

## PHASE 1 of 2 – RENEWAL OF STANDARD/MASTER TEACHING CERTIFICATES

YOU <u>HAVE</u> AN LPDC AND ARE USING		YOU <u>DO NOT</u> HAVE AN LPDC AND ARE USING	
ECS	PAPER FORMS	ECS	PAPER FORMS
<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<p>Submit Assurance Statement online, ensuring your profile lists the district and region where you taught during the last year of your certificate’s validity so that your statement goes to the correct <b>LPDC</b> and <b>Regional Office of Education</b>.</p> <p>If you didn’t teach the last year, use “nonpublic” or “N/A” as your school and district so that your statement goes directly to the <b>Regional Office</b>.</p> <p>Receipt is verified electronically.</p>	<p>Submit Statement of Assurance (ISBE Form 73-98) to <b>LPDC</b>.</p> <p>If you want notification of receipt, include a stamped, self-addressed postcard or mail it “return receipt requested.”</p>	<p>Submit Assurance Statement online, ensuring your profile lists the district and region where you taught during the last year of your certificate’s validity so that your statement goes to the correct <b>Regional Office of Education</b>.</p> <p>If you didn’t teach the last year, use “nonpublic” or “N/A.”</p> <p>Receipt is verified electronically.</p>	<p>Submit Statement of Assurance (ISBE Form 73-98) to <b>Regional Office of Education</b>.</p> <p>If you want notification of receipt, include a stamped, self-addressed postcard or mail it “return receipt requested.”</p>
<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<p><b>LPDC</b> reviews Assurance Statement within 30 days of receipt. If recommended for <u>nonrenewal</u>, <b>LPDC</b> sends you return-receipt a notification stating the reason(s). You may appeal this decision to your <b>Regional Professional Development Review Committee (RPDRC)</b>.</p>	<p><b>LPDC</b> reviews Assurance Statement within 30 days of receipt. If recommended for <u>nonrenewal</u>, <b>LPDC</b> sends you return-receipt a notification stating the reason(s). You may appeal this decision to your <b>Regional Professional Development Review Committee (RPDRC)</b>.</p>	<p><b>Regional Superintendent</b> reviews Assurance Statement within 30 days of receipt. If recommended for <u>nonrenewal</u>, <b>Regional Superintendent</b> sends you return-receipt a notification stating the reason(s). You may appeal this decision to your <b>Regional Professional Development Review Committee (RPDRC)</b>.</p>	<p><b>Regional Superintendent</b> reviews Assurance Statement within 30 days of receipt. If recommended for <u>nonrenewal</u>, <b>Regional Superintendent</b> sends you return-receipt a notification stating the reason(s). You may appeal this decision to your <b>Regional Professional Development Review Committee (RPDRC)</b>.</p>
<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<p><b>LPDC</b> forwards its recommendation to the appropriate <b>Regional Office of Education</b> within 30 days.</p>	<p><b>LPDC</b> forwards its recommendation to the appropriate <b>Regional Office of Education</b> within 30 days.</p>	<p><b>Regional Superintendent</b> forwards recommendation to <b>State Teacher Certification Board (STCB)</b> using ECS.</p>	<p><b>Regional Superintendent</b> forwards recommendation to <b>State Teacher Certification Board (STCB)</b> using ECS.</p>
<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<p><b>Regional Superintendent</b> forwards recommendation to <b>State Teacher Certification Board (STCB)</b> using ECS.</p>	<p><b>Regional Superintendent</b> forwards recommendation to <b>State Teacher Certification Board (STCB)</b> using ECS.</p>	<p><b>Regional Superintendent</b> forwards recommendation to <b>State Teacher Certification Board (STCB)</b> using ECS.</p>	<p><b>Regional Superintendent</b> forwards recommendation to <b>State Teacher Certification Board (STCB)</b> using ECS.</p>

**NOTE:** If you were not employed in a public school during your certificate’s entire validity period, simply complete the registration form ISBE 73-10, checking the box that you have been exempt.

## PHASE 2 of 2 – REGISTRATION OF STANDARD/MASTER TEACHING CERTIFICATES

YOU HAVE AN LPDC AND ARE USING		YOU DO NOT HAVE AN LPDC AND ARE USING	
ECS	PAPER FORMS	ECS	PAPER FORMS
<p style="text-align: center;"><b>1</b></p> <p>Log into ECS and pay fees using a credit card.</p> <p>ECS accepts registration on or after April 1 and only when the recommendations from your <b>LPDC</b> and <b>Regional Superintendent</b> are approved by the <b>State Teacher Certification Board</b>.</p>	<p style="text-align: center;"><b>1</b></p> <p>Once notified that a recommendation (either for renewal or nonrenewal) was forwarded to <b>State Teacher Certification Board</b>, on or after April 1 submit to <b>Regional Office of Education</b> the fee and registration form ISBE 73-10 or the pre-printed form provided by your <b>Regional Office</b>.</p>	<p style="text-align: center;"><b>1</b></p> <p>Log into ECS and pay fees using a credit card.</p> <p>ECS accepts registration on or after April 1 and only when the recommendations from your <b>LPDC</b> and <b>Regional Superintendent</b> are approved by the <b>State Teacher Certification Board</b>.</p>	<p style="text-align: center;"><b>1</b></p> <p>Once notified that a recommendation (either for renewal or nonrenewal) was forwarded to <b>State Teacher Certification Board</b>, on or after April 1, submit to <b>Regional Office of Education</b> the fee and registration form ISBE 73-10 or the pre-printed form provided by your <b>Regional Office</b>.</p>

### IMPORTANT NOTES

- **Regional Offices cannot accept registration fees until on or after April 1 of the year your current registration expires.**
- You should check with your Regional Office for the preferred method of payment. Most if not all Regional Office post information about payment on their websites. Contact information for Regional Offices can be found at [www.isbe.net](http://www.isbe.net) by clicking on “Certification.”
- You can verify the amount due by logging onto ECS at [www.isbe.net/ECS](http://www.isbe.net/ECS).
- Some districts collect and pay registration fees for their teachers.
- When you register the certificate(s) due for renewal, any more recently issued certificates are renewed to establish the same five-year validity period for all Standard certificates you hold. Master certificates align to the ten-year validity period. All certificates are registered with one fee.
- Certificates are no longer stamped with registration expiration dates. You may verify registration by logging into ECS at [www.isbe.net/ECS](http://www.isbe.net/ECS) and may print a copy of the verification for your records.