



# Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001  
www.isbe.net

**Jesse H. Ruiz**  
Chairman

**Christopher A. Koch, Ed.D.**  
State Superintendent of Education

July 8, 2009

Dear District Superintendent:

We are aware that you may have concerns about your teachers and administrators getting certification/endorsement applications and certificate renewals processed through the Suburban Cook County Regional Office of Education (ROE). We wanted to let you know that we will work with your teachers and administrators as much as possible through our Chicago and Springfield offices. In addition, other ROE offices are assisting with certificate renewals and Statements of Assurances. Your understanding and cooperation is essential in helping us work with your districts to ensure that all your teachers and administrators are appropriately certified when school opens.

The Educator Certification Division would like to offer assistance to educators in your district regarding the certification process. All forms may be located on our website at:

<http://www.isbe.net/certification/html/forms.htm>.

Please instruct educators and/or potential educators in your district to send the following applications directly to the Illinois State Board of Education, Educator Certification, 100 North First Street, S-306, Springfield, IL 62777:

- 1.) **Endorsement applications** (ISBE Form 73-52) must include (a) official transcripts from a regionally accredited college or university in a sealed envelope and (b) a money order or cashier's check payable to the State Superintendent of Education for \$30.00.
- 2.) **Approval applications** must include official transcripts from a regionally accredited institution in a sealed envelope. There are no fees for approval applications except for the cued speech interpreters and sign language interpreters.
- 3.) **Paraprofessional applications** (ISBE Form 73-95) must include (a) an official transcript from a regionally accredited college or university in a sealed envelope (if the transcript does not indicate evidence of high school graduation, applicants must also submit a copy of their high school diploma) **or** (b) an official score report demonstrating that applicants obtained a passing score on either the ETS Parapro Test or the ACT Workkeys Test. There is no fee for the paraprofessional approval.
- 4.) **Out-of-State Certificate Applications** (ISBE Form 73-03c) for teachers and (Form 73-03d) for administrators and/or school service personnel you wish to employ in your district. Applicants may also choose to apply for a provisional certificate (ISBE Form 73-63). The provisional certificate allows applicants with deficiencies to teach while they are completing their deficiencies (9 months on testing and 2 years on coursework). All such applications must be sent along with (a) official transcripts from a regionally accredited college or university in a sealed envelope, and (b) ISBE Form 73-05 verifying graduation from a state-approved program **and/or** a copy of a valid out-of-state teaching certificate. Applicants seeking a testing waiver must also submit ISBE Form 73-99. Please note that the 73-99 form must be completed by the out-of-state education authority (often the state education agency) and the 73-05 form must be completed by the institution of higher education. **Both forms (73-05 and/or the 73-99) must be sent directly to ISBE.** Certificate applications must be accompanied by a cashier's check or money order for \$30.00.

## **Registration of Certificates**

Educators in your district should register their certificate(s) online at [www.isbe.net/ECS](http://www.isbe.net/ECS) and go to the Educator Access tab. Educators may also seek registration assistance at a nearby Regional Office of Education. To locate the nearest ROE, please go to the following website:

[www.isbe.net/regionaloffices/pdf/roedirectory.pdf](http://www.isbe.net/regionaloffices/pdf/roedirectory.pdf).

Educators must submit the registration application (ISBE Form 73-10) and fee online or to the neighboring ROE. Educators may also elect to register their certificate(s) at the Chicago Regional Office located at 100 West Randolph, 14<sup>th</sup> floor (James R. Thompson Center) in Chicago. Educators who register their certificate(s) at a neighboring ROE or the Chicago Regional Office should log on to their ECS account and register their certificate in Suburban Cook County at no additional charge.

**Important Note:** Substitute certificates must be registered in the county in which the substitute plans to work. Additional counties may not be added to a substitute certificate as applicants are required to pay a fee to each county in which they wish to register their certificate(s). We will assist if you find this becomes a problem for your district.

**Renewal Information:** For educators who have submitted their Statement of Assurance (SOA) for review by the Suburban Cook County ROE, the following regional offices are assisting in the review of these statements as follows:

- Initial to Standard SOAs, please contact the DuPage County ROE at 630-407-5800.
- Standard SOAs, please contact the Lake County ROE at 847-543-7833.
- Administrator and School Service Personnel SOAs, please contact the McHenry County ROE at 815-334-4475.

If you have any questions or need additional information on the topics discussed above, please contact either Linda Jamali, Division Administrator for the Educator Certification Division (217-524-1373) or Patrick Murphy, Division Administrator for the Educator and School Development Division (217-524-2389).

Sincerely,



Linda L. Tomlinson, Ph.D.  
Assistant Superintendent  
School Support Services for All Schools