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Procedures for Moving from an Initial to Standard Certificate in the current year

Information regarding the procedures for those teachers with an Initial Certificate who will be ready to move to a Standard Certificate this year may be found at:

- 1) Illinois State Board of Education (ISBE) Educator Certification System (ECS)-System Documentation for Initial Certificate Holders-Professional Development and Certificate Registration and Renewal:
<https://sec1.isbe.net/ecs/aspapps/ECSInitialRenewalManual.pdf> ;
- 2) Overview of Procedures for Moving from Initial to Standard-Level Certification:
http://www.isbe.net/certification/pdf/procedures_moving.pdf ;
- 3) Continuing Professional Development Unit (CPDU) Point Values-Initial Certificates:
http://www.isbe.net/certification/pdf/cpdu_values_in.pdf ;
- 4) Application for Certificate, Registration Form & Application for One-Year Reinstatement (if applicable).
http://www.isbe.net/certification/pdf/73-03C_teaching_certificate.pdf
http://www.isbe.net/certification/pdf/73-10_registration_form.pdf
http://www.isbe.net/certification/pdf/73-93_1year_reinstatement.pdf

To move from an Initial to a Standard Certificate you must complete four years of teaching on a valid certificate and complete one of the professional development options. You must enter your professional development on the ISBE ECS (online) system. During your fourth year of teaching you must submit a “Statement of Assurance (SOA).” Your SOA must be approved by the Kane County Regional Office of Education (ROE) and the ISBE/State Teacher Certification Board (STCB) before you can apply for your Standard Certificate(s).

I will write a **letter verifying your teaching experience with the District. I will be sending the original letter to the Kane County ROE.** If you have taught previously in another district/school during the four (4) period you will need to obtain an original letter on district/school letterhead verifying your experience. Return letter(s) verifying teaching experience outside the District to either me in HR or directly to the Kane County ROE. (Kane County ROE, 210 S. 6th St., Geneva, IL 60134, 630-232-5955) **The ROE needs to verify your teaching experience before they will approve your SOA. Once your SOA has been approved by the ISBE/STCB you may apply for your Standard Certificate (s).**

See pages 3 and 4 for details on applying for your Standard Certificate (s). As soon as you complete the fourth full year of teaching on your Initial Certificate you must move to your Standard Certificate at the end of the school year. Your Initial Certificate becomes invalid on June 30th of the fourth year of teaching.

Your Standard Certificate(s) should be issued before you begin teaching this fall. Please provide a copy of your newly issued standard certificate(s) and proof that they are currently registered to Beth Gehringer in Human Resources

Contact Beth Gehringer in Human Resources at (847) 888-5000, ext. 5370 or certification@u-46.org if you have any questions.

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PLEASE KEEP IN MIND THE FOLLOWING WHILE YOU GO THROUGH THIS PROCESS TO MOVE FROM YOUR INITIAL TO STANDARD CERTIFICATE:

- 1) District U46 and the Elgin Teacher's Association (ETA) have agreed to disband the Local Professional Development Committee's (LPDC's) for 2007-2008 and beyond. Your Statement of Assurance (SOA) will be submitted directly to the Kane County ROE. Disregard any references to the LPDC's.
- 2) You must enter your professional development option on the new ECS system. **The Kane County ROE will not accept a paper "Assurance Statement for Initial to Standard-Level Teaching Certificate" form (ISBE Form 73-97).** There is reference in the ISBE materials (Procedures for Moving from Initial to Standard-Level Certification) about submitting the paper form.
- 3) To enter professional development activities online in ECS:
 - a) Go to <https://sec1.isbe.net/ecs/Login.asp>.
 - 1) You will need to create an account for yourself if you have never been in this system. (See the top right part of the screen.)
 - 2) Be sure NOT to log into ECS using the District portal in the lower right part of the login screen. You will not be able to make changes to your personal certification account if you log into ECS this way.
 - b) Once you log in click on "Professional Development and Renewal", then "Professional Development Activity" and finally "Enter/Review Professional Development".
 - c) You should then see a screen with the title "Initial Cycles on file for Current Teacher and Certificate Type".
 - 1) If you previously reregistered your Initial Certificate and you are now ready to move to your Standard Certificate click on the appropriate "Initial Cycle" in which you completed your professional development activities. See page 6 in the manual.
 - 2) You will not be able to enter activities in ECS if you try to enter them in the wrong "Initial Cycle."
 - d) Then click on "Add New Professional Development Activity". You will then select from the list the type of professional development activity you participated in and will be entering in the computer.
 - e) Three different types of Professional Development Activities (PDA) are shown on ECS:
 - 1) Uniquely Qualifying PDA—requires completion of only one activity. See examples listed on page 7 of the manual. **Please Note: If you are using the fact that you have, or just earned, a master's degree as your professional development option, you must have the degree shown in ECS. If it is not shown, enter the degree in the "My Credentials" section (on the summary screen) of ECS and submit an official transcript to ISBE. You may also ask HR to send a copy of the master's degree transcript from your personnel file to ISBE.**
 - 2) Coursework PDA;
 - 3) CPDU PDA.
 - f) You only have to show activities in one of the PDA's. **Don't be concerned if you see references to all three PDA options and you only see activities listed in one PDA.**
 - g) Be aware that if you chose the "Subsequent Illinois certificate or endorsement" option **you may not count letters of approval** that have been issued to you.
 - 1) **If you have received an ESL or Bilingual Approval you may not count this under this option.**
 - 2) **You may only use this option if you have received an ESL or Bilingual endorsement printed on your certificate.**

