

Professional Development Requirements for Renewal of Standard and Master Teaching Certificates

On February 15, 2000, Illinois established a three-tier teacher certification system: Initial, Standard and Master Certificates. New teachers and teachers who move to Illinois with less than four years of teaching experience receive Initial Certificates. (See [New Teachers.](#))

Experienced teachers with four or more years of teaching experience and certificate holders who were issued Illinois certificates prior to February 15, 2000, receive Standard Certificates. Teachers who earn the National Board for Professional Teaching Standards certification are eligible to apply for the Master Teaching Certificate.

Who Must Meet Requirements for Renewal of Certificates

The requirements for continuing professional development apply to each individual who

- holds an Illinois Standard or Master Teaching Certificate and
- is employed and performing services in an Illinois public or State-operated elementary or secondary school, in a joint agreement or cooperative, or in a charter school. (Certificate holders are required to complete professional development activities if they are hired on a teaching certificate even if they are not classroom teachers.)

These individuals must maintain their teaching certificates as valid and active and must complete continuing professional development in order to renew them. (Individuals who are not required to maintain their certificates as valid and active may still choose to do so by meeting the requirements for continuing professional development, or they may maintain them as valid and exempt simply by paying the registration fee.)

Certificates Included

- If you currently hold an Illinois 04 Early Childhood, 03 Elementary, 09 Secondary or 10 Special Teaching Certificate and perform services in an Illinois public or state-operated school on that certificate, you are required to participate in professional development for the semesters of full- or part-time employment.
- If you have a teaching certificate issued by another state and you have taught for four years on that certificate, you may apply for and receive a Standard Certificate as long as you meet all relevant requirements. (Teachers coming from other states with less than four years' experience will receive Initial Certificates.)
- Individuals who hold certification by the National Board for Professional Teaching Standards (NPBTS) may apply for and receive Illinois Master Certificates valid for ten years. Master Certificate holders must meet

one-third of the professional development required of Standard Certificate holders during the 10-year validity of their certificates.

These teachers retain their comparable Standard Certificates, which are renewed (along with any other Standard Certificates held) when the Master Certificate is issued. Such Standard Certificates are then automatically renewed when they expire five years later (provided the teacher continues to hold the Master Certificate), and they are renewed again when the individual renews the Master Certificate after ten years.

Professional Development Options

Teachers may use one of the following to qualify for renewal of their teaching certificates:

- Complete an advanced degree
- Meet Illinois criteria for becoming highly qualified in another teaching area
- Complete National Board for Professional Teaching Standards (NBPTS) certification process
- Earn eight semester hours of college coursework in an education-related program
- Earn a subsequent Illinois certificate or endorsement
- Complete four semester hours of graduate coursework in Self-Assessment of Teaching Performance or NBPTS preparation
- Earn CEUs/CPDUs in activities listed in the [CPDU Values chart](#).

Regular education teachers using CPDUs/CEUs for all or part of their professional development must have 20% pertaining to serving students in the least restrictive environment; special education teachers must have 50%. For more information, see “Special Education Requirements” on the Certification Update website.

Number of CEUs/CPDUs Needed

The law states that 100 percent of the requirement for continuing professional development for full-time teachers may be met by

- Earning 24 continuing education units (CEUs)
- **or**
- Earning 120 continuing professional development units (CPDUs)
- **or**
- Completing any combination of CEUs and CPDUs equivalent to 120 CPDUs.

To convert credit to CPDUs, multiply semester hours by 15 and CEUs by 5. The Certificate Renewal Tracking System ([CeRTS](#)) includes definitions and point values for activities, converts different types of credit to CPDUs and totals credits automatically.

Purposes for CPDU Activities

Your professional development activities earning CPDUs must address one of the following purposes, but are not required to meet any specific proportion except for Purpose E as specified in the law:

- A. to advance your knowledge and skills in your current area(s) of certification, endorsement, or teaching assignment, consistent with the Illinois Professional Teaching Standards and the Illinois Content-Area Standards;
- B. to develop your knowledge and skills in areas determined to be critical for all Illinois teachers, known as state priorities;
- C. to address the knowledge, skills, and goals of your local school improvement plan, if employed in an Illinois public or State-operated elementary school, secondary school, or cooperative or joint agreement with a governing body or board of control;
- D. to expand your knowledge and skills in an additional teaching field or toward the acquisition of another teaching certificate, endorsement, or relevant education degree;
- E. to address the needs of serving students with disabilities, including adapting and modifying the general curriculum related to the Illinois Learning Standards to meet the needs of students with disabilities and serving such students in the least restrictive environment. (Teachers who hold certificates endorsed for special education must devote at least 50% to this purpose. Teachers holding other certificates must devote at least 20% of their activities to this purpose.)

