

Procedures for Moving from Initial to Standard-Level Certification

Public Act 093-0679 that went into effect June 30, 2004, significantly changed the requirements for moving from Initial- to Standard-level certification, simplifying the application process and adding several professional development options. Teachers submit forms directly to their Regional Office of Education or Local Professional Development Committee (LPDC) if the employing district and its exclusive representative, if any, agree to keep the LPDC. Teachers are still required to complete four years of teaching experience and an eligible professional development option; however, teachers can now hold the Initial indefinitely until the four years of experience are completed.

Application Process

Teachers who have four years of teaching experience and have completed one of the professional development options must:

- Complete ISBE Form 73-03C, Application for Teaching Certificate, (one application and fee for each Initial teaching certificate if more than one is held);
- Complete ISBE Form 73-97, Assurance Statement for Initial to Standard-Level Teaching Certification, which verifies completion of one of the professional development options and submit to the LPDC if applicable;
- Complete ISBE Form 73-10 Certificate Registration (only one regardless of how many certificates are held);
- Request statement(s) verifying your completion of four years of teaching from your chief school administrator or designee;
- Submit the application, assurance statement, registration form, statements verifying teaching experience, and fees to the regional superintendent; and
- Maintain the evidence of completion for the professional development activity or activities completed in preparation for the possibility of a random audit.

NOTE: Any applications that have already been submitted to the Regional Office of Education will be processed, and if all requirements have been met the certificates will be issued.

Professional Development Options (complete one)

- [Advanced education-related degree](#), earned any time prior to application
- Approved [Induction and Mentoring Program](#) (one-year program permitted if certified before September 1, 2007, two-year program required if certified on or after September 1, 2007)
- [National Board for Professional Teaching Standards \(NBPTS\)](#) certification process
- 12 semester hours of graduate-level coursework towards an advanced, education-related degree
- a 12-hour, post-baccalaureate, education-related professional development certificate issued by an Illinois institution of higher education
- Subsequent Illinois certificate or endorsement
- [Requirements for becoming "highly qualified" in another teaching area for NCLB purposes](#)
- [Exam](#)

- Four semester hours of approved graduate-level coursework in one of the following:
 - [Assessment of teaching performance](#)
 - [National Board for Professional Teaching Standards \(NBPTS\) certification preparation](#)
- [Continuing Professional Development Units \(CPDUs\)](#)

Continuing Professional Development Units (CPDUs)

Teachers who choose CPDUs as their professional development option may use X-type CPDUs but are not required to earn any from this category. (“X-type CPDUs” are earned through workshops specifically designed for beginning teachers.)

The number of CPDUs is prorated for individuals who held Initial certificates on August 10, 2002. The CPDUs are prorated based on the number of years of teaching time remaining on the Initial certificate as of July 1, 2003. For example, a teacher issued an Initial Certificate in 2000 but who never taught would be required to meet the full 60-CPDU requirement. A teacher who had already taught two years would need only 30.

The CPDU requirement for out-of-state teachers with less than four years of teaching experience on comparable certificates is prorated based on the number of years left to teach in Illinois.

Years of teaching experience needed	Number of CPDUs Required
Up to 1 year	15
More than 1 and up to 2 years	30
More than 2 and up to 3 years	45
More than 3 and up to four	60

CREDITABLE CPDU ACTIVITIES

- Action research and inquiry projects
- Business, school or community partnerships
- Curriculum development or assessment activities
- Facilitating parent education programs
- Mentoring (mentor or recipient), including consulting teachers in remediation process
- Non-strike related professional association or labor organization service or activities related to professional development (LPDC/RPDRC)
- Observing programs or teaching in schools, business or industry
- Peer review and/or peer coaching
- Portfolio of teacher and student work
- Publishing education articles, columns or books
- Study groups
- Teaching college or university courses
- Team or department leadership in a school or district
- Training as reviewer of university teacher preparation programs
- Work/learn programs or internships
- Workshops, seminars, conferences, institutes, symposiums (presenting or attending)

Teaching Experience

“Four years of teaching experience” means the equivalent of four years’ full-time employment, i.e., eight semesters of full-time teaching on a valid teaching certificate. Experience does not have to be accumulated through full-time teaching. For example, a teacher who teaches half-time for a full year could accumulate four years of teaching over eight school years. The years do not need to be consecutive.

A valid teaching certificate for this purpose is a certificate equivalent to an Illinois Master, Standard, Initial or Provisional early childhood, elementary, secondary, or special certificate. Teaching on a comparable certificate from another state counts toward the requirement.

Teaching experience is verified by a statement that documents the nature and duration of the teaching. The statement(s) must be on official school or district letterhead and signed by the chief school administrator or designee.

Time spent teaching or substituting in public or private schools on a valid teaching certificate counts towards the four years of experience. Teaching in a home school or on a substitute certificate (Type 39) or a Transitional Bilingual (Type 29) does not count.

Validity of Initial Certificate

Initial teaching certificates become invalid on June 30 after the fourth year of teaching experience is completed. Teachers who do not complete the professional development requirements by the time they have completed their four years of teaching may request reinstatement for one year and must complete the professional development option by the end of the reinstatement period. (The certificates of individuals whose registration expired June 30, 2004, have automatically been reinstated for the 2004-05 school year.) If the teacher does not meet the requirements by the end of the year of reinstatement, the certificate is no longer valid and cannot be reissued. The teacher may apply for an Initial teaching certificate of a different type if he or she meets the requirements for it.