

## Moving from an Initial to Standard Teaching Certificate

Completed four years of teaching?

**If yes:**

- Record professional development in ECS,
- Submit a Statement of Assurance in ECS,
- If you have taught in a private school or out of state - Obtain letters from your school or district administrator verifying four years of teaching experience on the Initial certificate, (Dated after April 1<sup>st</sup> of the fourth year)
- If you have taught in a private school or out of state - Fax or mail letters of teaching experience to West 40
- Monitor Statement of Assurance for approval in ECS
- Apply for Standard certificate in ECS beginning April 1 – Will issue automatically July 1
- Register Standard certificate in ECS beginning July 1

**If no:**

- Re-register Initial certificate in ECS - - See below “**What if I do not have four years of teaching experience but my registration fees are expired?**”
- Accrue additional teaching experience
- Begin Initial to Standard process below when four years of experience on the Initial is accrued
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**\*\* Remember your certificate is invalid July 1 of your fourth year of teaching on your Initial Certificate.**

**What are my Professional Development Options?** To view complete details on each of the professional development options below, hold the Ctrl key down and put your cursor over each link to open. Only one of the options below is necessary to fulfill the entire professional development requirement for moving from Initial to Standard.

- [Advanced degree](#)
- [Approved Induction and Mentoring Program](#)
- [National Board for Professional Teaching Standards \(NBPTS\) certification/process](#)
- 12 semester hours of [graduate-level coursework](#)
- a 12-hour, education-related [professional development certificate](#)
- [Subsequent Illinois certificate or endorsement](#)
- Requirements for becoming NCLB "[highly qualified](#)" in another teaching area
- [Exam](#)
- Four semester hours of approved graduate-level coursework in either [Self-assessment](#) or [NBPTS certification preparation](#)
- [Continuing Professional Development Units](#) (CPDUs – Click to review full CPDU chart)

### Suggested Timeline...

If you have completed a professional development option and accrued four years of experience according to the guidelines above, follow this suggested timeline:

- **September 1 – March 1** – Record your completed professional development option in ECS, then submit your Statement of Assurance to West Cook Region 6.
- **April 1** –Taught in Private Schools or out of state? If yes - Request letter(s) verifying years of teaching experience from private school or out of state administration.
- **April 1** - Early registration for certificate holders who need to accrue additional teaching experience, but whose fees will expire on June 30 of the current year.
- **April 1** – Educators whose Statements of Assurance have been approved may begin applying for the Standard certificate. The certificate will not issue on April 1 but will auto issue on July 1, which is the beginning of a new fiscal year. The educator must log back into ECS on July 1 to register the Standard certificate for five years.
- **May 1** – You should check the status of your Statement of Assurance daily/weekly in ECS
- **June 1** –ROEs have 30 days to review and make their Recommendation for Issuance. (You should check the status of your Statement of Assurance daily/weekly in ECS).
- **July 1**- Register Standard Certificate in Region 6. (Apply for Standard certificate in ECS with a major credit card if you have not already done so). You must register your Standard certificate once it issues. (Check status in ECS)
- **August 1** – Follow up in ECS to make sure your certificate(s) has been issued and registered for the upcoming school year.

### **STEP 1 - Entering Professional Development Activities on Educator Certification System**

**IMPORTANT NOTE:** Some Initial certificate holders are having difficulty entering their professional development (PD) in the Educator Certification System (ECS). If you are experiencing this problem, mostly likely you have reregistered your Initial certificate, because four years of teaching experience had not been accrued. You must enter/match PD with the certificate that was current at the time of the PD. You may have to toggle between the cycles to enter activities depending on when the activity was completed. (For example if you completed a mentoring and induction program your first two years of teaching you will enter that PD on your

The Educator Certification System allows teachers and administrators to log in all applicable professional development for certificate renewal. The following is a step by step overview of entering professional development:

- Log into the Educator Certification System at <https://sec1.isbe.net/ecs>
- Log into your private account (if you do not already have an account, select “Create Account”). If you do not remember your Account ID, you must reset your account; the updated information will be sent to the e-mail address on file.

Once you are logged in,

- Click on “Professional Development and Renewal”
- Click on “Activities” (2<sup>nd</sup> entry)
- Click on “Enter/Review Professional Development”
- Your current cycles will appear, directly below, click on “Enter/Review Professional Development” again
- Begin entering your professional development by answering questions in the wizard, then click “Next” ...This will allow you to start entering your professional development activities into the system. Please note: you will need to log in each activity separately.