Purpose A - You may fulfill 100 percent of the requirement for continuing professional development by completing eight semester hours of college coursework. If you choose to use this option, at least two of these semester hours must address Purpose A. (If you qualify for proportionate reduction and choose to meet your entire requirement through coursework, at least one-fourth of your semester hours must pertain to Purpose A.)

State Priorities in Purpose B

While you are not required to devote activities to the state priorities (Purpose B), the state priorities identified by the State Board of Education are listed here for your information. In March 2000, the State Board adopted the following five state priorities:

- Reading
- Mathematics
- Standards and Assessment
- Integrating Technology into Teaching and Learning
- Special Education.

If the State Board of Education changes the state priorities, the state agency will notify each school district superintendent, each regional superintendent of schools, and any other organization that requests notification no later than 60 days after the decision. This notice will include a list of the priorities and the date the new priorities take effect.

Meeting Certificate Renewal Requirements through the NBPTS Process

Completion of the NBPTS certification process is, by itself, a sufficient basis for certificate renewal. If you choose to use this option and complete the process, you will be eligible for certificate renewal even if you do not obtain the NBPTS certificate.

However, if you do obtain the NBPTS certificate, you will also be eligible to apply for an Illinois Master Certificate.

Information about NBPTS certification is available by visiting the NBPTS website at www.nbpts.org.

Professional Development Activities

The primary goal of the certificate renewal requirements is to help you grow as a teacher and, in turn, improve student achievement in your classes. As you choose professional development activities, think about how you can use your professional development experiences to affect learning in your classes.

In deciding on the activities you want to use, you should also consider three special circumstances: the option for “other” activities, a special requirement related to travel, and your timelines.

1. “Other” Activities – You may earn continuing professional development units for *activities not specifically described in the CPDU Values chart or on CERTS*. These “other” activities may be acceptable if you complete the description section in CERTS or keep on file written evidence that

- describes the activity and its purpose, intensity, duration, and outcomes;
- discusses how the activity is related to the improvement of your knowledge and skills;
- identifies which activity enumerated in the CPDU Values chart most closely resembles the claimed activity (e.g., auditing a college course is most similar to attending a workshop or seminar); and
- proposes a number of CPDUs that is commensurate with the value assigned to the similar activity identified above.

It should be noted that the category “Other” may not be used to claim credit for activities that are specifically described in the CPDU Values chart, but only partially completed. The definitions contained in the chart describe the minimum intensity that is required to count these activities for credit. “Other” activities claimed will be scrutinized carefully to ensure that they contribute to

the improvement of teaching knowledge and skills. They should be clearly comparable in focus or outcome to activities described in the CPDU Values chart to earn comparable credit.

2. Travel - Teachers who plan to apply for *credit for travel* must submit a request on paper or on CERTS for approval at least 30 days prior to travel. The written request must identify activities or aspects of the travel that will contribute to his or her professional development and describe what he or she will accomplish through the travel experience.

Teachers who are served by an LPDC may request approval from their LPDC. If no LPDC exists, teachers must request approval from their regional superintendent of schools.

3. Timeline - To ensure that you have time for any necessary appeals, you should complete your activities and submit the statement of assurance on CeRTS or [ISBE 73-98](#) to your LPDC, if applicable, or your Regional Office of Education by March 1 of the final year of your certificate's validity. This timeline is for your protection only, and there is no penalty for applying after March 1.

That does not mean that you cannot engage in activities that begin or are completed after March 1 in that final year, but you should be sure that you will be able to complete the activity and get evidence of completion prior to June 30 when your certificate's validity expires.

Approved Providers

If you engage in an activity that requires a provider (such as a workshop or symposium) after January 1, 2001, you will want to be sure the provider is approved by the Illinois State Board of Education and the State Teacher Certification Board. To search for an approved provider, use the list on the Professional Development Provider System on the website or on CeRTS.

Providers are listed under the first word of their names. For example, a provider named Wanda Adams would be listed under W for Wanda, not A for Adams.

If you attend an out-of-state training activity that does not target Illinois teachers, you may count one CPDU for each hour of participation. Keep a program or agenda marked with the sessions you attended as evidence of completion.

A teacher may not receive credit for conferences, workshops, institutes, seminars or symposiums that are designed for entertainment, promotional, or commercial purposes or that are solely inspirational or motivational. The State Superintendent of Education or a regional superintendent of schools may recommend that the State Teacher Certification Board and the State Board of Education jointly disapprove such activities and events. However, teachers who have included such activities in good faith will not be penalized.

