

CERTIFICATE RENEWAL REQUIREMENTS FOR ILLINOIS PUBLIC SCHOOL ADMINISTRATORS AS OF JULY 1, 2004

Public Act #93-679 changed the certificate renewal process for teachers and administrators and eliminated some of the forms. It did not change the professional development requirements for administrators employed in an Illinois public school entity.

There are no professional development requirements for non-public school administrators. In addition, persons holding an administrative certificate but not employed as an administrator do not have to complete professional development in order to renew their administrative certificate.

The professional development requirements for administrators employed in an Illinois public school are as follows:

- Complete one Administrators' Academy course with a minimum of six hours **during** each year of employment in a public school entity, totaling five with a minimum of 30 hours of Administrators' Academies during each five year period of validity of the administrator's certificate.
- Complete the "Introduction to Evaluation of Certified Staff" above and beyond the one Academy course requirement per year **if** the administrator is required to do so because they are new to evaluating certified staff.
- Complete a minimum of one Continuing Professional Development activity with a minimum of 20 professional development hours **for** each year of employment in a public school entity, totaling a minimum of five activities with a minimum of 100 professional development hours during each five year period of the administrator's certificate.
- Utilize the state database CeRTS for Administrators to create/update a personal file containing the administrator's profile and record of professional development. This personal file will include a list of Administrators' Academies (recorded by an ROE or ISC) and Continuing Professional Development activities (recorded by the administrator) completed by the administrator.
- Submit a Verification statement (containing a list of the professional development activities completed and a signed statement they were completed) to the

administrator's Regional Superintendent of Schools electronically through CeRTS for Administrators.

- Maintain a paper portfolio of evidence, for one full five year certificate renewal cycle, that the professional development activities listed on the administrator's verification statement (except Administrators' Academies because they were recorded by a third party) were completed. The paper documents will be requested for review if the administrator is chosen for audit.

Continuing professional development activities that administrators may utilize to fulfill the 100 hours of professional development may include, but need not be limited to:

- Completion of college/university courses,
- Participation in state and national conferences of professional organizations or in workshops, seminars, symposia, or other similar training events,
- Teaching college/university courses or making presentations at conferences, workshops, seminars, symposia, or other similar training events,
- Providing formal mentoring to one or more other administrators,
- Independent study, and
- Other activities related to the Illinois Professional School Leader Standards and other applicable standards such as developing or revising school programs, participating in Administrators' Academy courses, research, and other similar projects.

The entire certificate renewal process for administrators can be conducted electronically on the Certificate Renewal Tracking System (CeRTS), online at <https://isbes2.isbe.net/Certs/Default.asp>, and the Online Teacher Information System (OTIS), online at <http://www.isbe.state.il.us/otis/default.htm>).

All public school administrators, who have not already done so, must create a profile on CeRTS for Administrators and use the system to 1) maintain a record of completed professional development activities and 2) submit a verification form indicating completion of their required professional development activities. Once the administrator's verification form has been reviewed and signed by the Regional Superintendent of Schools and the State Superintendent of Education electronically on CeRTS for Administrators, the administrator can submit a Certificate Registration Form (ISBE #73-10) electronically on OTIS or on paper to their Regional Office of Education.