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## **Procedures for Renewing School Service Personnel (Type 73) Certificates in the current year**

Effective July 1, 2008, Illinois implemented renewal requirements for individuals who are employed in positions requiring School Service Personnel (Type 73) certificates in Illinois public schools. If you are employed in such a position you must maintain your certificate(s) as “valid and active” and must complete continuing professional development in order to “renew” them. Successfully completing the renewal process allows you to pay registration for the next validity cycle.

Information regarding the procedures for those employed using a Type 73 Certificate who must renew their certificate this year may be found at:

- 1) School Service Personnel (Type 73) Certificate Renewal guidelines.  
[http://www.isbe.net/certification/pdf/school\\_service\\_personnel.pdf](http://www.isbe.net/certification/pdf/school_service_personnel.pdf)
- 2) Continuing Professional Development Unit (CPDU) Values Chart for Type 73 Certificate Renewal.  
[http://www.isbe.net/certification/pdf/CPDU\\_school\\_personnel.pdf](http://www.isbe.net/certification/pdf/CPDU_school_personnel.pdf)
- 3) CPDU Values Chart – Abridged Version.  
[http://www.isbe.net/certification/pdf/CPDU\\_school\\_personnel\\_abg.pdf](http://www.isbe.net/certification/pdf/CPDU_school_personnel_abg.pdf)
- 4) Note about CEU’s (Continuing Education Units) and renewing a Type 73 Certificate.  
[http://www.isbe.net/certification/pdf/CEUs\\_note.pdf](http://www.isbe.net/certification/pdf/CEUs_note.pdf)

### **PROFESSIONAL DEVELOPMENT OPTIONS**

You must complete one of the following professional development activities to renew your certificate:

- National Board for Professional Teaching Standards (NBPTS) certification process; or
- Accrue at least 80 Continuing Professional Development Units (CPDU’s) that address three of the four purposes outlined in the legislation enacting these requirements (see next page). The CPDU requirement may be reduced due to periods of exemption (see page 2-3). Or,
- You may be considered having met the requirements if you:
  - hold an active license issued by the State as a clinical professional counselor, a professional counselor, a clinical social worker, a social worker, or a speech-language pathologist; or

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- hold national certification as a Nationally Certified School Psychologist from the National School Psychology Certification Board; or
- are nationally certified as a National Certified School Nurse from the National Board for Certification of School Nurses; or
- are nationally certified as a National Certified Counselor or National Certified School Counselor from the National Board for Certified Counselors; or
- hold a Certificate of Clinical Competence from the American Speech-Language-Hearing Association.

## **EVIDENCE OF COMPLETION**

### **Licenses or National Certification**

- A) If you wish to qualify for certificate renewal based on licensure or national certification, you must maintain documentation related to the relevant license or certificate.
- B) The information needed includes its date of issue, period of validity and issuing body. This information is requested when you renew your certificate.

### **Continuing Professional Development Units (CPDU's)**

Please see the CPDU value chart for a list of the professional development activities, their definitions, point values and evidence of completion required.

In addition to maintaining the evidence of completion, **you must address the following purposes as you accrue your credit:**

- A) Advance both the certificate holder's knowledge and skills consistent with the Illinois Standards for the service area in which the certificate is endorsed in order to keep the certificate holder current in that area.
- B) Develop the certificate holder's knowledge and skills in areas determined by the State Board of Education to be critical for all school service personnel.
- C) Address the knowledge, skills, and goals of the certificate holder's local school improvement plan, if the certificate holder is employed in an Illinois public school.
- D) Address the needs of serving students with disabilities, including adapting and modifying clinical or professional practices to meet the needs of students with disabilities and serving such students in the least restrictive environment.

Each CPDU activity used to fulfill the requirement must address one or more of the purposes and three of the four purposes must be addressed, in sum, by all activities.

## **CONTINUING EDUCATION UNITS (CEU'S)**

See the note regarding the fact that CEU's will not be accepted to renew a Type 73 certificate. Because those with a Type 73 certificate may also hold a state license or national certification they may be able to renew the state license or national certificate by accumulating CEU's. The state or national issuing body is the one that may accept the CEU's.

## **REDUCTIONS IN REQUIREMENTS/PERIODS OF EXEMPTION**

The school service personnel certificate is maintained as "valid and active" or "valid and exempt" for each semester of its validity. The number of Continuing Professional Development Units (CPDU's) can be reduced based on periods of exemption. Exemptions are either part- or full-time and are applied by semester. There are ten semesters in a five year renewal cycle.

Examples of reductions include:

- A) Part-time status: If you work part-time you only need to complete 50% of the total number of CPDU's required.
- B) Employed as a substitute or on a day to day basis: You are exempt from the requirements and only need to pay the registration fee to renew your certificate. You will have to be sure the status of your certificate is shown as "valid and exempt".
- C) Not employed in a position that requires a Type 73 certificate: You may take a reduction in the number of CPDU's required for the semester(s) you are not employed. Every semester in which you work full time you need to accumulate 8 CPDU's.

## **CHANGING CERTIFICATE STATUS**

As mentioned above the school service personnel certificate is maintained as "valid and active" or "valid and exempt" for each semester of its validity. If you are not actively using your certificate you will want to change the status of your certificate to "valid and exempt". The easiest way to change your exemption status is in the ISBE Educator Certification System (ECS).

- To change your status to "active" or "exempt go to: <https://sec1.isbe.net/ecs/Login.asp>.
- Once you create an account for yourself and log in you need to click on:
  - "Professional Development and Renewal",
  - "Exemptions",
  - "Enter/Review Exemptions"; and
  - "Modify Exemption Status."
- Indicate which semesters are active and exempt and the reason for the change in status.
- The request for the change in status will be sent to the Kane County Regional Office of Education (ROE) for review. They need to approve the change in status before it becomes effective.
- Be sure to change your certificate's status any time there is a change in your circumstance. If your status is not changed as appropriate, the ECS system will not be updated to accept the correct amount of CPDU's when you renew your certificate.

## **RENEWING & REGISTERING YOUR TYPE 73 CERTIFICATE**

- 1) To renew your certificate you will need to enter professional development activities in the ISBE Educator Certification System (ECS) and submit a "Statement of Assurance (SOA)."
- 2) 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) Click on "Enter/Review Professional Development" again. You will then select from the list the type of professional development activity you participated in and will be entering in the computer.

- 3) 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) 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.
- 4) Once your "Statement of Assurance (SOA)" has been approved by the Kane County ROE and State Teacher Certification Board you need to pay to register your certificate for another five year period.
- 5) The following options are available to register your certificate(s):
  - a) **Pay online** at <https://sec1.isbe.net/ecs/> .
    - 1) Once you log in click on "Register/Renew" and then "Register/Renew Certificates".
    - 2) Follow all of the screens. See the "ISBE Educator Certification System (ECS) General System Information" manual for details. This manual is available at: <https://sec1.isbe.net/ecs/aspapps/ECSGeneralSystemManual.pdf> .
  - b) **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.
    - 1) If you choose to pay the ROE for your certificate registration you must complete and sign a registration form and return it to the ROE with your fee (**payable to Kane County ROE**).
    - 2) The registration form can be downloaded at [http://www.isbe.net/certification/pdf/73-10\\_registration\\_form.pdf](http://www.isbe.net/certification/pdf/73-10_registration_form.pdf).
    - 3) 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).**

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