Statement of Assurance

To report your professional development activities, you will submit a Statement of Assurance on CeRTS or [ISBE 73-98](#) to your LPDC, if applicable, or to your Regional Office of Education. On the Statement of Assurance, you will list the activities you are using to renew your certificate, the provider, if applicable, and other details about the activity. The Statement of Assurance cannot be submitted until the last year of your certificate's renewal cycle.

You may record your activities on CeRTS as you complete them. The Professional Development Summary on CeRTS will keep a running total of your CPDU activities and of those you have attributed to Purpose E, the least restrictive environment requirement.

Teachers must keep the evidence of completion for their activities in their own files for at least one renewal cycle. Teachers must make the evidence available if requested to do so in the event of a random audit.

Advantages of Using CeRTS

CeRTS maintains a list of all activities, the number of CPDUs earned and the number of CPDUs applicable to Purpose E.

Reasons for Recommending Nonrenewal

Teachers can be recommended for nonrenewal only if they have not completed the professional development required to renew their certificates. The decision will be based on the following:

- the activity was not conducted by an approved provider, if approval of the provider is required or
- the number of CPDUs is different from requirements.

Renewing Your Standard or Master Certificate

No sooner than September 1 and no later March 1 of the final school year for which your Standard or Master Certificate is valid, you must submit your Statement of Assurance on CeRTS or Form [ISBE 73-98](#) to your LPDC, if applicable. If you do not have an LPDC, you should submit your Statement of Assurance directly to your Regional Office of Education.

If you submit your application on paper and wish to be notified that the LPDC has received it, include a receipt for the committee's use. (This might be a self-addressed postcard, for example, or you could mail your assurance statement with return receipt requested.)

If you submit your assurance statement on CeRTS, be sure that your profile lists the district and region where you taught for the last year of your certificate's validity. This will ensure that your statement goes to the correct LPDC (if applicable) and the correct regional superintendent for

recommendation. On CeRTS, the date and time you submitted the statement will be noted automatically.

When you renew the certificate due for renewal, any more recently issued certificates will be renewed at the same time to establish the same five-year period of validity for all the Standard Certificates you hold.

The LPDC will review your Assurance Statement within 30 days of receipt. If the committee plans to forward a recommendation for **nonrenewal**, you will be sent a notification with return receipt. The LPDC's notification will include the reason for its recommendation of nonrenewal.

When you receive notice that a recommendation (either favorable or unfavorable) has been forwarded to the regional superintendent, you should complete the Certificate Registration Form ([ISBE 73-10](#)) or apply for registration on OTIS and pay the required registration fee to the regional superintendent (\$25 for a Standard Certificate, \$50 for a Master Certificate). OTIS will not accept registration until the necessary recommendations have been made.

The regional superintendent will forward his or her recommendation for certificate renewal to the State Teacher Certification Board, which makes the final decision.

Advantages of Using CeRTS

Notifications from the LPDC and Regional Superintendent about their decisions will be posted to certificate holders on-line.

Appeals for Recommendations of Nonrenewal

The following procedures should be used to appeal a recommendation of nonrenewal. Procedures for teachers who do not have LPDCs begin with number 5.

1. LPDCs who recommend nonrenewal must at the same time notify the teachers by certified mail, return receipt requested.
2. If an LPDC does not respond within 30 days after receiving the request for recommendation or an LPDC recommends nonrenewal, the teacher may appeal to the responsible Regional Professional Development Review Committee (RPDRC) using [ISBE 77-17](#) "Appeal of LPDC's Recommendation for Nonrenewal."
3. Within 45 days after receiving an appeal, the RPDRC must forward any materials submitted by the teacher and its recommendation to the regional superintendent.
4. Within 14 days of receiving the last recommendation, if any, the regional superintendent must forward his or her recommendation to the State Teacher Certification Board (STCB).
5. If the regional superintendent recommends renewal, the teacher's name is added to a list as recommended for renewal for presentation to the STCB for its approval.

