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## **Procedures for Renewing Standard/Master Certificates expiring June 30, 2008**

Information regarding the procedures for teachers who must renew their Standard/Master Certificate(s) this year may be found at:

- 1) ISBE Educator Certification System (ECS) General System Information manual:  
<https://sec1.isbe.net/ecs/aspapps/ECSGeneralSystemManual.pdf>;
- 2) ISBE ECS System Documentation for Standard/Master Certificate Holders-Professional Development and Certificate Registration and Renewal manual:  
<https://sec1.isbe.net/ecs/aspapps/ECSStandardMasterRenewalManual.pdf>;
- 3) Overview of Professional Development Requirements:  
[http://www.isbe.net/certification/pdf/prof\\_development\\_requirements.pdf](http://www.isbe.net/certification/pdf/prof_development_requirements.pdf);
- 4) Using Continuing Professional Development Units (CPDU's) as a professional development option for renewing Standard/Master Certificates: [http://www.isbe.net/certification/pdf/CPDU\\_CEU.pdf](http://www.isbe.net/certification/pdf/CPDU_CEU.pdf);
- 5) CPDU Point Values [http://www.isbe.net/certification/pdf/cpdu\\_values\\_sm.pdf](http://www.isbe.net/certification/pdf/cpdu_values_sm.pdf).

**Please Note: You must enter your professional development activities on the ISBE ECS system and then submit your "Statement of Assurance (SOA)" to the Kane County Regional Office of Education. Your "SOA" must be approved by the Kane County ROE and the ISBE before you can register/renew your certificate(s).**

**Please submit proof that your certificate(s) has/have been registered to me 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.

**Your Standard/Master Certificate(s) must be renewed before you begin teaching this fall.**

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

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**PLEASE KEEP IN MIND THE FOLLOWING WHILE YOU GO THROUGH THIS PROCESS TO RENEW YOUR STANDARD/MASTER CERTIFICATE:**

- 1) District U46 and the Elgin Teacher's Association (ETA) have agreed to disband the Local Professional Development Committee's (LPDC's) for 2007-2008 and beyond. Your Statement of Assurance (SOA) will be submitted directly to the Kane County ROE. Disregard any references to the LPDC's.
- 2) If you have been both an administrator and a teacher in the same five year renewal cycle you must enter professional development activities for both your teaching and administrative certificate. You may qualify for an exemption for the semesters you're not teaching or working as an administrator, respectively.
- 3) You must enter your professional development option on the new ECS system. **The Kane County ROE will not accept a paper "Statement of Assurance for Renewal of Standard/Master Certificates" form (ISBE Form 73-98).** There is reference in the ISBE materials (Professional Development Requirements for Renewal of Standard/Master Teaching Certificates) about submitting the paper form.
- 4) 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) Then click on "Add New Professional Development Activity". You will then select from the list the type of professional development activity you participated in and will be entering in the computer.
  - d) Three different types of Professional Development Activities (PDA) are shown on ECS:
    - 1) Uniquely Qualifying PDA—requires completion of only one activity. See examples listed on page 7 of the manual. **Please Note: If you are using the fact that you have, or just earned, a master's degree as your professional development option, you must have the degree shown in ECS. If it is not shown, enter the degree in the "My Credentials" section (on the summary screen) of ECS and submit an official transcript to ISBE.**
    - 2) Coursework PDA;
    - 3) CPDU PDA.
  - e) You only have to show activities in one of the PDA's. **Don't be concerned if you see references to all three PDA options and you only see activities listed in one PDA.**
  - f) Be aware that if you chose the "Subsequent Illinois certificate or endorsement" option **you may not count letters of approval** that have been issued to you.
    - 1) **If you have received an ESL or Bilingual Approval you may not count this under this option.**
    - 2) **You may only use this option if you have received an ESL or Bilingual endorsement** printed on your certificate.
    - 3) If you have finished the requirements of a new endorsement or certificate, but the endorsement or certificate is not issued you may not use this option.

- 5) 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) During the process of submitting the SOA you will see several screens that recap the professional development option that you chose. **Do not be concerned if there are screens that don't show any professional development activities. You are not required to complete activities in more than one option. The screens will list all options available.** See pages 30-34 in the manual for details.
  - c) Page 34 in the manual shows the screen that recaps all of the professional development activities that you have entered and makes a determination if you have met the criteria to submit your SOA for approval. **Do not be concerned if the screen shows that you have completed "0" activities for a particular option. You are not required to complete activities in more than one option.**
  - d) 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.
- 6) **Teachers are not required to submit evidence of completion of professional development activities with their SOA but must keep evidence of completion of all professional development activities.** It is recommended that teachers keep all evidence until the end of their next renewal cycle in case of a random audit by the ROE or ISBE/STCB.
- 7) As soon as the ROE and ISBE/STCB approve your "Statement of Assurance (SOA)" you may then register your standard/master certificate(s). You may register online or by signing the enclosed pre-printed registration form and returning it the Kane County ROE.
  - a) It is easiest to register online on the ECS system (<https://sec1.isbe.net/ecs/Login.asp>).
    - 1) Once you log in click on "Register/Renew" and then "Register/Renew Certificates".
    - 2) Follow all of the screens. See pages 35-42 in the ISBE ECS System Documentation for Standard/Master Certificate Holders-Professional Development and Certificate Registration and Renewal;
  - b) Register by mail or in person at the Kane County ROE.
    - 1) 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.
    - 2) **If you choose to pay the ROE for your certificate registration you must complete and sign the 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)) and return it to the ROE with your fee (payable to Kane County ROE). Be sure to answer all of the questions and sign the form in BOTH places.**

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