

## **Eight Semester Hours of Education-Related Coursework**

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 two semester hours are chosen to address the Purpose A.

An “education-related field” is defined as one related to the requirements for the early childhood, elementary, secondary, special or special preschool-age 21 certificate, the school service personnel certificate, the administrative certificate, or any endorsement available on any of these certificates pursuant to applicable rules of the State Board of Education or its policies related to certification in special education resulting from the federal lawsuit known as *Corey H.*

**Purpose A:** Advance the certificate-holder’s knowledge and skills as a teacher consistent with the Illinois Professional Teaching Standards and the Illinois Content Area Standards in the certificate holder’s area(s) of certification, endorsement, or teaching assignment.

### **Reductions**

Those who have had periods of exemption, have worked part-time, or are otherwise eligible for a reduction in the number of credits needed for renewal can calculate the number of semester hours needed by converting semester hours to CPDUs. Each semester hour is equivalent to 15 CPDUs, and eight semester hours is equivalent to 120 CPDUs. Round fractions.

**Advanced Degree(s)**--Anyone with one or more advanced degrees or a Master Teaching Certificate is eligible for a reduction in professional development requirements. These reductions apply to teachers who held their degrees or certificates prior to beginning the new certification cycle as follows:

- Teachers with a master’s degree in an education-related field need to complete two-thirds of the professional development requirement.
- Teachers with more than one master’s degree, an educational specialist, or doctorate need to complete one-third of the professional development requirement.
- Teachers with a Master Certificate obtained as a result of NBPTS certification need to complete one-third of the professional development requirement over the ten-year validity period of their Master Certificate.

**Part-Time Teachers**--For any period during which you teach on a Standard or Master Certificate for ***less than 50 percent of the school day or school term***, you are only required to complete 50 percent of the professional development requirement.

### **Performing Other Services**

If you teach for part of the day and perform other services, such as those associated with departmental leadership, for the other part of the day, you will not be considered a “part-time teacher.” You will be subject to 100 percent of the requirement for continuing professional development because you are using your Standard or Master Certificate for 100 percent of the services you perform. (In other words, no other certificate authorizes your work, as would be the case with a part-time administrator.)

If you hold both a teaching and administrative certificate and are employed in a split assignment, either full-time or part-time, that relies on the administrative certificate for 50 percent of the time and on the teaching certificate 50% of the time, you may choose whether to fulfill the requirements for the teaching certificate or those for the administrative certificate.

**Proportionate Reduction for Periods of Exemption**--If you take a leave or are not employed in a certificated position during your certificate's period of validity, you will need fewer semester hours to renew your certificate. Examples of such circumstances include, but are not limited to, maternity or paternity leave, assignment to an administrative position in your district, acceptance of a position outside of education, and time off from teaching to return to school to obtain another degree. You are also exempt for semesters when you are employed and performing services for fewer than 45 school days in a position requiring a valid and active certificate.

The amount of required professional development is reduced by ten percent for each semester of exemption for Standard Certificate holders or by five percent per semester of exemption for Master Certificate holders. The requirement for Purpose E (least restrictive environment) is 20% for regular education teachers and 50% for special education teachers based on the number of CPDUs required after the reduction has been taken.

Example: You teach for the first two years of your certificate's five-year period of validity. You take a leave during the third and fourth years and maintain your certificate as valid and exempt. In the fifth year, you resume teaching and change your certificate's status back to valid and active.

By proportionate reduction, if your full-time requirement is eight semester hours, then you will be required to have five semester hours to renew your certificate.

If you hold an advanced degree, you are eligible for further reductions. If you hold one advanced degree, you get a one-third reduction, which would be the requirement to slightly over one semester hour per active year. If you hold more than one master's degree, an educational specialist, or doctorate or hold a Master teaching certificate, you need 4 CPDUs for each semester employed in a public school.

You may earn credit during a period of exemption, but any credit earned will not increase the amount of credit needed for renewal. For example, if you teach three years and are exempt for two years, you will be required to earn 60 percent of the credits required for certificate renewal, whether or not you have earned some credits during your two years of exemption.

### **Exemptions**

Requests for exemptions are submitted to Regional Offices of Education either online through ECS (Educator Certification System at [www.isbe.net](http://www.isbe.net)) or on paper using ISBE Form 77-08, Notification of Change in Teaching Circumstances (Exemptions).

### **Evidence of Completion for Coursework**

Grade slip(s) or transcripts showing that the coursework was completed during the validity period of the Standard or Master certificate.