6. If the regional superintendent recommends nonrenewal, the regional superintendent sends the applicant a copy of the recommendation, the application and fee by certified mail, return receipt requested.
7. If the regional superintendent recommends renewal despite a recommendation for nonrenewal from an LPDC and/or RPDC the regional superintendent forwards to the STCB:
 - the materials received from the teacher,
 - the LPDC’s recommendation, if any,
 - the RPDC’s recommendation and any supporting materials received by the RPDC, and
 - the regional superintendent’s rationale for his or her recommendation.
8. Within 14 days of receiving the notice, the teacher may appeal the decision to the State Teacher Certification Board (STCB) using [ISBE 77-18](#) “Appeal to the State Teacher Certification Board.” The appeal must state the reasons why the State Board’s decision should be reversed and include any evidence that he or she has satisfactorily completed activities to meet the requirements. Grounds for a recommendation of nonrenewal are limited to the certificate holder’s failure to satisfactorily complete activities sufficient to meet the requirements.
9. Within 60 days after receipt of an appeal, the STCB will hold a hearing.

Application for Reinstatement of Certificate

If your certificate is not renewed because you did not complete the required professional development, you may apply for a reinstated certificate valid for one year. After this one-year period, you may receive a renewable Standard Certificate only if you have

- completed the balance of the professional development activities that were required for renewal of your previous certificate, **and**
- earned five additional semester hours of credit at a college or university in the field of professional education or courses related to your contractual teaching duties.

Special Circumstances

The following special circumstances may involve an exemption or proportionate reduction of the amount of credits needed to renew your teaching certificates.

Nonpublic School Teachers
Substitute Teachers
Teachers Who Plan to Retire
Part-Time Teachers
Teachers Who Move Out of Illinois
Proportionate Reduction for Periods of Exemption

Nonpublic School Teachers

The law does not require teachers in nonpublic schools to participate in professional development activities to renew their certificates. If you teach at a nonpublic school, you may renew your Standard or Master Certificate and maintain it as valid and exempt simply by paying the registration fee.

Some nonpublic schools require their teachers to maintain their certificates as valid and active as a condition of employment. If your school requires it or if you choose to maintain your certificate as valid and active, you must submit your Statement of Assurance to the regional superintendent of the region in which you teach.

The regional superintendent will review your Statement of Assurance and recommend your certificate for renewal or nonrenewal based on completion of the required professional development for the years taught on your certificate during this validity period.

If you receive a recommendation for nonrenewal of your certificate, you have the same right of appeal as described for public school teachers in “Appeals for Recommendations of Nonrenewal.”

Substitute Teachers

Type 39

If you hold a Type 39 Substitute Certificate, you *are not* required to participate in professional development activities. Substitute Certificates are not Standard Certificates; they are valid for four years and are not renewable. Type 39 certificates must be registered (and the fee must be paid) in every region where you teach.

Day-to-Day Subs

If you hold a Standard or Master Certificate and are employed as a part-time or day-to-day substitute, you *are not* subject to the continuing professional development requirements. Your certificate will be maintained as valid and active simply by paying the registration fee.

Full-time Subs

Full-time substitute teachers who work for more than 90 days in any one school district must participate in professional development for the number of semesters they are employed. You are considered a full-time teacher and must complete 100 percent of the professional development requirements if you teach for the full validity period of your certificate.

Notify your regional superintendent on CeRTS or “Notification of Change in Teaching Circumstances” ([ISBE 77-08](#)) of any change in your status so that records will reflect the requirement that applies to you.

Retired Teachers/Teachers Who Plan to Retire

Teachers are required to participate in continuous professional development while they are employed in public schools. Once they retire, teachers may hold their certificates as valid and exempt. They will be able to substitute on their exempt certificates, but will not be required to participate in professional development activities.

If you plan to retire during the validity of your Standard or Master certificate, you must participate in professional development activities for the time you work on that certificate. For Standard Certificates, you must earn 10% for each semester you teach (12 CPDUs). If you hold a Master's Certificate, you must complete 5% per semester (6 CPDUs).

At the time of retirement, notify your Regional Office of Education on CeRTS or "Notification of Change in Teaching Circumstances" ([ISBE 77-08](#)) that you will be valid and exempt for the remainder of your certificate's validity. You will then be able to renew your certificate by submitting a Statement of Assurance indicating the required professional development was completed for the years you taught.

The following scenarios explain various situations for retired teachers.

Scenario I

You exchanged in 2000. You actively taught for two years on the new five-year Standard certificate and retired at the end of the 2001-02 school year.

You apply for an exemption using "Notification of Change in Teaching Circumstances" ([ISBE 77-08](#)) or CERTS. Your professional development requirements are reduced by 20% per year or 10% per semester of exemption.

In this scenario, you would need to complete 40% of the required credits to qualify for renewal at the end of your teaching certificate's period of validity in 2005. You may earn these credits at any time during the five-year period.

Scenario II

You exchanged in 2001 and retired at the end of the 2001-02 school year. You actively taught for one year on the new five-year Standard certificate.

