



Illinois State Board of Education

Educator Certification System (ECS)

System Documentation for Administrators

Professional Development and Certificate Registration and Renewal

July 1, 2006

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Introduction

The Illinois State Board of Education's Online Teacher Information System (**OTIS**), Certificate Renewal Tracking System (**CeRTS**) have been merged together to form the new **Educator's Certification System (ECS)**. ECS is a web-based system that allows educators and district administrators access to certification data from ISBE's **Teacher Certification Information System (TCIS)**.

The ECS web site consists of two portals, or doorways to certification data: District administrators and the general public can view certification data that is considered public information; that is issued educator credentials. ECS also allows educators to create private accounts and have access to all of their TCIS data, apply for certificates and endorsements, register and renew their certificates, and apply for NCLB HOUSSE HQ status. ECS accepts only credit cards as payment for application services.

Access to ECS

ECS can be accessed on any computer with internet access and an internet browser at www.isbe.net/ECS

ECS - Educator Certification System		
IEIN: Log Into ECS - Frequently Asked Questions		
August 18th, 2005 Welcome to the ISBE Educator Certification System	Already have an account? Login Here: Account ID: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login"/>	New User? Create Account Here: All educators in Illinois can view and track their certification information by creating an ECS account. Once created, this account will allow you to view your information, apply for new certificates, register and renew your certificates, and enter professional development. <input type="button" value="Create New Account"/>
Login Options Login To ECS New User Reset Account	Forgot Login Info? Login Here: If you do not remember your Account ID or password you can click the Reset Account button to log in by verifying some basic information about your account. <input type="button" value="Reset Account"/>	Need Help? Send An Email Below: Get Help With ECS Contact an Illinois Regional Office of Education You can get help logging into ECS by clicking the Get Help With ECS link above. Keep in mind that the support staff will only be able to help you with matters related to getting into the system. If you have questions about your certification information within ECS then you should contact your local ROE. If you are out of state you can contact any Regional Office of Education.
Help Using ECS ECS User Manual Contact ECS Support		
Navigation ISBE Home Page ECS Home Page		

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If you previously had an OTIS account use you OTIS login (email address) and OTIS password to login to ECS. If you did not have an OTIS account, but did have a CeRTS account use your CeRTS login and password. If you had both an OTIS login and a CeRTS login use the OTIS login. If you did not have an account in either previous system click on the Create New Account button and establish a new ECS account. If you forgot your password you can click on the Reset Account button.

ECS Summary Screen

All previous OTIS functionality has been transferred to ECS and has not been changed. You will find menu items for various services and data viewing on the left and Frequently Asked Questions and link in the remaining portion of the Summary Screen.

ECS - Educator Certification System		
IEIN: 775161	Summary Information - Frequently Asked Questions	John J Smith
My Profile My Credentials Applications Professional Development Register/Renew LPDC		
Home	You have been assigned an Illinois Educator Identification Number (IEIN) - ATTENTION ISBE is taking steps to protect your identity. The first step is the assignment of an Illinois Educator Identification Number (IEIN). Click on the link above or the Personal Data menu item to to see your newly assigned IEIN.	
My Profile	You can now update your NCLB subject areas online (HOUSSE) - NEW You can now update your NCLB subject areas using ECS. The new wizard allows you to request highly qualified status in one or more subject areas. It will walk you through all the various ways in which you can become highly qualified. Click on the link above or the NCLB menu item to start your NCLB review.	
My Credentials	You can now enter your professional development in ECS - NEW The functionality that used to be in CeRTS and CeRTS for Administrators has been incorporated into ECS. Click on the link above or the Professional Dev. menu item to explore this new functionality.	
Applications	You have certificates that are not registered - ATTENTION Illinois law requires that your certificate must be registered in the region in which you are teaching. You have certificates that have not been registered. Click on the above link to register your certificates.	
Prof. Development	I recently completed an approved teacher education program. How do I apply for my certificate? In Illinois there are two types of certificates, those earned through an approved teacher education program, and those earned through transcript evaluation. If you have completed an approved teacher education program at an entitling university then you will want to apply for your certificate by clicking the link above or the Apply for Entitlement menu to the left.	
Register/Renew	How do I apply for a certificate if I am an out of state certificate holder? In Illinois there are two types of certificates, those earned through an approved teacher	
LPDC		
Log Out Of ECS		
Other Links		
ISBE Home Page		
ECS Administrator Portal		
ECS Educator Portal		
ECS Help Options		
ECS User Manual		
Request ECS Help		

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A new menu item has been added for Professional Development. When the Professional Development link is selected the following screen is presented giving you several choices.

Professional Development Activity

You can view, modify, and submit your professional development activity for all your certificates requiring continuing professional development by clicking the link above.

Professional Development Exemptions

You can view, modify, and submit your teaching and administrative professional development exemption status by clicking on the link above, necessary.

Administrator Academy Courses

You can view your Administrator Academy courses by using the link above.

Statement of Assurance

You can view, modify, and submit your Statement of Assurance for both teaching and administrative renewal by using the link above.

Renew Your Certificates

You can Register and Renew your certificates by clicking on the link above. You are only allowed to renew online if all of the certificates you hold have been approved for renewal. You can renew early starting September 1st of the last year of your renewal period.

Professional Development Activity

The Professional Development Summary Screen allows Educators to view and add to their professional development activities (PDA) and view their Illinois Administrator Academy Management System (IAAMS) academies.