*Once you have entered your professional development you must submit the Statement of Assurance. See “Submitting Your Statement of Assurance” below.*

### **STEP 2 - Submitting Your Statement of Assurance**

A Statement of Assurance is an electronic statement verifying that you have completed all of the professional development activities that you listed on the Educator Certification System. In essence, it is confirmation from you that you have met all professional development requirements. Once you have entered all of the applicable professional development onto the Educator Certification System, follow the instructions below:

- Log into the Educator Certification System at <https://secqa1.isbe.net/ecs/Login.asp>
- Log into your private account (if you do not already have an account, select “Create Account”). If you do not remember your Account ID, you must reset your account; the updated information will be sent to the e-mail address on file.

Once you are logged in

- Click on “Professional Development and Renewal”
- Click on “Statement of Assurance”
- Click “Submit/Review Statement of Assurance”.
- Click “Submit/Review Statement of Assurance”. Begin answering the questions in the wizard.
- Once you have ensured that everything listed is accurate, then you may submit.

*Once you have submitted your Statement of Assurance you must monitor the status for approval. See “Monitoring the Educator Certification System for Approval Status” below.*

### **STEP 3 - Monitoring the Educator Certification System for Approval Status**

Before you can formally apply for a standard level certificate, you must first secure the approval of West 40 Region 6 and the Illinois State Board of Education/State Teacher Certification Board (ISBE/STCB). Once approved by the ISC/ROE and the ISBE/STCB, you will be able to submit your application for the standard level certificate. (that is, you see “YES” under each level). To check your approval status, please:

- Log into your Educator Certification System ([www.isbe.net/ecs](http://www.isbe.net/ecs)) account;
- Select “Professional Development and Renewal”;
- Next, select “Statement of Assurance”. You will see either a “Pending” or “YES” under the LPDC, the ROE and ISBE/STCB levels. “Pending” means that your Statement of Assurance is still pending. The word “YES” means that your Statement of Assurance has been approved at that level. Once you secure the approval of the LPDC, the ISC/ROE and the ISBE/STCB (that is, you see “YES” under each level), you may apply for the standard level certificate.

### **My Statement of Assurance has been “Rtn - Returned” by my ISC /ROE, what is my next step?**

You must revise and resubmit your Statement of Assurance.

Go to the Educator Certification System ([www.isbe.net/ecs](http://www.isbe.net/ecs))

Click on Educator Access, then log in

Click on “Professional Development and Renewal”

Click on “Statement of Assurance”

Click on “Submit/Review Statement”

Click on “View” – review the comments, revise the Statement of Assurance then resubmit the Statement of Assurance. A returned Statement of Assurance cannot be recalled, it must be resubmitted. To resubmit, click on “Submit/Review Statement of Assurance”, then follow the prompts. *Once you have resubmitted your Statement of Assurance, you must monitor the status for approval.*

### **STEP 4 - APPLY FOR A STANDARD CERTIFICATE ELECTRONICALLY**

- To apply for the standard level certificate you must log into the Educator Certification System ([www.isbe.net/ecs](http://www.isbe.net/ecs)),
  1. Click “Applications” then click “Move from Initial to Standard Application”, then click on “Apply for Standard” then follow the prompts.
  2. The fee is \$30 per standard certificate. Note: if you have more than one initial certificate, you must apply for multiple standard certificates by repeating the process.
- You may monitor the status of your pending Standard certificate under “My Credentials” then click on “Pending Credentials.” When the certificate status changes to “Issued” it will then appear under “Current Credentials”
- New Standard Certificates are issued on July 1<sup>st</sup>.

#### **APPLY FOR A STANDARD CERTIFICATE ON PAPER**

If you choose not to apply online, you may complete and submit [ISBE Form 73-03C](#), Application for Certificate and [ISBE Form 73-10](#), Certificate Registration Form, along with a cashier check (see below) to the Intermediate Service Center or Regional Office of Education in the county where you teach or reside. All forms can be found on our website at [www.isbe.net](http://www.isbe.net). Click on Forms.

The fees are as follows: **\$75 application fee** for EACH certificate (cashier’s check payable to the State Superintendent of Schools) and a check for **\$50 payable to West 40 for registration fee.** (One registration fee registers all certificates.)

#### **STEP 5 - REGISTER THE STANDARD CERTIFICATE**

- To Register the standard level certificate you must log into the Educator Certification System (ECS) ([www.isbe.net/ecs](http://www.isbe.net/ecs)),
- If you do not already have an account, select “Create Account”. If you do not remember your Account ID, click “forgot password” and you can quickly reset your account.
- Click Register. In order to be valid, all Illinois certificates must be registered with the Regional Superintendent of Schools where the certificate holder works or lives. Follow the prompts and register your certificate in West Cook Region 6. You will be prompted to enter your credit card information. You will be able to view your updated credentials under “My Credentials”, then click on “Current Credentials”, scroll down to the Registration Section. Check to see that renewal and registration dates match.

