

Administrative Certification  
&  
Certificate Renewal  
in  
Illinois

# Type 75 Certificate with General Administrative Endorsement

- This endorsement is required for principals, assistant principals, assistant or associate superintendents, and staff filling other similar or related positions as indicated in 23 IL. Adm. Code 1, also IL. Adm. Code 29.120.

# Certificate Requirements

- a) Master's Degree
- b) Complete an approved program
- c) *Two years' full-time teaching or school service personnel experience*
- d) Pass the applicable content-area test, as well as the test of basic skills

# Certification Checklist

- Access ECS Account
- Obtain Certificate
- Register Certificate
- Update Profiles
- Update Active/Exempt Status for all certificates

# Access ECS Account

- Go to [www.isbe.net](http://www.isbe.net)
- Click “ECS” in upper left corner.
- Click “Click here to access ECS.”
- If you already have an account, log on.
- If you had an ECS account or OTIS account and forgot your Account ID and/or Password go to “Reset Account.”
- If you do not have an account go to “Create New Account.” (You will need your social security number and a certificate number from any of your Illinois Certificates.)

# Obtain Certificate

- Complete all certificate requirements.
- Apply for certificate. (ECS or ROE)
- On ECS – go to “Applications” at top or menu on left.
- Click “Entitlement Certificate Application.”
- Follow steps.

# Register Certificate

(if you are in a new ROE)

- Access ECS
- Click “Register Certificates” in upper right banner or menu on left.
- Click “Register Certificates” in blue under list of your certificates.
- Follow the 11 step wizard listing your new region. If your certificate registration fees are current there will be no additional fee.
- If you have not renewed your certificates, you can register if you have an approved “Statement of Assurance.” You can pay registration fees with your credit card online for an additional \$1.75 service fee.
- Your Administrative Certificate renewal dates will be the same as your current teaching certificate.

# Update Profiles

- Access ECS
- Click “My Profile” in upper banner on left or on the menu on the left.
- Click “ECS Account Settings.” Make any needed changes and click submit.
- Click “Personal Settings” in menu on left. Make any needed changes and click submit.
- Click “Educator Profile” in menu on left. Make any needed changes by clicking “Change” and following steps. Be sure you list the correct Regional Office of Education.

# Update Active/Exempt Status for all Certificates

- Access ECS.
- Click “Professional Development” in banner at top or in menu on the left.
- Click “Exemptions” in menu on left or “Professional Development Exemptions” in center of page.
- You will need to review exemptions for both your teaching and administrative certificates.
- Click “Enter/Review Exemptions” under your Teaching Certificates.
- If “Active/Exempt” status is incorrect click “Modify Exemption Status” in blue under list. Follow steps to change status. Please list reasons for changes completely and clearly.

- Click “Exemptions” in menu on left.
- Click “Enter/Review Exemptions” under Administrative Certificates.
- If “Active/Exempt” status is not correct, click “Modify Exemption Status” under list. Follow steps to make status changes. Please list reasons for changes clearly and completely.
- Status changes will show as pending until approved by the Regional Office of Education. Once approved your professional development requirements will be adjusted.

# Caution!

Be sure you know how the district central office has listed your position on the Teacher Service Record. ISBE will use this to determine your professional development requirements at the time of renewal.

# Administrative Certificate Renewal

- Complete at least one Administrative Academy within each active year. (July 1 to June 30)
- Complete at least one activity and 20 hours of professional development per active year. Activities can be completed anytime during the renewal cycle but prior to June 30<sup>th</sup> of the renewal year.
- The 2-day introductory Academy on teacher evaluation does not count toward these requirements but must be completed to be authorized to evaluate staff.

# Certificate Renewal Process

- Complete and submit required “Statements of Assurance” on ECS.
- You will need to submit “Statements of Assurances” for both your teaching and administrative certificates if you had active years for both during the five year renewal cycle.
- Administrator Academies will be listed for you by the ROE. Additional Academies taken within the year will count toward required Professional Development hours.
- Please include complete and accurate descriptions of Professional Development activities.

# Professional Development Activities and Documentation Requirements

# Cautions

- Professional development activities cannot be part of your job assignment.
- Keeping your administrative certificate valid requires responsible, accurate recording of activities.
- Retain documentation for professional development activities for at least five years after renewal.
- Failure to have required documentation for claimed activities can result in suspension of your certificate for one year. You cannot continue to work as an administrator during the

# Additional Administrator Academies

- If you do more than the required one administrator academies within a fiscal year the additional academy can count toward Professional Development hours.
- The ROE will enter all academies.
- The ECS system will move the extra academy with the most hours to professional development.
- You do not need to provide documentation for any academies.

