provides to the State Superintendent of Education:

1) a certified court record of the conviction;

2) evidence that at least one year has elapsed since the end of the sentence for the criminal offense, where “sentence” includes any period of probation that was imposed either alone or in combination with a period incarceration; and

3) an explanation of the event in his or her own words; and

4) original, signed statements from employers, civic leaders, college instructors, and others clearly indicating that they have knowledge of the conviction but can also attest to the individual’s good character and rehabilitation.

b) The State Superintendent shall review the information submitted pursuant to subsection (a) of this Section and determine whether certification, certificate registration, certificate renewal, or issuance of one or more additional credentials, as applicable, is appropriate, based on whether the offense was one of those enumerated in Section 21-23a of the School Code and, if not, whether the evidence of good character and rehabilitation provided is convincing when taken together with the gravity of the offense, the individual’s age and background at the time of the offense, and any criminal penalty that was imposed.

a) Applicants shall complete their applications truthfully and honestly. Each application shall be reviewed separately. The gravity of the offense (misdemeanor, felony or other infamous nature), the circumstances surrounding
B) The State Teacher Certification Board will review evidence provided by the applicant and render a decision as to good character by weighing the evidence of bad character (the criminal conviction) against that of good character and rehabilitation. In making this determination, the State Teacher Certification Board may consider, without limitation, a personal statement from the applicant and letters from university instructors, employers, and any other persons with knowledge of the applicant’s criminal history and rehabilitation.

c) The State Teacher Certification Board shall require a waiting period of one year from the time the sentence for the criminal offense ends before an application for certification will be considered, excluding minor traffic offenses.

d) For purposes of this Section, a “sentence” shall include any probationary period imposed either alone or in combination with a period of incarceration.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.493 Part-Time Teaching Interns (Repealed)

a) The entitlement officer of the college or university with an approved program leading to a master's degree of which a part-time teaching internship is a component, such as the Master of Arts in Teaching (MAT) program, shall submit a list of the students and the districts in which the part-time teaching internship is to occur to the State Superintendent of Education. Upon verification of the approved program, the Superintendent shall transmit a letter to the district superintendent authorizing the school board to employ such interns.

b) The colleges shall verify the student's bachelor's degree as one from a recognized institution of higher learning and shall specify the exact nature of the part-time teaching internship assignment in reporting to the State Superintendent.
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c) Only those students who are enrolled in programs leading to a master's degree approved by the State Board of Education shall be eligible for employment as part-time teaching interns, and an individual’s part-time teaching must be done in a field for which he or she is being prepared.

(Source: Repealed at 33 Ill. Reg. _____, effective _____________)

SUBPART G: THE UTILIZATION OF PARAPROFESSIONALS AND OTHER NONCERTIFIED PERSONNEL

Section 25.510 Paraprofessionals; Teacher Aides

a) The terms “paraprofessionals” and "teacher aides" shall be used to refer to the noncertificated personnel authorized by Section 10-22.34 of the School Code [105 ILCS 5/10-22.34] to be employed to assist in instruction. The terms “paraprofessional” and “teacher aide” shall be considered synonymous.

b) Approval of Paraprofessionals

1) Employment Service as a paraprofessional requires a statement of approval issued by the State Board of Education, in consultation with the State Teacher Certification Board, any certificate indicative of completion of at least a bachelor’s degree, or a provisional vocational certificate. Paraprofessionals first employed in programs for students with disabilities on or before June 30, 2005, shall be subject to this requirement as of July 1, 2007.

2) Each individual who is required to hold a statement of approval shall submit an application to the State Superintendent of Education, accompanied by evidence that he or she meets the requirements of subsection (c) of this Section. Each individual who wishes to serve as a paraprofessional in a targeted assistance program and is paid with federal funds provided under Title I, Part A, or in a school-wide program that is supported with such funds, other than an individual who holds a certificate indicative of completion of at least a bachelor’s degree or a provisional vocational certificate, shall submit an application for approval accompanied by evidence that he or she meets the requirements of subsection (d) of this Section. Each applicant who qualifies shall be
issued a statement of approval, which shall indicate whether it applies to
programs supported with federal Title I, Part A, funds.

c) Each paraprofessional shall be of good character and shall be a citizen of the
United States or legally present and authorized for employment. Each
paraprofessional shall be subject to that portion of Section 24-5 of the School
Code [105 ILCS 5/24-5] that requires physical fitness and freedom from
communicable disease, including evidence of freedom from tuberculosis. Each
paraprofessional shall hold a high school diploma or its recognized equivalent.
To receive approval to serve as a teacher aide, an individual shall:

1) present evidence of having completed 30 semester hours of college credit
at a regionally accredited institution of higher education; or

2) complete a training program for paraprofessionals that has been approved
either by the Illinois Community College Board or by the State Board of
Education in consultation with the State Teacher Certification Board; or

3) pass the ParaPro test offered by the Educational Testing Service (ETS)
with at least the score identified by the State Board of Education in
consultation with the State Teacher Certification Board; or

3) pass the WorkKeys test offered by ACT with at least the score identified
by the State Board of Education in consultation with the State Teacher
Certification Board and present verification by the employing district or
other entity that:

A) the individual’s classroom performance was observed as part of a
formal evaluation that yielded a satisfactory rating; or

B) the individual’s classroom performance was observed prior to
employment and the district’s representative has concluded that the
individual was effective in performing the assigned duties.

d) In addition to meeting the requirements of subsection (c) of this Section, each
paraprofessional employed to assist with instruction in a targeted assistance
program and paid with federal funds provided under Title I, Part A, or employed
in a school-wide program that is supported with such funds is subject to the
additional requirements of Section 1119 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110; see also 34 CFR 200.58 (2003), no later editions of or revisions to these regulations are included). No paraprofessional may be assigned to serve in such a capacity after the deadline established in federal law for the group of which he or she is a member unless he or she holds a statement of approval that is specific for this purpose, any certificate indicative of completion of at least a bachelor’s degree, or a provisional vocational certificate. To qualify for this approval purpose, an individual shall either have completed two years of study at an institution of higher education, hold an associate’s or higher degree, or successfully complete a formal State or local assessment.

1) Completion of “two years of study at an institution of higher education” means completion of at least 60 semester hours of college coursework at an accredited institution of higher education.

2) “Formal State assessment” means:

   A) either of the tests discussed in subsections (c)(3) and (c)(4) of this Section; or

   B) possession of a statement of approval issued under subsection (c)(1) or (c)(2) of this Section and presentation to the State Superintendent of Education of evidence that the individual has accumulated 300 Professional Training Points (PTPs).

   i) Work experience as a paraprofessional in a public or nonpublic school shall be credited at the rate of 30 PTPs per year, up to a maximum of 150 PTPs. The required evidence of completion for this experience shall be a letter signed by the chief administrator or other designated official of the employing district, other public entity, or nonpublic school documenting the nature and duration of the individual’s employment.

   ii) College coursework shall be credited at the rate of 15 PTPs per semester hour. The required evidence of completion
for college coursework shall be official transcripts issued by the institutions at which it was completed.

iii) Completion of the Paraprofessional Test Preparation Curriculum developed by the Illinois Community College Board in partnership with the Illinois State Board of Education shall be credited as 15 PTPs. The required evidence for completion of this curriculum shall be a certificate of completion issued to the individual.

iv) Additional training activities shall be credited at the rate of one PTP per hour of the individual’s direct participation, provided that training activities shall be creditable only if they address or enhance the paraprofessional’s ability to assist in the academic content areas of reading/language arts, writing, or mathematics or in reading readiness, writing readiness, or mathematics readiness. The required evidence of completion for each training activity that occurred prior to July 1, 2004, shall include a description of the event, including its subject, date, location, and provider if known; and, if available, a program, outline, or completion form supplied by the provider to indicate the individual’s attendance at the event. The required evidence of completion for each training activity that occurred on or after July 1, 2004, shall include a description of the event, including its subject, date, location, and provider; a program or outline if available; and a completion form supplied by the provider to indicate the individual’s attendance at the event. In all cases the required evidence shall include a signed statement by the individual indicating the length of his or her participation and verifying that the activity addressed one of the areas required by this subsection (d)(2)(B)(iv).

