

Entering Professional Development on the Educator Certification System for Initial to Standard Level Certification

The Educator Certification System allows teachers and administrators to log in all applicable professional development for certificate renewal. The following is a step by step overview of entering professional development:

- (1) Log into the Educator Certification System at www.isbe.net/ecs.
- (2) Log into your private account (if you do not already have an account, select “Create Account”).
- (3) Once you are logged in, select “Professional Development and Renewal”.
- (4) Next, select “Professional Development Activity”. This will allow you to start entering your professional development activities onto the system. Please note: you will need to log in each activity separately.

Submitting Your Statement of Assurance

A Statement of Assurance is an electronic statement verifying that you have completed all of the professional development activities that you listed on the Educator Certification System. In essence, it is confirmation from you that you have met all professional development requirements. Once you have entered all of the applicable professional development onto the Educator Certification System, select “Statement of Assurance”. Next, select “Submit/Review Statement of Assurance”. Ensure that everything listed is accurate, and “Submit the Statement of Assurance”.

When submitting your statement of assurance for the move from initial to standard level certification, the system will ask you a series of questions regarding your teaching experience. Please answer all questions as accurately as possible.

Important note: although you are not initially required to submit evidence of completion of professional development activities, please retain all records as a certain number of teachers will be audited during their subsequent certificate cycle.

Letters of Teaching Experience

In order to be approved to apply for the standard certificate, you must also submit letter(s) verifying four years of teaching experience. Your letter(s) of teaching experience must include the nature and duration of your teaching experience. The letter(s) must also be on school or district letterhead and signed by your school or district administrator or their designee.

Once you have submitted your Statement of Assurance, please fax letters of teaching experience as soon as possible to the attention of Sonia Serrano at 312-814-8190.

PLEASE NOTE: YOU CANNOT BE APPROVED FOR THE MOVE FROM INITIAL TO STANDARD LEVEL CERTIFICATE UNTIL YOU PROVIDE LETTERS OF TEACHING EXPERIENCE TO THE ILLINOIS STATE BOARD OF EDUCATION SHOWING FOUR (4) FULL YEARS OF EXPERIENCE ON A VALID CERTIFICATE.

Checking the Educator Certification System for Approval Status

Before you can formally apply for a standard level certificate, you must first secure the approval of the Local Professional Development Committee (LPDC) for the City of Chicago and the Regional Office of Education (ROE) for the City of Chicago. Once you submit your Statement of Assurance, your file will automatically be sent to the Chicago Public Schools LPDC. If approved by the Chicago Public Schools LPDC, your file will then be sent to the ROE for the City of Chicago (the Illinois State Board of Education). Once approved by the ROE, you will be able to submit your application for the standard level certificate. To check your approval status, please:

- (1) Log into your Educator Certification System (www.isbe.net/ecs) account;
- (2) Select “Professional Development and Renewal”;
- (3) Next, select “Statement of Assurance”. You will see either a “P” or “YES” under both the LPDC and ROE levels. A “P” means that your Statement of Assurance is still pending. The word “YES” means that your Statement of Assurance has been approved at that level. Once you secure the approval of both the LPDC and the ROE (that is, you see “YES” under each level), you may submit an application for the standard level certificate.
- (4) To apply for the standard level certificate while logged into the Educator Certification System (www.isbe.net/ecs), select “Applications” and then “Initial to Standard Application” and follow the prompts. The fee is \$30 per standard certificate. Note: if you have more than one initial certificate, you must apply for multiple standard certificates.
- (5) After your Standard certificate is issued, you will also need to register the certificate. In order to be valid, all Illinois certificates must be registered with the Regional Superintendent of Schools where the certificate holder works or lives. Registration fees are calculated at \$5 per year of a certificate’s validity. For instance, a five year standard teaching certificate would require a total amount of \$25 in registration fees (5 years x \$5 per year=\$25). If your standard certificate is not already registered, you may do so on the Educator Certification System by clicking on “Register Certificates”.

Important note: If applying for or registering certificates on the Educator Certification System applicants must use a credit card. Furthermore, an additional \$1.75 convenience fee will be charged for each credit card transaction completed on the Educator Certification System.