You must apply for an exemption using "Notification of Change in Teaching Circumstances" ([ISBE 77-08](#)) or CeRTS. You would need to complete 20% of the required credits to qualify for renewal at the end of your teaching certificate's period of validity in 2006. You may earn these credits any time during the five-year period.

Scenario III

You taught on your Standard certificate but did not complete the required professional development. You will not be able to renew your certificate unless you apply for reinstatement.

You may apply for a reinstated certificate valid for one fiscal year. After this one fiscal year period, you may receive a renewable Standard certificate only if you have

- completed the balance of the professional development activities that were required for renewal of your previous certificate, and
- earned five additional semester hours of credit at a college or university in the field of professional education or courses related to your contractual teaching duties.

Retired Teachers Working as Substitute Teachers

If you plan to be a part-time or day-to-day substitute, notify your regional office of education. The status of your teaching certificate will be “valid and active substitute.” You maintain this status simply by paying the registration fee. You are not required to participate in professional development to be eligible to renew your certificate at the end of its period of validity.

Part-Time Teachers

For any period during which you teach on a Standard or Master Certificate for less than 50 percent of the school day or school term, you are only required to complete 50 percent of the professional development requirement for the period you are employed part time. If you teach part-time for the whole five years, this would be equivalent to four semester hours of college credit, 12 continuing education units, 60 continuing professional development units, or any equivalent combination.

Performing Other Services

If you teach for part of the day and perform other services, such as those associated with departmental leadership, for the other part of the day, you will not be considered a “part-time teacher.” You will be subject to 100 percent of the requirement for continuing professional development because you are using your Standard or Master Certificate for 100 percent of the services you perform. (In other words, no other certificate authorizes your work, as would be the case with a part-time administrator.)

Teachers Who Move Out of Illinois

If you move out of Illinois during the validity of your Standard or Master Certificate, you will become exempt for the time left on your Illinois certificate. (See the section on Proportionate Reduction below.) However, if you wish to renew your certificate at the end of its validity period, you must have completed

the portion of professional development required for the time you taught on that certificate in Illinois.

If you have not completed the necessary professional development, you may earn credit after you become exempt. You should submit your Statement of Assurance to the Regional Office of Education of the area where you were teaching. Any credit you have already earned will count toward requirements for certificate renewal. Remember to keep the evidence of completion for your activities in the event of a random audit.

Advantages of Using CeRTS: Submitting your Statement of Assurance and applying for an exemption can be done online. You may also apply for renewal of your certificate online using OTIS (Online Teacher Information System).

Proportionate Reduction for Periods of Exemption

If you take a leave or are not employed in a certificated position during your certificate's period of validity, you will need fewer credits to renew your certificate. Examples of such circumstances include, but are not limited to, maternity or paternity leave, assignment to an administrative position in your district, acceptance of a position outside of education, and time off from teaching to return to school to obtain another degree. You are also exempt for semesters when you are employed and performing services for fewer than 45 school days in a position requiring a valid and active certificate.

The amount of required professional development is reduced by ten percent for each semester of exemption for Standard Certificate holders or by five percent per semester of exemption for Master Certificate holders. The requirement for Purpose E (least restrictive environment) is 20% for regular education teachers and 50% for special education teachers based on the number of CPDUs required after the reduction has been taken.

Example: You teach for the first two years of your certificate's five-year period of validity. You take a leave during the third and fourth years and maintain your certificate as valid and exempt. In the fifth year, you resume teaching and change your certificate's status back to valid and active.

By proportionate reduction, you will be required to have 72 CPDUs to renew your certificate. As a regular education teacher, you will need 20% of 72 CPDUs (14 CPDUs) applicable to least restrictive environment.

You may earn credit during a period of exemption, but any credit earned will not increase the amount of credit needed for renewal. For example, if you teach three years and are exempt for two years, you will be required to earn 60 percent of the credits required for certificate renewal, *even though* you may have earned some credits during your two years of exemption.

Changing Your Certificate's Status

If you have been maintaining your certificate as valid and exempt and you

- accept a teaching position that requires a valid and active certificate, or
- accept a teaching position in a charter school, or
- choose to change your certificate's status from valid and exempt to valid and active,

you must notify your regional office of education on CeRTS or by submitting "Notification of Change in Teaching Circumstances" ([ISBE 77-08](#)).

Requirements for Special Education Teachers

Introduction

On June 22, 2000, the Court-appointed Monitor in the federal *Corey H.* lawsuit issued several "determinations" specifying, among other things, requirements for the continuing professional development of special education teachers. Those determinations were upheld by an order issued on September 12, 2000, by Judge Robert W. Gettleman.