3) “Formal local assessment” means a local assessment that conforms to the guidelines established in section C-5 of the Draft Non-Regulatory Guidance of November 15, 2002, published on the subject of Title I Paraprofessionals by the United States Department of Education, Office of
e) Revocation of Approval

1) When the State Superintendent of Education receives information indicating that an individual who holds approval as a teacher aide or paraprofessional has been designated as a “sex offender” as defined in Section 2 of the Sex Offender Registration Act [730 ILCS 150/2] or as a “child sex offender” as defined in Section 11-9.3 of the Criminal Code of 1961 [720 ILCS 5/11-9.3], or has been named as a perpetrator in an indicated report filed pursuant to the Abused and Neglected Child Reporting Act [325 ILCS 5/Art.1], the State Superintendent may revoke an individual’s approval after the individual has had an opportunity for a hearing before the State Teacher Certification Board pursuant to 23 Ill. Adm. Code 475 (Contested Cases and Other Formal Hearings). The State Superintendent’s decision shall be considered an “administrative decision” for purposes of the Administrative Review Law [735 ILCS 5/Art. III].

2) When the State Superintendent of Education receives information indicating that an individual who holds approval as a teacher aide or paraprofessional has been convicted of any sex offense or narcotics offense as defined in Section 21-23a of the School Code [105 ILCS 5/21-23a] or has been convicted of first degree murder, attempted first degree murder, or a Class X felony, the State Superintendent shall forthwith revoke the individual’s approval. The State Superintendent’s decision shall be considered an “administrative decision” for purposes of the Administrative Review Law.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.520 Other Noncertificated Personnel (Repealed)

a) In accordance with Sections 10-22.34 and 10-22.34a of the School Code [10 ILCS 5/10-22.34 and 10-22.34a], noncertificated personnel may be employed or utilized on a volunteer basis, and may be utilized for school activities not directly connected with the academic program of the schools. Such areas of utilization include:
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1) Clerical duties, as in an office or library;

2) Chaperones or sponsors;

3) Playgrounds, during free play and not during part of an organized physical education period.

b) In accordance with Section 10-22.34(d) of the School Code [105 ILCS 5/10-22.34(d)], school districts may utilize noncertificated persons who are completing their clinical experiences and/or student teaching.

1) All requirements affecting utilization of noncertificated personnel are waived for candidates participating in clinical experiences as part of a preparation program when the following conditions are met:

   A) The candidate is an enrolled student at a recognized Illinois teacher education institution;

   B) The candidate engages in clinical experience as part of an approved teacher education program; and

   C) Agreements involving public schools as clinical sites incorporate the requirements in Section 10-22.34 of the School Code:

      i) When noncertificated candidates assist in instruction, they must be under the immediate supervision of a teacher holding a valid certificate and who is directly engaged in teaching the subject matter or conducting other learning activities; and

      ii) The cooperating teacher must constantly evaluate the candidate's activities and be able to control or modify them.

2) Noncertificated personnel enrolled in a student teaching course at a college or university are not required to be under the constant supervision of a teacher, provided that such activity has the prior approval of the representative of the higher education institution, that teaching plans have
been previously discussed with and approved by the supervising teacher, and such teaching is performed in accordance with Section 25.620 of this Part (see Section 10-22.34 of the School Code [105 ILCS 5/10-22.34]).

(Source: Repealed at 33 Ill. Reg. _____, effective _____________)
Section 25.530  Specialized Instruction by Noncertificated Personnel (Repealed)

a) The School Code authorizes the use of noncertificated persons, under the direction of a certificated teacher, to provide specialized instruction not otherwise readily available in the immediate school environment in the fields for which they are particularly qualified by reason of specialized knowledge or skill.

b) The following guidelines shall be used by the Superintendent of an Educational Service Region to determine whether specialized instruction should be approved:

1) The certificated person in charge of the educational setting associated with the specialized instruction must specify the material to be covered and the amount of time to be allotted for the specialized instruction.

2) Specialized instruction may be provided in the school or away from the school facility provided that the school district has ascertained that the environment for the student is safe and wholesome.

3) Before specialized instruction by a noncertificated person may be initiated, the superintendent of the district must receive written approval from the Superintendent of the Educational Service Region as to the qualifications of the particular noncertificated person, the specific instruction to be provided, the precise functions to be served, the total number of hours for such instruction, and any compensation to be paid that person.

4) Professional competence or outstanding proficiency in the specialization area to be taught must be identified by the district superintendent.

(Source: Repealed at 33 Ill. Reg. _____, effective _____________)

Section 25.540  Approved Teacher Aide Programs (Repealed)

The State Teacher Certification Board approves the Illinois Community College Board supervision and recommendations of Community College teacher aide training programs.

(Source: Repealed at 33 Ill. Reg. _____, effective _____________)
SUBPART I: ILLINOIS CERTIFICATION TESTING SYSTEM

Section 25.705 Purpose – Severability

a) This Subpart establishes procedures and requirements for the Illinois Certification Testing System, as required by Section 21-1a of the School Code [105 ILCS 5/21-1a].

b) When specific tests are made available both as paper-based tests and as computer-based tests, certain testing procedures shall differ according to the format selected by a particular examinee, as described in the relevant provisions of this Subpart I.

c) If any provision of this Subpart or application thereof to any person or circumstance is held invalid, its invalidity shall not affect other provisions or applications of this Subpart that can be given effect without the invalid provision or application, and to this end the provisions of this Subpart are declared to be severable.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.710 Definitions

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

"Passing raw score" is the minimum number of multiple choice items that must be answered correctly on a given test or the combination of required correct responses to multiple choice items and required numerical value of constructed responses.

"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, the maximum score, and the passing score are set. Through May 31, 2006, for the tests of subject matter knowledge and language proficiency, the minimum scaled score is 0, the maximum score 100, and passing score 70. Beginning in June 2006, for the tests of subject matter knowledge (content-area tests) and language proficiency, the minimum scaled score is 100, the maximum score 300, and the passing score 240. For the assessment of professional teaching, the basic skills test, and any new content-area test 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 or content-area 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 comprehension, writing, 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 (or “content-area tests”) for the Illinois Certification Testing System. Through June 30, 2004, 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
  - Language Arts
  - Mathematics
  - Reading Comprehension
writing
biological science
blind and partially sighted
business/marketing/management
chemistry
chief school business official
computer science
dance
deaf and hard of hearing
early childhood
educable mentally handicapped
elementary/middle grades (k-9)
english
english as a second language
english language proficiency
french
general administrative
general science
general supervisory (available through june 30, 2003)
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
Beginning July 1, 2004, the Illinois Certification Testing System shall consist of the following tests in addition to the content-area tests applicable to certification in special education:

Agricultural Education
Assessment of Professional Teaching
   Early Childhood
   Elementary
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NOTICE OF PROPOSED AMENDMENTS

Secondary
Special
Basic Skills
Business, Marketing, and Computer Education
Chief School Business Official
Dance
Director of Special Education (required beginning July 1, 2005)
Drama/Theatre Arts
Early Childhood
Early Childhood Special Education
Elementary/Middle Grades (K-9)
English Language Arts
English Language Proficiency
English as a New Language
Family and Consumer Sciences
Foreign Languages
  Arabic (available in September 2008)
  Chinese (Cantonese or Mandarin)
  French
  German
  Hebrew
  Italian
  Japanese
  Korean
  Latin
  Russian
  Spanish
General Administrative
Guidance (through June 30, 2005)
Health Education
Health Careers
Library Information Specialist
Mathematics
Music
Physical Education
Reading Teacher
Reading Specialist
School Counselor (beginning July 1, 2005)
 School Nurse
 School Psychologist
 School Social Worker
 Sciences
 Biology
 Chemistry
 Earth and Space Science
 Environmental Science
 Physics
 Social Sciences
 Economics
 Geography
 History
 Political Science
 Psychology
 Sociology and Anthropology
 Superintendent
 Technology Education
 Technology Specialist
 Transitional Bilingual Education – Language Proficiency
   Arabic
   Cantonese
   Greek
   Gujarati
   Hindi
   Japanese
   Korean
   Lao
   Mandarin
   Polish
   Russian
   Spanish
   Urdu
   Vietnamese
 Visual Arts
"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 or oral response.

