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## **Procedures for Renewing Administrative Certificates expiring in the current year**

Information regarding the procedures for administrators who must renew their Administrative Certificate this year may be found at:

- 1) Illinois State Board of Education (ISBE) Educator Certification System (ECS) General System Information manual: <https://sec1.isbe.net/ecs/aspapps/ECSGeneralSystemManual.pdf>;
- 2) ISBE ECS System Documentation for Administrators-Professional Development and Certificate Registration and Renewal manual: <https://sec1.isbe.net/ecs/aspapps/ECSAdministrativeRenewalManual.pdf>;
- 3) Administrative Certificate Renewal Requirements: <http://www.isbe.net/certification/html/admin.htm>;
- 4) Certificate Registration form: [http://www.isbe.net/certification/pdf/73-10\\_registration\\_form.pdf](http://www.isbe.net/certification/pdf/73-10_registration_form.pdf).

**Please Note: You must enter your professional development activities on the ISBE ECS system and then submit your “Statement of Assurance (SOA).” Your “SOA” must be approved by the Kane County ROE and the ISBE/State Teacher Certification Board (STCB) before you can register your certificate(s).**

The following options are available to register your certificate(s):

- 1) Pay online at <https://sec1.isbe.net/ecs/> . See pages 28-34 in the ISBE ECS System Documentation for Administrators-Professional Development and Certificate Registration and Renewal manual for details. See the above link to the manual.
- 2) Pay the Kane County Regional Office of Education (ROE) directly by mail or in person. The Kane County ROE is located at 210 S. 6<sup>th</sup> St., Geneva, IL 60134. They can be reached at (630) 232-5955.
  - a) Complete a “Certificate Registration” form. See the above the link to the form.
  - b) Return it to the ROE with your \$25.00 fee (payable to Kane County ROE).
  - c) Be sure to answer all of the questions and sign the form in BOTH places.

PLEASE NOTE: The Kane County ROE will no longer stamp the back of your certificate(s).

**Please submit proof that your certificate(s) has/have been registered to Beth Gehringer in Human Resources as soon as you have completed the process.** Acceptable proof includes a copy of the registration form/receipt from the Kane County ROE or the screen from ECS showing the current registration of your certificate(s).

**Your administrative certificate must be renewed before you begin work this fall.**

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