- 3) If you have finished the requirements of a new endorsement or certificate, but the endorsement or certificate is not issued you may not use this option.
- 4) Once you enter your professional development activity online in ECS, you will then need to submit a "Statement of Assurance"(SOA). **Please Note: Just entering your professional development option in ECS will not meet this requirement.**
 - a) Click on "Professional Development and Renewal", then "Statement of Assurance", then "Submit/Review Statement of Assurance".
 - b) During the process of submitting the SOA you will see several screens that recap the professional development option that you chose. **Do not be concerned if there are screens that don't show any professional development activities. You are not required to complete activities in more than one option. The screens will list all options available.** See pages 27-30 in the manual for details.
 - c) Page 30 in the manual shows the screen that recaps all of the professional development activities that you have entered and makes a determination if you have met the criteria to submit your SOA for approval. **Do not be concerned if the screen shows that you have completed "0" activities for a particular option. You are not required to complete activities in more than one option.**
 - d) Once submitted, the SOA will be sent electronically to the Kane County ROE for review.
 - 1) You will need to return to ECS periodically to check the status of your SOA.
 - 2) Click on "Professional Development and Renewal", then "Statement of Assurance".
 - 3) While your SOA is pending you will see the word "Pending" in the ROE and ISBE/STCB column.
 - 4) As soon as your SOA has been approved the "Pending" status will change to "YES" in the ROE and ISBE/STCB column.
- 5) **Teachers are not required to submit evidence of completion of professional development activities with their SOA but must keep evidence of completion of all professional development activities.** It is recommended that teachers keep all evidence until the end of the first renewal cycle of their newly issued Standard Certificate in case of a random audit by the ROE or ISBE/STCB.
- 6) As soon as the ROE and ISBE/STCB approve your "Statement of Assurance (SOA)" you may then apply for your standard certificate(s). You may apply online or by completing a paper application at the Kane County ROE.
 - a) It is easiest to apply online on the ECS system (<https://sec1.isbe.net/ecs/Login.asp>).
 - 1) Once you log in click on "Applications" and then "Move from Initial to Standard Certificate".
 - 2) Follow all of the screens.
 - 3) Be sure to register your newly issued standard certificate(s) online after it is issued.
 - A) Click on the "Register/Renew" link in ECS to register your certificate for the five year period. See page 40 in the manual for details.
 - B) Send me proof that you registered your newly issued standard certificate(s).
 - b) Apply by mail or in person at the Kane County ROE. You will need to following to apply at the ROE:
 - 1) **Application for Certificate.** Complete an application to apply for your Standard Certificate. It can be downloaded at http://www.isbe.net/certification/pdf/73-03C_teaching_certificate.pdf .
 - A) If you hold more than one Initial Certificate, you will need a separate application for each certificate.
 - B) There is a \$30.00 application fee for each Standard Certificate you apply for.
 - C) Be sure to sign the application in *BOTH* places and answer all the questions on the form.

- 2) **Registration Form.**
 - A) Complete a registration form. The registration form can be downloaded at http://www.isbe.net/certification/pdf/73-10_registration_form.pdf.
 - B) Be sure to sign the registration form in *BOTH* places.

- 3) **Appropriate fees.** Contact me in HR or the Kane County ROE for assistance in determining the correct application fee. **Make the fee payable to Kane County ROE.**
 - A) The fee includes a \$30.00 application fee for each Standard Certificate you are applying for and up to an additional \$25.00 registration fee.
 - B) Your new Standard Certificate will be valid for a 5-year period (5 years at \$5.00 per year = \$25.00).
 - C) Note: If you have already reregistered your Initial Certificate in an earlier year, the registration fee from your initial certificate will be transferred to the new standard certificate.

- 4) Return the required forms and fees to the Kane County ROE. They are located at 210 S. 6th St., Geneva, IL 60134. They can be reached at (630) 232-5955.

- c) ISBE will begin processing applications for standard certificates after July 1st of the new fiscal year.
 - 1) Send me a copy of your new standard certificate (s) when you get it.
 - 2) Send me proof that you registered your newly issued standard certificate(s).

- 7) If you have not completed four full years of teaching on your Initial Certificate you will need to reregister your certificate(s) for another four-year period.
 - a) Click on the “Register/Renew” link in ECS to reregister your certificate for another four year period. See page 32-39 in the manual for details.
 - b) If you prefer NOT to pay the registration fees online you may reregister your certificate at the Kane County ROE.
 - 1) Complete a “Certificate Registration” form. This form may be downloaded at http://www.isbe.net/certification/pdf/73-10_registration_form.pdf.
 - 2) Pay a \$20.00 registration fee. The fee is payable to **Kane County ROE**.
 - 3) The ROE is located at 210 S. 6th St., Geneva, IL 60134 and can be contacted at (630) 232-5955.

- 8) **If you have completed four (4) years of teaching** and your certificate registration expires June 30th of the current year **but you have not completed the professional development requirement complete an "Application for a one-year Reinstatement."** This form may downloaded at http://www.isbe.net/certification/pdf/73-93_1year_reinstatement.pdf
 - a) This allows you one additional year to complete your professional development option.
 - b) A one-year registration fee of \$5.00 may be due at this time. **Make the fee payable to Kane County ROE.**
 - c) Return the completed “Reinstatement” form and your \$5.00 fee to the Kane County ROE.
 - d) If you reregistered your Initial Certificate in a previous year and you need to reinstate your certificate you must complete the “Reinstatement” form but you are not required to submit an additional registration fee.