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

“Unauthorized aids” are materials and devices that candidates are prohibited from bringing to a test administration. These include notes, calculators, calculator watches, calculator manuals, cellular phones, electronic communication devices, visual or audio recording or listening devices, and any other items whose use may compromise the security or validity of a test. However, any material or device that is permitted as part of an accommodation arranged pursuant to Section 25.740 of this Part shall not be considered an unauthorized aid. Furthermore, a calculator shall not be considered an unauthorized aid when its use is authorized pursuant to the current ICTS registration bulletin and the contractor’s web site.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.720  Applicability of Testing Requirement and Scores

a) 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.

b) Basic Skills Test

Except as provided in subsections (b)(1) and (3) of this Section, each candidate seeking his or her first Illinois certificate (teaching, administrative, or school service personnel) shall be required to pass the test of basic skills. Further, Section 21-1a(d) of the School Code requires passage of this test as a prerequisite to enrollment in an Illinois teacher preparation program beginning with the 2002-2003 academic year.

1) A person who has passed the test of basic skills as a condition of admittance to an Illinois preparation program approved pursuant to Subpart C of this Part shall not be required to retake that test.
2) A person who has passed the basic skills test and has been issued an Illinois certificate on the basis of the test shall not be required to retake the basic skills test when seeking any subsequent certificate.

3) A person who holds a valid and comparable out-of-state certificate is not required to take a test of basic skills. (Section 21-1a of the School Code [105 ILCS 5/21-1a]) For purposes of this subsection (b)(3), a “comparable certificate” is one that either:

A) was issued on or before June 30, 2004; or

B) was issued on or after July 1, 2004, based on the individual’s passage of a test of basic skills.

4) The provisions of subsection (b)(3) of this Section notwithstanding, any individual who has attempted the Illinois basic skills test without passing it shall be required to pass it in order to qualify for an Illinois certificate.

5) When a person who was not required to take the basic skills test pursuant to subsection (b)(3)(A) of this Section seeks a subsequent Illinois certificate, he or she shall be required to pass the Illinois test of basic skills. However, a person applying for another Illinois certificate based on an additional out-of-state certificate or qualifications shall be treated as an out-of-state applicant and shall be subject to subsection (b)(3) of this Section.

c) Content-Area Tests

1) Except as provided in subsection (c)(2) of this Section, each candidate seeking an Illinois certificate, whether his or her first certificate or a subsequent certificate, shall be required to pass a content-area test. The required content-area test is that which corresponds to the approved program completed or the endorsement for which the applicant otherwise qualifies. Further, Section 21-1a(d) of the School Code requires passage of this test for program completion.

2) A person who holds a valid and comparable out-of-state certificate is not required to take the applicable content-area test if he or she has passed a
certification test in another state or territory that is directly related in content to the specific area of certification. (Section 21-1a of the School Code) For purposes of this Section, a test is “directly related in content” if it covered material encompassed by any of the subject areas in which the individual otherwise qualifies for an Illinois endorsement.

3) A person who has passed a test of language proficiency in order to qualify for a transitional bilingual certificate and received that certificate shall not be required to retake that test in order to qualify for a bilingual education credential on another certificate received later. A person who has passed a test of language proficiency as a condition of admission to an Illinois preparation program shall also not be required to retake that test.

d) Assessment of Professional Teaching (APT)

Each candidate seeking his or her first Illinois early childhood, elementary, secondary, or special certificate shall be required to pass the APT relevant to the certificate sought (see Section 25.710 of this Part). A candidate seeking a subsequent teaching certificate of one of these types must also pass the APT relevant to the certificate sought, unless he or she either:

1) has already passed an APT that encompasses the grade levels of the subsequent certificate sought; or

2) already holds another Illinois teaching certificate that encompasses the grade levels of the certificate sought.

e) Except as provided in subsections (b)(1), (c) (3), and (d)(1) of this Section, for each person seeking an Illinois certificate, no score on a required test may be more than ten years old at the time application is made. The ten-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 ten years old will not be accepted as part of an application.

1) The ten-year period discussed in this subsection (e) shall apply to each score that forms part of an application received on or after July 1, 2008.
2) The ten-year period discussed in this subsection (e) shall also apply to each score that forms part of an application that is pending as of June 30, 2008, and to each score that forms part of an application for which an evaluation is still valid as of that date pursuant to Section 25.427 of this Part.

f) Subject to registration in accordance with the provisions of this Subpart I, the provisions of Section 25.755(g)(1) of this Part, and the limitations of subsection (h) of this Section, an individual who has taken a paper-and-pencil test may retake that test during any subsequent, regularly scheduled administration of that test in paper-and-pencil format and may retake that test by computer during any subsequent computer-based test administration, subject only to registration in accordance with the provisions of this Subpart I.

g) Subject to registration in accordance with the provisions of this Subpart I, the provisions of Section 25.755(g)(1) of this Part, and the limitations of subsection (h) of this Section, an individual who has taken a computer-based test may retake that test by computer after no fewer than 120 days but also may retake that test during any subsequent, regularly scheduled administration of the test in paper-and-pencil format.

h) No individual may attempt to pass the same test more than five times in any combination of the two formats, except that an individual who has already taken the same test five or more times as of January 1, 2010, shall be given one additional opportunity to pass that test.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.730 Registration – Paper-Based Testing

Information about the tests and registration will be available from the State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001, and at www.isbe.net.

a) Registration may be submitted by mail or conducted on line at www.icts.nesinc.com or by mail. If accomplished electronically, an individual’s registration must be received by the testing contractor chosen by the State Board of Education on or before the emergency registration deadline. If sent through the mail, an individual’s registration must be either received by the testing contractor or postmarked by the deadline.
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 must include the following:

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

2) Name and identification number of tests;

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

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

5) 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 will not disclose any of the content of test materials to any individual for a period of ten years after the date of the test administration; and

6) 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 registrations within four weeks after their receipt.

c) An individual may amend or cancel his or her registration by submitting a properly completed change notice to the testing contractor. The change notice must be received by the testing contractor on or before 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.

e) An individual who cancels her or his registration in accordance with this Section, including meeting the specified deadline, will receive a partial refund. 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 testing contractor 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 after 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 33 Ill. Reg. _____, effective _____________)

Section 25.731 Registration – Computer-Based Testing

Information about the tests and registration will be available from the State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001, and at www.isbe.net.

a) Registration shall be accomplished on line at the contractor’s web site identified in the registration bulletin that is applicable to the time period of testing and shall be completed no later than three business days prior to the date of the test administration. An individual's registration must include the following:

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

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

4) 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 will not disclose any of the content of test materials to any individual for a period of ten years after the date of the test administration; and 

5) An assurance 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 electronically send an authorization to test within 24 hours after receipt of an individual’s registration, which will permit the individual to schedule a testing appointment with the contractor. 

c) An individual may amend or cancel his or her registration by submitting the relevant information electronically no later than 24 hours prior to the scheduled testing time. 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) No fees shall apply to changes in registration relative to computer-based testing. 

e) An individual who cancels his or her registration under this Section no later than 24 hours prior to the scheduled time of test administration will receive a partial refund. 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.
An individual requesting special accommodations should register as soon as possible in order to be reasonably assured that the accommodations can be provided.

The testing contractor 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, as provided in Section 25.730(g) of this Part.

(Source: Added at 33 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. This Section shall not apply to registration for computer-based testing.

a) An individual's late registration must be received by the testing contractor no later than the close of business three weeks before the date of test administration and must include the information specified in Section 25.730(a) of this Part.

b) The testing contractor will acknowledge receipt of late registrations within two weeks after their receipt.

c) All requests for a late registration must be accompanied by payment of 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 notice. The 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.

