

## Certificate Renewal Checklist

### **Google ISBE / Click on ECS**

#### **Update Your Profile and Account Settings-**

Click on Profile and check your personal information. Click on Profile and then ECS Account Settings. Check to see that your e-mail is your current e-mail. This is our primary method of contacting you. (Under Educator settings in Profile).

#### **Step 1 - Enter or edit professional development-**

Enter ECS click on Professional Development (PD) / Click second listing that comes up – PD Activities / Click on Enter/Review PD /Just under a box listing your certificate – Click on Enter/Review Professional Development / at this point to enter additional PD click Enter/Review Professional Development again or to edit existing PD – scroll down and click the edit button to the far right of the PD entry. These options will lead you back through ECS loop that you went through when you originally entered your activities.

#### **Step 2 – Submit or Resubmitting Statement of Assurance (SOA)**

Enter ECS. First check your profile and be sure you are listed in Region 6. Change if needed. Then click on Professional Development / SOA (in list on left) / review/submit SOA –follow prompts to submit SOA.

#### **Step 3 – Monitor ECS account for SOA approval**

Click on Register certificates – Wait for status to change from Pending to Approved. When approved - register certificate.

#### **Step 4 - Register your Certificate**

**Enter ECS. Check profile to insure that you are registered in Region 6.**

**Click Register tab – follow prompts until you pay the fee with credit card**

**By mail –**

**Google ISBE/ click on Forms then Certification – download Registration form (73-10) complete and mail with a check for \$50 payable to West 40.**

#### **Step 5 – Check in ECS under My Credentials that your certificates are Registered**

**Make Sure Renewal Date and Registration Date in Region 6 Match**

**Your certificate is not valid if it is not registered in the region in which you teach or if you are not teaching live.**

**We look forward to serving your  
Professional Development and Comprehensive Educational needs!**

**Please submit all paperwork by mail or in person to;**

**West 40 Certification  
2701 West Washington Blvd.  
Bellwood, IL 60104**

**708-544-4890**

**Questions may be directed to:**

**[Certification@west40.org](mailto:Certification@west40.org)**