This section contains the revisions that reflect the Monitor's and the Judge's requirements.

New Requirements for Special Education Teachers

Special education requirements apply only to individuals who are serving as special education teachers, i.e., those whose professional development is based upon a special education teaching assignment. These requirements apply to teachers who earn CEUs and/or CPDUs as their professional development option.

Teachers who hold certification or approval in special education but are not currently using those credentials will become subject to these requirements if they change assignments and teach in special education in the future.

I. The "50 Percent" Rule

The principal difference in the requirements is that special education teachers must choose special education over the other four State priorities (reading, mathematics, standards and assessment, and integrating technology into teaching and learning) until they have reached the 50 percent threshold. Teachers may, of course, also claim credit for activities related to any of the other State priorities, as long as at least 50 percent of their required credits pertain to special education.

This means that 50% of the credits a teacher needs for certificate renewal must be attributable to activities that relate to any of the standards applicable to the teacher's current field (Purpose A) or to any

other matter reasonably connected to meeting the needs of students who receive special education (Purpose B).

It is not necessary for the words “special education” to appear in the title of an activity to count it for special education. As long as you can justify how the activity will help you meet the needs of students with disabilities, the activity can “count” toward the special education requirement.

- The 50 percent requirement must be met by special education teachers in each certificate renewal cycle.

B. Effect of Proportionate Reduction

The rules for proportionate reduction state that if teachers are exempt for a portion of their certificate’s validity, they will not need to accumulate more credits to satisfy the required distribution of credits among the purposes.

This accommodation is not available to special education teachers.

In their case, any conflict between the number of credits needed and the required distribution among the purposes must be resolved in favor of observing the “50 percent” rule explained above. If the example above pertained to a special education teacher whose requirements were reduced to 48 CPDUs, she would have to earn 24 CPDUs in special education, even though she had earned more than required by proportionate reduction.

Please see also “Beginning Date for Requirements” that follows.

C. Time Served as a Special Education Teacher

Not every special education teacher will teach special education for the entire cycle. Teachers must indicate on the Statement of Assurances the number of semesters served as a special education teacher because the “50 percent” rule will apply in proportion to the amount of time served.

For example, a teacher who holds standard certificates in both elementary and special education might use the elementary certificate for the first three years of the five years of validity. For the next two years the teacher changes assignments and teaches special education (40 percent of the certificate’s period of validity). The “50 percent” rule will apply to that teacher’s continuing professional development only for 40 percent of the time. However, the teacher must have 20% of the CPDUs required for the years of teaching regular education applicable to special education to meet requirements for regular education teachers.

D. Beginning Date for Requirements

While this matter has been pending, many teachers have proceeded in good faith to engage in activities covered by their approved certificate renewal plans. Some have even completed all the required activities. These individuals may not have had adequate notice to comply with the

“50 percent” rule. Therefore, for their first certificate renewal cycle only, they will receive a special accommodation.

- **Teachers Who Have Completed Their Requirements Prior to July 1, 2001:** The 50 percent requirement is reduced to 25 percent for the first cycle. Teachers should note on their Assurance Statement the activities that meet this requirement and make the evidence available if requested to do so in the event of a random audit.
- **Teachers Whose Standard Certificates Expire in 2004 or 2005:** The 50 percent requirement will apply only to the second half of their first renewal cycle, reducing it to 25 percent (and possibly less if the teachers do not teach special education or are valid and exempt for any portion of that time). Teachers in this group will need to add activities needed related to special education.

E. Notes Regarding Distribution of Credits

Three provisions are in effect for special education teachers irrespective of the “50 percent rule” outlined above.

1. Teachers who choose to use college coursework only need to earn one-quarter of the credits required in courses relevant to Purpose A and need not fulfill any of the other purposes.
2. Completion of any of the activities except for those earning CEUs and CPDUs will meet 100 percent of the requirements for certificate renewal.
3. Completion of the certification process established by the National Board for Professional Teaching Standards (NBPTS) fulfills 100 percent of the requirement for one certificate renewal cycle, whether or not the individual receives NPBTS certification.

II. Adapting and Modifying Curriculum

Each special education teacher must participate in at least one activity whose content addresses adapting and modifying curriculum related to the Illinois Learning Standards. This means that some portion of each teacher’s activities must focus on adapting/modifying curriculum in the fundamental areas of learning to assist students with disabilities in meeting the State Goals for Learning and the Illinois Learning Standards.