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

(Source: Amended at 33 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 and for paper-based testing only. This Section shall not apply to registration for computer-based testing.

a) Emergency registration will be offered at a limited number of test sites throughout the state, as identified in each 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(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 25.735 Frequency and Location of Examination

a) The tests of basic skills and subject matter knowledge will be administered in paper-and-pencil format no fewer than three times a year and at no fewer than six sites each time at locations throughout the State. The English language proficiency test and the target language proficiency test in Spanish will be administered in paper-and-pencil format four times per year at one site in the Chicago area. Target language proficiency tests in target languages other than Spanish will be administered in paper-and-pencil format twice per year at one site in the Chicago area. Specific tests may be administered in paper-and-pencil format at such additional times and locations as the State Board of Education deems advisable. For example, the State Board may elect to offer the language proficiency test in Spanish at a site in Mexico.

b) Each test that is made available as a computer-based test will be offered during no fewer than four “testing windows” annually, and each examinee may register to take an available computer-based test at any of the testing sites in the United States that are operated by the contractor chosen by the State Board of Education. Testing sites and testing windows shall be identified in the registration bulletin and any other published material pertaining to the testing system, as well as on the web sites of the State Board and its testing contractor.

c) Registration deadlines and procedures for paper-and-pencil testing may vary from those stated in Section 25.730 of this Part when testing is conducted outside the fixed schedule set forth in subsection (a) of this Section.

d) All test sites will be accessible to persons with disabilities.

Section 25.740 Accommodation of Persons with Special Needs

a) Persons with special needs include those with visual, physical, or other disabilities who would not be able to take the required test(s) under standard conditions. The State Board of Education will honor each request for special
accommodations from such a person, provided the request is: Each request for an accommodation shall be

1) submitted on a form specified supplied by the State Superintendent Board of Education and made available on the web site of the testing contractor, and received on or before the regular registration deadline; and

b) 2) accompanied by Each request for an accommodation must include a signed statement from a medical or human services professional licensed in this or any other state, such as but not limited to a physician, psychiatrist or psychologist, describing the handicapping condition and specifying the exact nature of the needed accommodations. If a test-taker’s registration is being sent through the mail, this statement shall accompany the registration materials. If a test-taker’s registration is being accomplished electronically, the signed statement shall be sent either through the mail or by facsimile to be matched with the registration materials.

1) Each request for special accommodations in connection with paper-and-pencil testing must be submitted with the test-taker’s registration materials and in time to ensure receipt by the testing contractor no later than the regular registration deadline for the desired test administration. The testing contractor will notify each person of the disposition of his or her request no later than two weeks prior to the date of testing.

2) Requests for special accommodations in connection with computer-based testing will be honored if possible, subject to the capabilities of the testing location requested. A test-taker needing accommodations is advised to register and submit his or her request well in advance of the applicable deadline, in order to provide the greatest possible amount of time for the testing contractor to make the necessary arrangements. The testing contractor will notify each person requesting an accommodation for computer-based testing as soon as the disposition of the request has been determined.
b) The testing contractor will notify each person requesting special accommodations of the disposition of such request no later than two weeks prior to the test date.

c) Special test administration procedures may include, but will not be limited to:

1) testing arrangements for visually handicapped persons, such as:
   A) a special examiner to read the test and/or execute the examinee’s choice of answers fill in the answer sheet; and/or
   B) permission to circle answers directly in the test booklet; and/or
   C) permission to use magnifying devices; and/or
   D) the use of either a large print or Braille version of the test;

2) testing arrangements for hearing-impaired persons, such as:
   A) providing written instructions for administering the tests; and/or
   B) providing a sign language interpreter for any audio-taped material or the testing instructions; and

3) other arrangements determined on a case-by-case basis, as warranted by the individual’s needs and the availability of appropriate means for meeting them arrangements for persons with other disabilities, such as special seating or use of assistive devices (i.e., page turners, communication boards).

d) Special test administration procedures for persons for whom English is not the first language shall be limited to the allotment of extra time and shall be available in conjunction with paper-based testing only.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)
Section 25.745 Special Test Dates

This Section shall not apply to computer-based testing. All paper-based tests will be administered on Saturdays, except that arrangements will be made to accommodate persons whose religious convictions prohibit their taking tests on the regularly scheduled test administration date, provided that each such person submits, along with his or her registration materials, a written request for an alternate test date accompanied by a letter signed by a member of the clergy and corroborating the religious basis of the request.

(Source: Amended at 33 Ill. Reg. _____, effective ______________)

Section 25.750 Conditions of Testing

All candidates shall abide by the rules of test participation and other terms, conditions, and policies stated in the applicable ICTS registration bulletin and on the contractor’s web site. These include, but are not limited to, the conditions set forth in this Section.

a) Identification and Admission – Paper-Based Testing

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 is government-issued and includes 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. Copies of proof of identity may be made at the discretion of staff at the testing site.

b) Identification and Admission – Computer-Based Testing

On the day of the test, each person shall present one piece of current, government-issued identification, issued in the name in which the examinee registered and bearing a photograph and the examinee’s signature.
c) On-Site Verification of Identity

1) Beginning September 1, 2007, each person taking a paper-and-pencil test shall be required to provide a right thumbprint in a designated area on the personalized answer document in order to be admitted to the test site, except that a person who is unable to provide a right thumbprint due to a physical condition shall be admitted if he or she provides a print of the left thumb or, if unable to provide a left thumbprint, a print of another finger. The test proctor shall indicate which finger was used, if other than the right thumb.

2) Each person taking a computer-based test shall be required to provide a digital fingerprint or palm print and a digital signature.

3) Any person refusing to provide a thumbprint, or other fingerprint, palm print, or signature in accordance with this subsection (c) shall be refused admission.

4) Additional procedures that are designed to confirm test-takers’ identity or provide for test security, such as video recordings and repeated photographing of examinees, may be employed during test administration. Any person refusing to accede to these procedures shall be refused admission.

d) Late Arrival – Paper-Based Testing

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.

e) Late Arrival – Computer-Based Testing

Persons arriving after their respective scheduled testing times will be refused admission if admitting them would cause a delay in subsequent testing appointments.
No refund of fees will be made to any person refused admission under subsection (a), (b), or (c), (d), or (e) of this Section.

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.

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 the person cancels requests voiding of that score as provided in Section 25.755 of this Part.

No refund will be made to any person canceling requesting that his or her score be voided, nor will credit be given toward the fee for any future test.

Test-takers may perform intermediate work that is necessary to enable them to answer test questions. Persons taking paper-and-pencil tests shall use as scratch paper only the blank sheets furnished as part of the test materials. Persons taking computer-based tests shall use only the erasable noteboard and marker provided for this purpose.

No person may:

1) bring written notes into a testing site or use written notes during a test;

2) make notes or copies of the contents of a test or remove any test materials from the testing site booklet;

3) bring into the testing site or use unauthorized aids (see Section 25.710 of this Part) scratch paper;

4) bring any personal item into a computer-based testing room or use any personal item during computer-based testing, unless permitted as part of an accommodation arranged pursuant to Section 25.740 of this Part 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;

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

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

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 for paper-and-pencil testing may be prohibited from taking the test, or his or her score may be voided.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)
Section 25.755  Cancellation of Scores; Voiding of Scores

a) A person shall have the right to cancel void his/her test scores score(s). Such a request must be submitted in writing and received by the State Superintendent Board of Education within seven calendar days after the date of the test. However, a person’s right to cancel his or her scores shall be superseded by the right of the State Superintendent of Education to void scores when subsection (b) or (c) of this Section applies.

b) A person's scores score(s) will be voided by the State Board of Education due to violation by the person of any of the conditions of testing enumerated in Section 25.750(g) and (k) of this Part.

c) The Illinois State Superintendent Board of Education will also void any affected test score in situations such as, but not limited to the following if:

1) any person taking the test violates any of the rules of test participation or terms, conditions, or policies stated in the current ICTS registration bulletin and website engages in any form of misconduct, including but not limited to the actions listed in Section 25.750(g), having the purpose or effect of:

   A) giving any person taking the test an unfair advantage over other examinees,

   B) affecting, either positively or negatively, the performance of any person taking the test, or

   C) representing the performance of the named registered examinee by the performance of another person;

2) there is any testing irregularity that calls into question:

   A) the accuracy of the test scores as measures of the actual performances of the examinees, or
B) the validity of the test scores as measures of the performances of the examinees in light of the conditions and circumstances under which the test was administered.

d) The State Superintendent Board of Education shall notify the person of the action taken within six weeks after the test date. If any person’s test materials reveal irregularities that warrant further investigation, the State Superintendent Board shall forward those materials, including the person’s thumbprint, fingerprint, or palm print, as applicable, to the appropriate law enforcement authority and shall notify the affected person within ten days after taking that action. The State Superintendent Board of Education may require the person to provide a thumbprint or alternate print, if applicable, to the appropriate law enforcement authority for comparison with that provided on the personalized answer document and may void the test score earned by a person who refuses to do so.

e) No refund will be given to any person whose score is cancelled or voided.

f) If a score is cancelled or voided for any reason, it will not be reported or entered on any records. Cancellation of an individual’s score shall not limit his or her right to retake the test. Voiding of an individual’s score shall not limit his or her right to retake the test unless subsection (g) of this Section applies.

g) In some instances scores are voided for reasons that render individuals ineligible for certification in Illinois, regardless of any future testing. When an individual is found to have violated a condition of testing with the intent of falsifying his or her identity or unfairly affecting his or her performance in the current or a future test administration, the violation shall be taken as evidence that the individual is not of good character as required by See Section 21-1 of the School Code [105 ILCS 5/21-1].

1) In addition to voiding of the person’s score on the test at which the violation occurred, any other score achieved by the person during the same test administration shall be voided, and the individual shall be ineligible for any future certification testing in Illinois.

2) A person who is subject to this subsection (g) shall be ineligible to receive any certificate in Illinois.
3) If a person who is the subject to this subsection (g) already holds any Illinois certificate, the State Superintendent of Education shall initiate the suspension or revocation of that certificate as provided in Section 21-23 of the School Code [105 ILCS 5/21-23].

h) In the instances described in subsection (g) of this Section, records of the individuals’ test responses may be maintained by the testing contractor and by ISBE for further investigation. In all other cases when scores are cancelled or voided, test-takers’ answer documents, including electronic media, records of the person's test responses, including but not limited to answer sheets and electronic media records, will be destroyed and will be irretrievable.

(Source: Amended at 33 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 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 re-scoring 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 request for a change in the test(s), test date or test site for which the individual is scheduled, other than changes related to computer-based testing, shall be accompanied by payment of a fee.

e) Each 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 for paper-based testing 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. Payment for computer-based testing shall be made via the Internet only and by VISA or MasterCard only.

j) Payment of fees for emergency registration (applicable to paper-based testing only) 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 33 Ill. Reg. _____, effective _____________)

SUBPART J: RENEWAL OF STANDARD AND MASTER TEACHING CERTIFICATES

Section 25.805 Continuing Professional Development Options

Except as provided in subsections (a) through (g) of this Section, professional development activities shall generate credit for purposes of certificate renewal only if they address one or more of the purposes identified in Section 21-14(e)(2) of the School Code.

a) Completion of an advanced degree from a regionally accredited institution in an education-related field may be used to fulfill 100% of the requirement for
continuing professional development. (Section 21-14(e)(3)(A) of the School Code [105 ILCS 5/21-14(e)(3)(A)])

b) Eight semester hours of college coursework in an undergraduate or graduate-level program related to education may be used to fulfill 100% of the requirement for continuing professional development, provided that at least 2 semester hours are chosen to address the purpose described in Section 21-14(e)(2)(A) of the School Code. (Section 21-14(e)(3)(B) of the School Code [105 ILCS 5/21-14(e)(3)(B)])

c) Completion of all required activities in pursuit of certification or recertification by the National Board for Professional Teaching Standards (NBPTS) may be used to fulfill 100% of the requirement for continuing professional development (Section 21-14(e)(3)(D) of the School Code [105 ILCS 5/21-14(e)(3)(D)]). The presence of an individual’s name on NBPTS’ composite list of those who have completed the certification process (as distinct from having received certification) shall be considered evidence of completion.

d) Receipt of a subsequent Illinois certificate or endorsement may be used to fulfill 100% of the requirement for continuing professional development. (Section 21-14(e)(3)(K) of the School Code [105 ILCS 5/21-14(e)(3)(K)])

e) Becoming “highly qualified” in an additional teaching area may be used to fulfill 100% of the requirement for continuing professional development. (Section 21-14(e)(3)(L) of the School Code [105 ILCS 5/21-14(e)(3)(L)]) The criteria applicable to Illinois teachers and the required evidence of completion shall be as set forth in Appendix D to this Part. Each individual using this option shall have completed at least some portion of the requirements in the additional field during the period of validity to which the professional development credit is attributed.

f) Successful completion of four semester hours of graduate-level coursework on the assessment of one’s own performance in relation to the Illinois Professional Teaching Standards may be used to fulfill 100% of the requirement for continuing professional development, provided that the coursework meets the requirements of Section 21-2(c)(2)(B) of the School Code [105 ILCS 5/21-2(c)(2)(B)] and Section 25.915 of this Part. (Section 21-14(e)(3)(M) of the School Code [105 ILCS 5/21-14(e)(3)(M)])
g) Successful completion of four semester hours of graduate-level coursework in preparation for meeting the requirements for certification by the National Board for Professional Teaching Standards may be used to fulfill 100% of the requirement for continuing professional development, provided that the coursework meets the requirements of Section 21-2(c)(2)(C) of the School Code [105 ILCS 5/21-2(c)(2)(C)] and Section 25.920 of this Part. (Section 21-14(e)(3)(N) of the School Code [105 ILCS 5/21-14(e)(3)(N)])

h) Twenty-four continuing education units (“CEUs”; see Sections 25.865 and 25.870 of this Part) may be used to fulfill 100% of the requirement for continuing professional development.

i) Completion of 120 continuing professional development units (“CPDUs”; see Section 25.875 of this Part) may be used to fulfill 100% of the requirement.

j) A certificate-holder may choose any combination of the types of activities described in subsections (b), (h), and (i) of this Section, provided that the total effort represents the equivalent of 120 CPDUs or 24 CEUs. For purposes of calculating combinations from different categories:

1) one semester hour of college credit shall be considered the equivalent of
15 CPDUs or three CEUs; and

2) one CEU shall be considered the equivalent of 5 CPDUs.

k) The provisions of subsections (b), (h), and (i), and (j) of this Section shall be subject to the proportionate reductions specified in Section 21-14 of the School Code with respect to part-time teaching and periods when certificates have been maintained valid and exempt and shall also be subject to any applicable reductions provided in Section 21-2(c)(8) of the School Code for any individual whose application for certificate renewal is received or processed on or after July 1, 2004. (See Section 25.880 of this Part.)

l) A given professional development activity may be attributed to all of the purposes to which it relates. However, the units of credit awarded for a particular activity may be counted only once in calculating the total earned.
m) Credit earned for any activity that is completed (or for which the certificate-holder receives evidence of completion) on or after April 1 of the final year of a certificate’s validity, if not claimed with respect to that period of validity, may be carried over and claimed in the subsequent period of validity, provided that the activity in question is relevant to the requirements that apply to that period.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.835 Review of and Recommendation Regarding Application for Renewal

a) An LPDC shall review each application it receives that conforms with the requirements of Section 25.830 of this Part and, within 30 days after receiving it, shall forward the application to the regional superintendent of schools accompanied by the LPDC’s recommendation regarding certificate renewal, provided on a form supplied by the State Board of Education.

b) If the recommendation is for nonrenewal of the affected certificate(s), notification to this effect shall be provided concurrently to the certificate-holder, including a return receipt and an explanation of the LPDC’s rationale for recommending nonrenewal.

c) The certificate-holder may appeal to the responsible RPDRC for consideration of his or her application for renewal if the LPDC does not respond within the time allowed under subsection (a) of this Section.

