

# Administrator Certificate Renewal

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**ECS (Educator Certification System):** [www.isbe.net](http://www.isbe.net)

## Exemptions:

Active / Partial Exempt (less than .5 FTE) / Full Exempt. Correct status needs to reflect on all certificates to calculate reductions in professional development requirements.

## Professional Development Requirements:

Calculates the total amount of professional development requirements needed for certificate renewal based on the TSR data and the approved exemption information

## Professional Development Activities:

- Administrator Academies are entered by the provider of the Academy through the Illinois Administrator Academy Management System.
- Administrator Academy requirement is one Academy per year, plus the Introduction to the Evaluation of Certified Staff if being taken for the first time.
- Enter professional development activities. Remember to enter all information requested with as much detail as possible.
- Professional development activity requirement is a minimum of five activities in a five year period and an average of 20 hours per year.

## Statement of Assurance (SOA):

Once the Administrator Academies have posted and the professional development activities have been entered, you will need to submit your SOA. You may then view your SOA. It will show the status as "Pending Approval" by the Regional Office of Education (ROE) and the Illinois State Board of Education (ISBE). Keep checking the status on a weekly basis until it been either approved or returned. If it has been returned, you will need to make the requested revisions and then re-submit.

## Register Certificates:

After the SOA has been approved by both the ROE and ISBE, you will need to register it in the county where you are employed (Cook ROE). If you are not employed, your certificate needs to be registered in the county where you reside. One registration fee registers all certificates.

## Recommendations:

1. Don't forget to take an Administrator Academy in each year that you are employed on your Administrative Certificate. (Penalties apply)
2. Don't submit activities for approval that are part of you regular job responsibilities.
3. Don't submit excessive claims for book or journal reading.
4. Don't use ECS to submit excessive professional development activities.
5. You can only claim actual hours in the activities. You can not receive credit for breakfast, lunch or dinner meetings.
6. Submit your SOA as early as possible (September 1<sup>st</sup> or after) in the final year of validity on your certificate.

# Administrator Certificate Renewal for Illinois Public School Administrators

## Documentation for Administrator Continuing Professional Development Activities

| ACTIVITY  | RECOMMENDED DOCUMENTATION  |
|---|--|
| 1. Completed college course                         | grade slip or transcript (originals or copies)   |
| 2. Taught college course                            | appropriate page of college catalog/brochure indicating administrator was teacher of specific course or letter from dean of college indicating administrator was teacher of specific course  |
| 3. Participated in regional conference              | proof of conference registration or participation (issued by conference provider) and conference brochure/flyer  |
| 4. Presented at regional conference                 | conference brochure/flyer indicating administrator was a presenter   |
| 5. Participated in state conference                 | proof of conference registration or participation (issued by conference provider) and conference brochure/flyer  |
| 6. Presented at state conference                    | conference brochure/flyer indicating administrator was a presenter   |
| 7. Participated in national conference              | proof of conference registration or participation (issued by conference provider) and conference brochure/flyer  |
| 8. Presented at national conference                 | conference brochure/flyer indicating administrator was a presenter   |
| 9. Participated in workshop                         | proof of workshop registration or participation (issued by workshop provider) and workshop brochure/flyer/agenda   |
| 10. Presented at workshop                           | workshop brochure/flyer/agenda indicating administrator was a presenter  |
| 11. Participated in seminar                         | proof of seminar registration or participation (issued by seminar provider) and seminar brochure/flyer   |
| 12. Presented at seminar                            | seminar brochure/flyer indicating administrator was a presenter  |
| 13. Participated in symposium                       | proof of symposium registration or participation (issued by symposium provider) and symposium brochure/flyer   |
| 14. Presented at symposium                          | symposium brochure/flyer indicating administrator was a presenter  |
| 15. Participated in institute                       | proof of institute registration or participation (issued by institute provider) and institute brochure/flyer   |
| 16. Presented at institute                          | institute brochure/flyer indicating administrator was a presenter  |
| 17. Provided mentoring to administrator             | proof that district/college/professional organization has established a mentoring program for new or all administrators, name(s) of administrators receiving mentoring, and log showing dates and times of mentoring                     |
| 18. Received formal mentoring as administrator      | proof that the district/college/professional organization has established a mentoring program for new or all administrators, name of administrator providing the mentoring, and log showing dates and times of mentoring                 |
| 19. Conducted independent study/research/project    | report showing outline of study/research/project which includes the following; 1) brief description (minimum of two paragraphs), 2) list of all related references (research, studies, etc.), and 3) log showing dates and times of work |
| 20. Read, wrote or listened to professional book    | 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)  |
| 21. Read, wrote or listened to professional journal | report which includes the following; 1) title of journal, 2) title of article, 3) author's name, 4) dates and times of reading/listening/writing, and 5) brief description of content (at least four sentences)                          |

# ECS – Educator Certification System

Access ECS at [www.isbe.net](http://www.isbe.net). If you have never accessed ECS before, you will create a new account and set up your profile which will include your name, address, phone, e-mail address, school district and other personal information.

**IEIN:** In an effort to get away from using social security numbers as identifiers, the Illinois State Board of education has assigned “Individual Educator Identification Numbers” to all educators in the state of Illinois.

## **Home:**

- Notices of any new functions that have been added
- Alerts in “ATTENTION” in red letters when your action is needed
- Gives other general information about ECS.

## **My Profile:**

- ECS Account Settings: view and modify
- Personal Settings: view and modify
- Educator Profile: view and modify
- Substitute Teaching Profile

## **My Credentials:**

- Current Credentials
- Pending Credentials
- Expired Credentials
- Previous Qualification Credentials
- NCLB Credentials
- Deficiencies
- Teaching History
- Document History
- Degrees
- Tests

## **Applications:**

- Register Certificates
- Entitlement Certificate Application
- Move from Initial to Standard Certificate Application
- Substitute Certificate Application
- Request Duplicate Certificates

## **Professional Development and Renewal:**

- Professional Development Requirements
- Professional Development Activity
- Professional Development Exemptions
- Administrator Academy Courses
- Statement of Assurance
- Register Certificates

## **Register Certificates:**

- Register Certificates

## **ECS Help Options**

## **ECS User Manuals**

## **Request ECS Help**

## **Contact Regional Office**

## **ISBE Home**

## **Prof. Dev. Provider**

## **CeRTS (Read Only)**

## **ECS Login Screen**

## **Log Out of ECS**