The Court Monitor did not specify any given amount or percentage of a teacher’s credits that must be devoted to this topic. It should be noted that activities related to this requirement will be creditable under Purpose A because the content-area standards for all special educators include an understanding of the general curriculum and techniques for modifying instructional methods, curricular methods, and the environment to meet learners’ needs. Such activities can also obviously be attributed to Purpose B (the State priority of special education).

This requirement is permanent and must be met by special education teachers in each certificate renewal cycle.

III. The “Other Disability” Rule

The Court Monitor’s determination introduced an additional complexity to the requirements applicable only to teachers who receive the new “Learning Behavior Specialist I” credential. (The requirement outlined below does not apply to speech-language pathologists or to teachers of students with visual impairments or hearing impairments.)

The new Learning Behavior Specialist I credential will subsume the current endorsements and approvals for serving students with learning disabilities, mental impairments, physical disabilities, and social/emotional disorders. Teachers who receive a “limited” Learning Behavior Specialist I credential will be required to engage in activities to help meet the needs of students with disabilities other than those for which he or she was already endorsed or approved. The purpose of this requirement is to broaden these teachers’ preparation, acknowledging the possibility that they will be assigned to teach students with any of the disabilities mentioned above as well as autism, traumatic brain injury, and other health impairments.

Teachers may apply these credits to Purpose A (content-area standards) and Purpose B (the State priority of special education). Further, these will be the only kind of credits a teacher can attribute to Purpose A as long as his or her learning Learning Behavior Specialist I is “limited.” This requirement is not permanent; it will apply to an individual only until the limitations on his or her Learning Behavior Specialist I credential expire or are removed.

Speech-Language Pathologists

Type 10 Special Certificates and Type 03 and 09 Teaching Certificates

All speech-language pathologists who currently hold Standard or Master Teaching certificates (Type 10 or 03 and 09 if they have split the Type 10) and no other certificate or license are subject to the requirements for continuing professional development. This means that they must participate in professional development equivalent to 120 CPDUs for full-time employment to satisfy the requirements to renew their teaching certificates. They are also subject to the special education requirements in this section.

Teaching Certificates and ASHA CCC’s

Speech-language pathologists who hold Type 10 or Type 03 and 09 certificates and a Certificate of Clinical Competence from the American Speech and Hearing Association have 10 years to complete 120 CPDUs or equivalent and must address adapting and modifying curriculum related to the Illinois Learning Standards to meet the needs of students receiving special education services.

Teaching Certificates and IDPR License

Speech-language pathologists who hold Type 10 or Type 03 and 09 certificates and a license from the Illinois Department of Professional Regulation must

satisfy the professional development requirements to renew their licenses and include activities that address adapting and modifying curriculum related to the Illinois Learning Standards to meet the needs of students receiving special education services.

Type 73 School Service Personnel Certificate

Speech-language pathologists who have exchanged their teaching certificates for a Type 73 school service personnel certificate are exempt from requirements for continuing professional development.

Master Teaching Certificates

Teachers who successfully complete the National Board for Professional Teaching Standards (NBPTS) process may apply for a Master Teaching Certificate valid for 10 years. They have the option of applying for a Master Certificate when they receive confirmation that they have passed NBPTS or waiting until the validity of their Standard Certificate expires.

After receiving the Master Certificate, teachers have 10 years to complete their professional development activities for renewal of their certificates.

Legislation that became effective on June 30, 2004, allows holders of Master Certificates to complete their certificate renewal requirements by completing the NBPTS recertification process.

Proportionate Reduction for Advanced Degrees or Master Teaching Certificates

Anyone with one or more advanced degrees or a Master Teaching Certificate who applies for renewal after July 1, 2004, is eligible for a reduction in professional development requirements. These reductions apply to teachers who held their degrees or certificates prior to beginning the new certification cycle as follows:

- Teachers with a master's degree in an education-related field need to complete two-thirds of the professional development requirement.
- Teachers with more than one master's degree, an educational specialist, or doctorate need to complete one-third of the professional development requirement.
- Teachers with a Master Certificate obtained as a result of NBPTS certification need to complete one-third of the professional development requirement.

Figure 1 Continuing Professional Development Purposes and Credits

The Options

If you are a teacher who is subject to the continuing professional development requirements, you may fulfill them in several different ways.