d) Within 14 days after receiving notice that a recommendation for nonrenewal has been forwarded by an LPDC, the certificate-holder may appeal the recommendation to the RPDRC. Such an appeal shall be transmitted on a form supplied by the State Board of Education, shall include a return receipt, and shall include:

1) the required evidence of completion for the activities upon which the appeal is based; and

2) any other relevant documents.

e) Within 45 days after receiving such an appeal, the RPDRC shall make a recommendation to the regional superintendent in keeping with the requirements
of Section 21-14(g)(2) of the School Code [105 ILCS 5/21-14(g)(2)]. The RPDRC shall use a form provided by the State Board of Education for this purpose and shall include the rationale for its recommendation. To assist it in arriving at its recommendation, the RPDRC may require the submission of additional information or may request that the certificate-holder appear before it. The RPDRC shall also forward to the regional superintendent the material received from the certificate-holder under subsection (d) of this Section.

f) Within 14 days after receiving the last recommendation required under subsections (a) through (e) of this Section, the regional superintendent shall forward his or her recommendation to the State Teacher Certification Board along with the information required pursuant to Section 21-14(g)(1) of the School Code [105 ILCS 5/21-14(g)(1)]. Forms supplied by the State Board of Education shall be used for this purpose. A copy of any recommendation for nonrenewal shall be sent to the certificate-holder concurrently. If the recommendation is not to renew the certificate(s) held, or if information provided on the application makes indicates the individual subject to the requirements of any of Sections 25.485-25.490 of this Part is or may be out of compliance with Section 10-65 of the Illinois Administrative Procedure Act [5 ILCS 100/10-65] with regard to child support payments, the certificate-holder’s copy shall be sent by certified mail, return receipt requested.

1) The regional superintendent shall forward to the Secretary of the State Teacher Certification Board a list that identifies each certificate-holder with respect to whom the regional superintendent is concurring with an LPDC’s recommendation for certificate renewal or is recommending renewal without the involvement of any LPDC. This list shall be prepared on a form supplied by the State Board of Education.

2) If the regional superintendent is recommending certificate renewal despite a local or regional committee’s recommendation for nonrenewal, the regional superintendent shall forward to the Secretary of the State Teacher Certification Board:

   A) the material received from the certificate-holder under subsection (e) of this Section;
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B) the RPDRC’s recommendation and any additional material received by the RPDRC pursuant to subsection (e) of this Section; and

C) the regional superintendent’s rationale for recommending renewal.

3) If the regional superintendent is recommending nonrenewal (regardless of local and/or regional recommendations) the regional superintendent shall forward to the Secretary of the State Teacher Certification Board:

A) the LPDC’s recommendation, if any;

B) the RPDRC’s recommendation, the material called for in subsection (d) of this Section, and the material received pursuant to subsection (e) of this Section, if any; and

C) the regional superintendent’s rationale for recommending nonrenewal.

Within 14 days after receipt of notice that the regional superintendent has recommended nonrenewal of his or her certificate(s), the certificate-holder may appeal that recommendation to the State Teacher Certification Board, using a form provided by the State Board of Education.

1) The appeal must state the reasons why the recommendation of the regional superintendent should be reversed and must 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.
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C) Appeals postmarked later than 14 calendar days following receipt of the nonrenewal notice 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 activities sufficient to meet the requirements of Section 21-14 of the School Code, as modified by Section 21-2(c)(8) of the School Code if applicable;

B) any other relevant documents.

h) Grounds for a recommendation that a certificate not be renewed shall be limited to the certificate-holder’s failure to satisfactorily complete activities sufficient to meet the requirements of Section 21-14 of the School Code, as modified by Section 21-2(c)(8) of the School Code if applicable.

(Source: Amended at 32 Ill. Reg. 13263, effective July 25, 2008)

Section 25.840 Action by State Teacher Certification Board; Appeals

a) The State Teacher Certification Board shall review each recommendation regarding the renewal of a certificate within the time allotted by Section 21-14(h) of the School Code [105 ILCS 5/21-14(h)] and verify that the certificate-holder has met the renewal criteria set forth in Section 21-14(g)(1) of the School Code [105 ILCS 5/21-14(g)(1)], subject to the certificate-holder’s right of appeal as specified in that Section.

b) Within 60 days after receipt of an appeal filed by a certificate-holder challenging a regional superintendent’s recommendation for nonrenewal, the State Teacher Certification Board shall hold an appeal hearing. The Board shall notify the certificate-holder of the date, time, and place of the hearing.

1) 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.
The State Teacher Certification Board may request that the certificate-holder appear before it. (Section 21-14(h)(2) of the School Code [105 ILCS 5/21-14(h)(2)]) The certificate-holder shall be given at least ten days’ notice of the date, time, and place of the hearing.

3) In verifying whether the certificate-holder has met the renewal criteria set forth in Section 21-14(g)(1) of the School Code, the State Teacher Certification Board shall review:

A) the recommendation of the regional superintendent of schools;

B) the Regional Professional Development Review Committee’s recommendation, if any;

C) the Local Professional Development Committee’s recommendation, if any; and

D) all relevant documentation.

c) The State Teacher Certification Board shall notify the certificate-holder of its decision regarding certificate renewal as set forth in Section 21-14(h)(2) of the School Code [105 ILCS 5/21-14(h)(2)]. Upon receipt of notification of renewal, the certificate-holder shall pay the applicable registration fee to the regional superintendent. If the decision is not to renew the individual’s certificate(s), the notification shall state the reason(s) for that decision.

1) An individual whose certificate is not renewed because of his or her failure to complete professional development in accordance with this Subpart J may apply for a reinstated certificate valid for one year.

2) After the one-year period of validity of the reinstated certificate, the individual shall receive a renewable standard certificate only if he or she presents evidence of having:

A) completed the balance of the professional development activities that were required for renewal of the certificate previously held; and
B) earned five additional semester hours of credit in a recognized institution of higher learning in the field of professional education or in courses related to the holder's contractual teaching duties.

d) The State Teacher Certification Board shall not renew any certificate if information provided on the application makes the holder subject to the requirements of any of Sections 25.485-25.490 of this Part has been found to be more than 30 days delinquent in payment of child support or has failed to comply with a subpoena or warrant relating to a paternity or child support proceeding. Any disciplinary action taken against a certificate-holder under any of those Sections for failure to make the certification required by Section 10-65 of the Illinois Administrative Procedure Act [5 ILCS 100/10-65] shall be in accordance with that Section and the rules of the State Board of Education for Contested Cases and Other Formal Hearings (23 Ill. Adm. Code 475). The decision of the State Board of Education 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: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.855 Approval of Illinois Providers

Illinois-based entities that offer professional development activities, such as training organizations, institutions, school districts, regional offices of education, firms, teacher unions and professional associations, and universities and colleges, may apply to the State Board of Education and the State Teacher Certification Board for approval to issue CEUs or CPDUs for conferences, workshops, institutes, seminars, symposia, or other similar training events whose goal is the improvement of teaching skills and knowledge. A certificate-holder may not receive credit for CEUs or CPDUs with respect to activities offered by Illinois-based entities that are not so approved, unless the activity is offered under the auspices of the State Board of Education or Section 25.872 of this Part applies.

a) Except as provided in subsection (b) of this Section, each provider wishing to receive such approval shall submit an application on a form supplied by the State Board of Education. For each area of professional knowledge or skill in which the provider wishes to secure approval, the application shall include:
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1) a description of the intended offerings in terms of relevant standards to be addressed;

2) the qualifications and experience the provider will require of presenters to be assigned in each area; and

3) an indication as to whether the application is for approval to issue CEUs or CPDUs and, if approval is sought for both, identification of the activities that will generate each form of credit; and

4) assurances that the requirements of subsection (c) of this Section and the requirements of Section 25.870 of this Part will be met.

b) An organization that has affiliates based in Illinois may apply for approval on their behalf.

1) The applicant organization shall provide a list of its affiliates for which approval is sought and supply the information required pursuant to subsection (a) of this Section with respect to each one.