# College Courses

- 15 hours of credit per semester hour.
- Course needs to relate to your administrative position.
- College course work can be undergraduate, graduate, or post graduate from any accredited college or university.
- Documentation: Grade Slip or Transcript.

# Taught College Course

- 15 hours of credit per semester hour.
- The college course should be education related.
- The course can be undergraduate, graduate, or post graduate level.
- Documentation: The evidence of teaching a college course shall be the appropriate page of a college catalog or brochure indicating administrator was the teacher of the specific course. Alternately, proof can be provided in the form of a letter from the Dean of the college or university indicating the administrator was the teacher of a specific course.

# Participated in Conference, Workshop, Seminar, Institute or Symposium

- Participating in an activity in which the administrator attends being held by a third party that involves registration, produces an agenda, and probably involves travel to a location external to the administrator's home district. A title should be included in the explanation of the activity.
- Credit per time involved. If meals or breaks are included as part of the activity, the time for meals or breaks do not count. You should count only actual activity time.
- The activity needs to be an education related topic.
- Documentation: The evidence of completion shall be proof of conference registration or participation (issued by conference provider) and an agenda/brochure/flyer.

# Presented at a Conference, Workshop, Seminar, Symposium, or Institute

- Presenting an activity in which the administrator presents at an activity being held by a third party that involves registration, produces an agenda, and probably involves travel to a location external to the administrator's home district. These activities generally have a title that should be included in the explanation of the activity.
- The activity needs to be an education related topic.
- Credit per time involved.
- Documentation: The evidence of completion of presenting shall be a brochure or flyer indicating the administrator was a presenter.

# Provided Mentoring to an Administrator

- The Provided Formal Mentoring activity is intended to allow time spent in providing mentoring in a formal mentoring program to be counted toward professional development. The mentoring program must have been established by administrator's school district, a college, or a professional organization and have formal, written procedures to qualify as a mentoring program.
- The evidence of completion of providing formal mentoring shall be a copy of the formal, written procedures established by the district, college, or professional organization, the name of the administrator receiving the mentoring, and a log showing dates and times of mentoring activity.
- Credit per time involved.

# Received Formal Mentoring as an Administrator

- The Received Formal Mentoring activity is intended to allow time spent in a formal mentoring program to be counted toward professional development. The mentoring program must have been established by the administrator's school district, a college, or a professional organization and have formal, written procedures.
- The evidence of completion of receiving formal mentoring shall be a copy of the formal, written procedures established by the district, college, or professional organization, the name of the administrator providing the mentoring, and a log showing dates and times of mentoring activity.

# Conducted Independent Research

- An independent study or research project must be designed by the administrator to pursue an area of study not covered by an established curriculum. Administrators are expected to establish in advance the questions they propose to investigate and what they intend to do to carry out the investigation.
- The evidence of completion of the independent study activity shall be a report showing the outline of the study, research, or project. The report should include a brief description (minimum of two paragraphs) of the study or project, a list of all related references (research, studies, etc.), and a log showing dates and times of work toward completion of the study or project.

# Read or Listened to Professional Educational Books or Journals.

- Reading or listening to a professional book or journal is restricted to those books or journals that directly help to improve your knowledge and skills required to perform your duties as an administrator. General books or journal articles that apply to life skills such as organization or communication are not appropriate for this activity.
- The evidence of completion for reading or listening shall be a report which includes the following; 1) title of book, 2) author's name, 3) dates and times of reading/listening/writing, & 4) brief description of content (at least four sentences).

# Recording Professional Development Activities

- Access ECS
- Click “Professional Development” in top banner or menu on left.
- Click Professional Development Activity in center of page or “Activity” on left menu.
- Click “Enter/Review Professional Development” under your Administrative Certificates.
- Click “Enter/Review Professional Development” if the correct cycle is indicated.
- Follow steps to enter activities. Enter complete and accurate activity descriptions.
- Activities can be entered at anytime during the renewal cycle.

# Submitting Statement of Assurance

- SOA can be submitted anytime after September 1<sup>st</sup> of the final year of the renewal cycle, if you are employed full-time. You must have all required activities completed including the Administrator Academy for the final year before you can submit
- Access ECS
- Click “Professional Development” in top banner or menu on left.
- Click “Statement of Assurance” in center of page or on menu on left.
- Click “Submit/Review Statement of Assurance” and follow steps to submit. Please be sure activities are accurate.
- Statement will need to be approved by ROE then ISBE. Approval can take 8 to 10 weeks.

Good Luck!

Contact your ROE or IPA if you  
have questions.

Do not contact ISBE! Your ROE is  
your contact for ISBE questions.