1. Earn semester hours for coursework in an approved education-related program at an accredited college or university.
2. Receive continuing education units (CEUs) for workshops, conferences, seminars, symposia, and other similar training events offered by approved providers and relevant to one or more of the purposes set forth in the law and described below.
3. Receive continuing professional development units (CPDUs) for a wide range of activities as long as these are relevant to one or more of the statutorily established purposes described below.
4. Combine credits earned from the three types of activities discussed above.
5. Complete the National Board for Professional Teaching Standards (NBPTS) process.
6. Complete an advanced degree from an approved institution in an education-related field.
7. Receive a subsequent Illinois certificate or endorsement.
8. Complete requirements for meeting the Illinois criteria for becoming "highly qualified" for purposes of the No Child Left Behind Act of 2001.
9. Successfully complete 4 semester hours of State Board–approved graduate-level coursework in either self-assessment of one’s teaching performance or preparation to meet the requirements for certification by the National Board for Professional Teaching Standards. (Approved courses are listed on the PDP system on our website.)

Under the law, eight semester hours of college credit, 24 CEUs, 120 CPDUs, completion of the NBPTS process and completion of one of the new options 6, 7, 8 or 9 all fulfill 100 percent of the requirement.

Figure 1 (continued) Continuing Professional Development Purposes and Credits

The Purposes

To earn credit toward certificate renewal, you must complete activities that are relevant to one or more of the following purposes:

- A. improving your knowledge and skills in your current area(s) of certification, endorsement, or teaching assignment;
- B. developing your knowledge and skills in one or more of the five state priority areas (reading, math, technology, standards/assessment, and special education);
- C. developing or improving your knowledge and skills related to your school improvement plan;
- D. expanding your knowledge and skills in an additional teaching field or advancing you toward acquisition of an additional teaching certificate, endorsement, or educational degree; and
- E. addressing the needs of serving students with disabilities, including adapting and modifying the general curriculum related to the Illinois Learning Standards to meet the needs of students with disabilities and serving such students in the least restrictive environment.

Activities that are not related to one or more of these purposes will not “count” toward certificate renewal.

Requirements for Distribution

You may fulfill 100 percent of the requirement for continuing professional development by earning eight semester hours of college credit, provided that at least two semester hours are relevant to Purpose A. (Note: If you qualify for proportionate reduction and, therefore, do not need the full eight semester hours, but you fulfill the total applicable requirement through college credits, you must devote one-quarter of those credits to Purpose A.) In such a case, you need not address any of the other purposes.

Figure 1 (continued) Continuing Professional Development Purposes and Credits

Requirements for Distribution of CEUs/CPDUs

If you will be using 24 CEUs, 120 CPDUs, or any combination of CEUs, CPDUs, and college credits, you must indicate at least one purpose for each activity, but no distribution for a particular purpose is required, except for Purpose E. Regular education teachers must have 20% of their activities applicable to Purpose E. Special education teachers need 50% of their activities attributed to Purpose E.

Any given activity can be attributed to all the purposes to which it applies, but the number of credits earned will only be counted once.

Purpose B, C, and D are optional, and activities need not be credited to these purposes. Thus, it is acceptable for 100 percent of your activities to fall under a single purpose, as long as you meet the percentage of activities required to be attributable to Purpose E.

Special Accommodations until January 1, 2001

Note: Legislation that became effective June 30, 2004, eliminated the need for many of the interim procedures because the legislation eliminated the requirement to submit a Certificate Renewal Plan and to have activities approved prior to participation. This section has been revised based on the new legislation.

To address the uncertainty of several timelines for putting the new certificate renewal system in place, the State Board of Education and the State Teacher Certification Board adopted **interim procedures** for the period between July 1, 2000, and January 1, 2001. **The interim procedures apply only to teachers who renewed their certificates between July 1 and December 31, 2000.**

The interim procedures were intended to ensure that if you participated in activities during this period, you would be able to receive the appropriate credit. Such interim activities might include taking coursework during the summer of 2000 or supervising a student teacher in the fall.

Individuals who held a Standard or Master Certificate during this interim period can count any professional development in which they participated when they submit their Statement of Assurance prior to renewal of their certificates.

Activities - During this interim period, you could engage in **any activity except travel** (which by law requires the prior approval of your LPDC or Regional Superintendent if you do not have an LPDC) that is consistent with the law and applicable rules. Please review this document and the CPDU Values list for specific definitions of eligible activities.

Providers - After January 1, 2001, individuals and organizations that want to offer workshops, conferences, or seminars for continuing professional development credit must receive prior approval from the State Board of Education/State Teacher Certification Board. You will then receive credit for such activities only if they are presented by “approved providers.” The list of approved providers is posted on the Professional Development Provider System (PDP) available under “Certification Update” on our website at www.isbe.net and on CeRTS.

During the interim period (July 1 – December 31, 2000), workshops, conferences, and seminars did **not** need to be offered by approved providers, as will be required after January 1, 2001.