2) The applicant organization’s provision of the assurances required pursuant to subsection (a)(4) of this Section shall be understood to apply to each affiliate for which approval is sought.

3) The applicant organization shall notify the State Board of Education any time it determines that one or more affiliates should be added to or removed from the list of approved providers or that the areas of training should be changed for one or more of the affiliates. For affiliates to be added, the applicant organization shall supply the information required pursuant to subsection (a) of this Section.

4) The approval status of the applicant organization shall be contingent upon its affiliates’ compliance with the applicable requirements of this Subpart J.

c) Each provider approved to issue CEUs or CPDUs shall:
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1) verify attendance at its training activities, provide to participants the standard forms referred to in Section 25.865 of this Part, and require completion of the evaluation portion of these forms;

2) maintain participants’ evaluation forms for a period of not less than three years and make them available for review upon request by staff of the State Board of Education; and

3) maintain attendance records for each event or activity it conducts or sponsors for a period of not less than five years; and

4) include in each announcement regarding an event or activity whether CEUs or CPDUs will be available.

d) Applicants may be asked to clarify particular aspects of their materials.

e) The State Superintendent of Education, on behalf of the State Board of Education and the State Teacher Certification Board, shall respond to each application for approval no later than 30 days after receiving it.

f) A provider shall be approved to issue CEUs for a given type of activity only if the provider’s application provides evidence that:

1) the activities will be developed and presented by persons with education and experience in the applicable subject matter areas;

2) the activities will include an activity such as discussion, critique, or application of what has been presented, observed, learned, or demonstrated; and

3) there is an apparent correlation between the proposed content of the training activities, the relevant standards set forth in Subpart B of this Part, and one or more of the purposes the recipients are required to address in their continuing professional development pursuant to Section 21-14(e)(2) of the School Code.

g) A provider shall be approved to issue CPDUs for a given type of activity only if the provider’s application provides evidence that:
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1) the activities and events it sponsors or conducts will be developed and presented by persons with education and experience in the applicable subject matter areas; and

2) there is an apparent correlation between the proposed content of the training activities, the relevant standards set forth in Subpart B of this Part, and one or more of the purposes the recipients are required to address in their continuing professional development plans pursuant to Section 21-14(e)(2) of the School Code.

The State Board of Education shall maintain and publicize the list of all approved providers. The list shall indicate any limitations on the types of activities for which an entity has received approval.

Approval of a provider shall be valid for three years. To request renewal of such approval, a provider shall, no later than March 1 of the year of expiration, submit an application on a form supplied by the State Board of Education and containing:

1) a description of any significant changes in the material submitted as part of its approved application; or

2) a certification that no such changes have occurred.

A provider’s approval shall be renewed if the application conforms to the requirements of subsection (h)(4) of this Section, provided that the Boards have received no evidence of noncompliance with the requirements of this Subpart J.

The State Board of Education may evaluate any approved provider at any time to ensure compliance with the requirements of this Section. Upon request by the State Board, a provider shall supply information regarding its schedule of training events, which the State Board may, at its discretion, monitor at any time.

1) In the event an evaluation indicates that applicable standards have not been met, the State Board of Education and the State Teacher Certification Board may jointly withdraw approval for one or more types of activities or of the provider.
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2) Staff of the State Board of Education shall periodically report to the State Teacher Certification Board on the providers reviewed and any changes in their approval status.

3) Pursuant to Section 21-14(e)(3)(H) of the School Code [105 ILCS 5/21-14(e)(3)(H)], a teacher may not receive credit for any activity that is designed for entertainment, promotional, or commercial purposes or that is solely inspirational or motivational, and the State Board and the State Teacher Certification Board may jointly disapprove any activity found to be of this nature.

A) When an activity is disapproved under this subsection (j)(3)(k)(3), the provider may continue to offer the activity but shall immediately revise all relevant notices and advertisements to indicate the nature of the activity. The provider shall be required to state in each such notice or advertisement that the activity generates no credit applicable to certificate renewal. Individuals who complete the activity once it is accurately described shall not claim credit for it.

B) Individuals who have completed an activity that is later disapproved under this subsection (j)(3)(k)(3) shall not be penalized with respect to continuing professional development credit accrued for that activity.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.860 Out-of-State Providers

The requirements for approval of providers not based in Illinois shall be as set forth in this Section unless Section 25.872 of this Part applies.

a) Entities not based in Illinois that offer professional development activities for which the target audience is groups of Illinois teachers shall be subject to the requirements of Section 25.855 of this Part. A certificate-holder may not receive credit with respect to activities offered by such an entity unless it has been approved pursuant to that Section.
b) When an entity not based in Illinois conducts an activity outside Illinois, a certificate-holder may receive CPDUs with respect to that activity, provided that:

1) the certificate-holder documents his or her participation by maintaining on file:

A) the program, agenda, or other announcement of the event; and

B) a completion form supplied by the provider to indicate the certificate-holder’s attendance at the event or, if no such form was supplied, a signed statement by the certificate-holder to that effect; and

2) if the certificate-holder’s records are audited pursuant to Section 21-14(e)(4) of the School Code, the program, agenda, or other announcement of the event is found to demonstrate that there is an apparent correlation between the content of the training received and one or more of the purposes the recipient must address in his or her continuing professional development.

c) When an entity not based in Illinois conducts an activity outside Illinois, a certificate-holder may receive CEUs with respect to that activity, provided that:

1) the requirements of subsection (b) of this Section are met; and

2) each activity for which CEUs are claimed included an activity such as discussion, critique, or application of what was presented, observed, learned, or demonstrated.

d) When a national or regional activity (e.g., the annual conference of the National Council of Teachers of Mathematics) happens to be held in Illinois, that activity shall not be treated as one for which the target audience is groups of Illinois teachers. That is, provider approval shall not be required and credit shall be available as described in subsections (b) and (c) of this Section.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.865 Awarding of Credit for Activities with Providers
The State Teacher Certification Board and the State Board of Education shall develop the requirements for a standard form that shall be used by approved providers. These forms shall serve two purposes: evaluation of the activity by the certificate-holder and evidence of completion for the certificate-holder with respect to the activity. The State Board of Education shall make available information about the required format and contents of this form so that providers may generate them for their own use, other than providers who are subject to the requirements of Section 25.872 of this Part.

   a) This form shall be provided to each participant who completes the activity, who shall maintain it as evidence of completion (see Section 25.875(k) of this Part). In the case of a conference, workshop, or other event having more than one session, each session shall be considered an “activity” for purposes of this Subpart J.

   b) The provider shall complete the standard form to indicate the title, time, date, location, and nature of the event.

   c) The provider shall indicate the number of CEUs issued, if applicable.

   d) The number of CPDUs to be credited shall be in keeping with the provisions of Section 25.875(k) of this Part. Time spent on multiple topics at the same event may be combined to generate CPDUs.

   d) If the certificate-holder’s records are audited pursuant to Section 21-14(e)(4) of the School Code, CEUs or CPDUs claimed shall be affirmed only when the standard form is presented.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

Section 25.870 Continuing Education Units (CEUs) (Repealed)

Continuing education units shall be credited only for professional development activities that are conducted or sponsored by an organization, entity, or firm that has been approved to issue CEUs pursuant to Section 25.855 of this Part, unless the activity completed is subject to the requirements of Section 25.872 of this Part.
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a) One CEU shall be issued for five clock hours of a certificate-holder’s direct involvement, exposure, or participation in activities (including related assignments) that contribute to his or her professional knowledge, competence, performance, or effectiveness in education.

b) Time spent in organizational or administrative activities related to the conduct of a professional development activity or event or related to other business of the sponsoring entity shall not be included in the calculation of time for which CEUs will be issued.