**Important note: If applying for or registering certificates on the Educator Certification System applicants must use a credit card. Furthermore, an additional \$1.75 convenience fee will be charged for each credit card transaction completed on the Educator Certification System.**

**THE STANDARD CERTIFICATE WILL AUTO ISSUE ON JULY 1. YOU MUST LOG IN ON ECS TO PAY THE \$50 REGISTRATION FEE to Region 6 West Cook ON JULY 1 SO THE STANDARD CERTIFICATE WILL BE VALID FOR FIVE YEARS.**

**IMPORTANT: Do not send applications and fees for a Standard certificate before your Statement of Assurance has been approved. If your Statement of Assurance has not been approved and/or you have not mailed or faxed your letter(s) of teaching experience to your application and fees will be returned to you. The Illinois State Board of Education, ISC’s or Regional Offices of Education cannot hold any applications or fees that cannot be processed.**

## RE-REGISTER YOUR INITIAL CERTIFICATE

**If you do not have four years of teaching experience**, simply login to ECS and pay the \$40 registration fee which will reregister your Initial certificate for another four years. You may not need four additional years to move to the Standard certificate but ECS only allows payments in \$20 increments for Initial certificate holders. **Fees paid simply keep your Initial certificate registered until four years is accrued; your Initial is NOT renewed for another four years. When four years of experience is earned on the Initial certificate it becomes invalid and the educator is no longer legal to teach in an Illinois public school. Moving to the Standard is not an option, it is required.** Any additional fees paid will be credited towards registration when your Standard certificate has issued. If you have back registration fees, the amount due may vary.

To reregister your Initial certificate, log in to ECS, click on "Register Certificates" answer the questions in the ECS wizard, when you come to the question about teaching experience click "NO" I do not have four years of teaching experience. The next screen will allow you to enter the \$40 registration fee using a major credit card. You may check the status of your registration fees under "My Credentials" then "Current Credentials".

**Important:** Fees paid simply keep your Initial certificate registered until four years of teaching experience is accrued; your Initial is NOT renewed for another four years. When four years of experience is earned on the Initial certificate, it becomes invalid and the educator is no longer legal to teach in an Illinois public school. Moving to the Standard is not an option, it is required.

If you choose not to use ECS, complete and submit ISBE Form 73-10, Certificate Registration Form, along with a \$40 check or money order to your Regional Office of Education. All forms can be found on our website at [www.isbe.net](http://www.isbe.net).

**EARLY REGISTRATION:** Early registration **begins April 1** for certificate holders who need to accrue additional teaching experience, but whose fees will expire on June 30 of the current year.

When four years of teaching experience is accrued, follow the procedures above to move to Standard-level certification.

## Suggested Timeline...

**If you have completed a professional development option and accrued four years of experience according to the guidelines above, follow this suggested timeline:**

- **September 1 – March 1** – Record your completed professional development option in ECS, then submit your Statement of Assurance to West Cook Region 6. review, if one exists. (CPS LPDCs will not accept paper
- **April 1** – If you have taught in a private school or out of state - Request letter(s) verifying years of teaching experience.
- **April 1** – West 40 will accept letter(s) verifying four years of teaching experience
- **April 1** - Early registration for certificate holders who need to accrue additional teaching experience, but whose fees will expire on June 30 of the current year.
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- **July 1**- Register Standard Certificate. (Apply for Standard certificate in ECS with a major credit card if you have not already done so). You must register your Standard certificate once it issues. (Check status in ECS)
- **August 1** – Follow up in ECS to make sure your certificate(s) has been issued and registered for the upcoming school year.

### **Degree Updates**

You may enter a new degree or edit a preexisting degree in ECS. ECS can be found on our website at [www.isbe.net](http://www.isbe.net). Once in ECS, click on My Credentials, click on Degrees then click on Enter New Degree. By default, only degrees required for certification will be listed. In many cases teachers acquire additional degrees after they receive their initial certification, these may be updated by clicking on Edit Degree and following the four-step wizard.

For degrees to be approved, or to claim the Professional Development reduction for Certificate Renewal purposes, all transcripts must be on file with ISBE. If transcripts are not on file with the Illinois State Board of Education you must submit them along with [ISBE Form 73-71](#) within 30 days of your entry in ECS. Educators can view the documents ISBE has on file by clicking on Document History in ECS. Transcripts must be official in a sealed envelope from the university. Submit transcripts to:

**West 40 Certification**  
**2701 West Washington Blvd 2<sup>nd</sup> Floor**  
**Bellwood, IL 60104**

**708-544-4890 fax 708-544-4891**