(Source: Amended at 33 Ill. Reg. _____, effective ____________)

Section 25.872 Special Provisions for Interactive, Electronically Delivered Continuing Professional Development

The requirements of this Section shall apply to the approval of providers and the awarding of credit for activities that are electronically delivered, such as electronically mediated study groups, seminars, and conferences, interactive CD-ROMs, and on-line professional development curricula. The provisions of Sections 25.855, 25.860, and 25.865, and 25.870 of this Part shall apply to such activities only to the extent set forth in this Section.

a) A certificate-holder may accrue professional development credit for an activity under this Section if the provider of the activity is approved for the applicable subject area pursuant to subsections (b) through (f) of this Section. Alternatively, a certificate-holder may accrue credit for an activity without an approved provider by meeting the requirements of subsection (h) of this Section.

b) Each provider wishing to receive approval under this Section shall submit an application using a format prescribed by the State Board of Education. For each area of professional knowledge or skill in which the provider wishes to secure approval, the application shall describe:

1) the intended offerings in terms of relevant standards to be addressed;

2) the qualifications and experience the provider will require of the presenters, moderators, and facilitators to be assigned in each area;
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3) the means by which individuals’ participation and participants’ identities will be verified, consistent with subsection (e)(4) of this Section;

4) the assistance that the provider will furnish to participants to foster their understanding of the material covered in the activity and their ability to complete the activity’s requirements successfully; and

5) the documentation that the provider will furnish to each individual who completes a continuing professional development activity; and

6) whether the provider intends for CEUs or CPDUs to be available to participants.

c) Each application shall provide assurances that the following requirements will be met.

1) The provider shall submit written notice to the State Board of Education no later than 30 days prior to the initial date of each of its training activities, including the title, description, target audience, instructional method, and intended learning outcomes of the activity, along with a sample of the syllabus, program, or outline for it.

2) The provider shall verify individuals’ participation in its training activities, provide documentation indicating whether those who participated in a particular activity have completed it, and require participants to complete evaluations of the activities that will gather at least such information as specified by the State Board of Education. The provider shall issue CEUs, if applicable, based upon the average or expected time required to complete a given activity and in accordance with Section 25.870 of this Part. The evidence of completion provided to participants shall indicate the average or expected time required so that one CPDU per hour of participation may be documented.

3) The provider shall maintain participants’ evaluations for a period of not less than three years and make them available for review upon request by staff of the State Board of Education.
4) The provider shall maintain records of participation and completion for each activity it conducts or sponsors for a period of not less than five years.

d) Applicants may be asked to clarify particular aspects of their materials.

e) A provider shall be approved under this Section only if all of the following conditions are met.

1) There is an apparent correlation between the content of the training activities, the standards applicable to their intended participants, and one or more of the purposes the participants are required to address in their continuing professional development pursuant to Section 21-14(e)(2) of the School Code.

2) The activities will be developed and presented by persons with education and experience in the applicable subject area(s).

3) The provider makes available to participants a mentor or facilitator who is qualified by education and experience to serve as a presenter of the activity.

4) Participation in or completion of any portion of the activity that is not designed to be attended in person is verified by some other means. That is, each individual’s participation yields either a product (e.g., a lesson plan, a tape of teaching performance, a completed test) or a record of interaction with a representative of the provider or with other participants (e.g., a discussion board). These products and records are available for evaluation by the provider, and each participant’s receipt of the evidence of completion for the activity is contingent upon their presentation to the provider along with a brief written statement in which the certificate-holder discusses the skills and/or knowledge acquired and indicates, where applicable, how the skills or knowledge will be applied in the context of his or her 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.
5) Each participant who completes the activity receives verification from the provider to that effect.

f) The State Superintendent of Education, on behalf of the State Board of Education and the State Teacher Certification Board, shall respond to each application for approval no later than 30 days after receiving it.

g) A certificate-holder may receive continuing professional development credit for an activity conducted by a provider approved under this Section to the extent that the activity is relevant to one of the purposes applicable to the certificate-holder.

h) A certificate-holder may receive continuing professional development credit for an activity not conducted by a provider approved under this Section (to the extent that the activity is relevant to one of the purposes applicable to the certificate-holder) by meeting the requirements of this subsection (h).

1) The certificate-holder shall maintain a syllabus, program, or summary prepared by the provider or a summary written by the certificate-holder.

2) The certificate-holder shall maintain any documents or other products developed during the activity and any verification of completion supplied by the provider.

3) The certificate-holder shall maintain a brief written statement meeting the requirements of subsection (e)(4) of this Section.

4) The certificate-holder shall maintain a statement issued by the provider indicating the average or expected amount of time required for completion of the activity, which shall serve as the basis for credit in the form of CPDUs at a rate of one per hour of direct participation or CEUs in accordance with Section 25.870(a) of this Part, as applicable.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)

SUBPART K: REQUIREMENTS FOR RECEIPT OF THE STANDARD TEACHING CERTIFICATE

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;

2) the percentage of recipient teachers who received ratings of “satisfactory” or “excellent” each year since completing the program;

3) any savings realized in the cost of recruiting new teachers due to increased retention; and

4) any decrease in the number or percentage of teachers teaching outside their respective fields.

\( h \) As evidence of completion for this requirement, the candidate for a standard certificate shall maintain verification, in a format specified by the State Board of Education, signed by the administrator of the approved mentoring and induction program.

\( i \) An individual may transfer between programs approved under this Section.

\( j \) Each holder of an initial certificate who chooses the option described in this Section shall be required to complete:
1) an approved program of at least one year’s duration, if his or her initial certificate was issued before September 1, 2007;

2) an approved program of at least two years’ duration, if his or her initial certificate was issued on or after September 1, 2007.

(Source: Amended at 33 Ill. Reg. _____, effective _____________)
Section 25. APPENDIX A  Statistical Test Equating – Certification Testing System

The Z-score formula set forth below will be used in all cases except where none of the scorable items on a test form has appeared on any previous test form. In such cases, the linear equating formula will be used.

Z-Score Formula

The following formula is used for z-score equating.

1. Define:
   \[ \bar{X} = \text{the mean raw score achieved on the new test form's scorable items} \]
   \[ s_x = \text{the standard deviation of } X \]
   \[ \bar{Y} = \text{the mean raw score achieved on the previous test form's scorable items} \]
   \[ s_y = \text{the standard deviation of } Y \]
   \[ X_i = \text{a given raw score on the new test form} \]
   \[ Y_i = \text{the raw score equivalent to } X_i, \text{ expressed in the raw score metric of form } Y \]

2. Set \( z_x = z_y \)

   \[ \frac{X_i - \bar{X}}{s_x} = \frac{Y_i - \bar{Y}}{s_y} \]

3. In order to find the equivalent passing score on the new form, solve for \( X_i \), where \( Y_i = \text{the passing score on the previous form rounded to one decimal place.} \)

   \[ X_i = \bar{X} + \left( \frac{s_x}{s_y} \right) \left( Y_i - \bar{Y} \right) \]

The linear equating formula is as follows.

1. Define:
2. Compute estimated descriptive statistics for the total group (i.e., candidates from new and previous test form administrations).

\[
\begin{align*}
\bar{X}_i &= \frac{\bar{U}_x + \bar{U}_y}{2} \\
\bar{s}^2_{xi} &= \frac{n \left( (\bar{U}_x - \bar{U}_y)^2 \right) / 2 + (n - 1) \left( s^2_{ux} + s^2_{uy} \right)}{2n - 1}
\end{align*}
\]

where \(n = \) the smaller of \(n_x\) or \(n_y\)

\[
\begin{align*}
b_{ux} &= \frac{s_{xu}}{s^2_{ux}} \\
b_{uy} &= \frac{s_{yu}}{s^2_{uy}} \\
\bar{X}_i &= \bar{X} + b_{ux} (\bar{U}_t - \bar{U}_x) \\
\bar{s}^2_{xi} &= s^2_x + b_{xu} \left( s^2_{ux} - s^2_{u} \right) \\
\bar{Y}_i &= \bar{Y} + b_{yu} (\bar{U}_t - \bar{U}_y)
\end{align*}
\]
3. In order to find the equivalent passing score on the new form, solve for $X_i$, where $Y_i$ is the passing score on the previous form rounded to one decimal place.

$$X_i = \bar{X} + \left( \frac{s_x}{s_y} \right) \left( Y_i - \bar{Y} \right)$$