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Administrative Cycles On File For Current Teacher and Certificate Type				
Select	PDA Type	Beg FY	End FY	Status
<input checked="" type="radio"/>	A-Administration	2004	2006	A-Active
Add New Professional Development Activity				

Continuing Professional Development Units For Selected Cycle								
Category	Activity Type / Activity ID / Program Code	Provider	Submit Date	Start	End Date	Activity / Course	CPDUs / Hours	Action
No Continuing Professional Development Units On File For Selected Cycle								

Administrator's Academies Attended						
ID	Course Title	Start Date	End Date	Year	Hours	
20010130662249	Using Illinois Learning Standards for Teacher Evaluation	12/5/2001	12/5/2001	2002	6	
20010590643101	Administrative and Educational Uses for Hand-Held Computers	11/11/2002	11/11/2002	2003	6	
20020980733239	Legal Ramifications of the NCLB Legislation for Principals	9/10/2002	3/11/2003	2003	7	
37	No Child Left Behind and the School Improvement Process - An Overview	5/6/2004	6/6/2004	2004	7.3	
176	ORGANIZATIONAL CHARACTER: THE PROMISES WE MAKE AS LEADERS	8/10/2004	8/11/2004	2005	7.3	
73	Behavior Management for Inclusive Classrooms and ADD/ADHD Students	11/9/2004	3/15/2005	2005	8	
90	Exploring Leadership for Differentiating Schools & Classrooms	6/20/2006	6/20/2006	2006	7.3	

Adding Professional Development Activities

To add a professional development activity click on the Add New Professional Development Activity link.

Administrative Cycles On File For Current Teacher and Certificate Type				
Select	PDA Type	Beg FY	End FY	Status
<input checked="" type="radio"/>	A-Administration	2004	2006	A-Active
Add New Professional Development Activity				

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A step by step wizard will walk you through adding your professional development activity. The first step is to confirm your identity.

Record Professional Development - Step 1 of 2 

You are attempting to update your professional development.

Please confirm that you are John Smith, and that your ssn# is 999999999.

.....


YES - I confirm I am the person listed above

NO - I am not the person listed above

Next 

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The next step will ask you to select from a list of activity types.



Record Professional Development - Step 1 of 1 

You are attempting to update your professional development.

You have indicated that you have completed a continuing professional development activity.


Please indicate below which continuing professional development activity you have completed.

- AC-College Course
- AI-Participated In An Institute
- AM-Participated In A Seminar
- AN-Participated In A National Conference
- AR-Participated In A Regional Conference
- AS-Participated In A State Conference
- AW-Participated In A Workshop
- AY-Participated In A Symposium
- FM-Provided Formal Mentoring
- IS-Independent Research
- PI-Presented At An Institute
- PM-Presented At A Seminar
- PN-Presented At A National Conference
- PR-Presented At A Regional Conference
- PS-Presented At A State Conference
- PW-Presented At A Workshop
- PY-Presented At A Symposium
- RB-Read Professional Book
- RJ-Read Professional Journal
- RM-Received Formal Mentoring
- TC-Taught College Course

 **Previous** **Next** 

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The next step will ask you to enter in the number of hours you participated in the activity. The minimum time allowed is one hour and must be in 15 minute increments.

Record Professional Development - Step 1 of 4 

You are attempting to update your professional development.

You have indicated that you have completed the following professional development activity:

Participated In A State Conference

Please review the information pertaining to this activity and enter the number of hours that you spent on this activity.

Description:

Participated in state conference

Definition:



Attending a state conference is intended to be an activity in which the administrator attends a state conference being held by a third party that involves registration, produces an agenda, and probably involves travel to a location external to the administrator's home district. State conferences generally have a title that should be included in the explanation of the activity.

Evidence:

The evidence of completion of a conference shall be proof of conference registration and/or participation (issued by conference provider) and a conference brochure/flyer.


Enter Total Hours and Minutes Spent On This Activity Below:

Hours: Minutes: **15 minute increments**

 **Previous** **Next** 

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The next step asks you to enter in the provider of the activity.

Record Professional Development - Step 2 of 4 

You are attempting to update your professional development.



You have indicated that you have completed the following continuing professional development activity:

Participated in state conference

Please enter the provider of this activity in the area below. In order to facilitate the approval process, be sure to include as much detail as possible. You have 500 characters.


Description of Provider:

Illinois Association of Regional Superintendents
of Schools

 Previous Next 

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The next step asks you to enter a detailed description of the Activity.

Record Professional Development - Step 3 of 4 

You are attempting to update your professional development.



You have indicated that you have completed the following continuing professional development activity:

Participated in state conference

Please describe this development activity in the area below. In order to facilitate the approval process, be sure to include all necessary information regarding your activity. You have 2000 characters.

Description of Activity:

IARSS Annual Meeting. Topics included ECS & TCIS Training, Certifying Bus Drivers, and Compliance topics.

 **Previous** **Next** 

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The next step asks you to enter the date of the activity.

Record Professional Development - Step 4 of 4

You are attempting to update your professional development.

You have indicated that you have completed the following continuing professional development activity:

Participated in state conference

The selected cycle begins on 04/01/2003 and ends on 06/30/2006.

Please enter the start and end date of this activity. The end date must be within the date range of the selected cycle.

Activity Dates:
Activity FROM: TO: mm/dd/yyyy format

[Previous](#) [Next](#)

Once you are finished with the last step you will be taken to the summary screen that shows your activity has been entered in your file.

Continuing Professional Development Units For Selected Cycle								
Category	Activity Type / Activity ID / Program Code	Provider	Submit Date	Start	End Date	Activity / Course	CPDUs / Hours	Action
CPD	AS-Participated In A State Conference	Illinois Association of Regional Superintendents of Schools	7/3/2006 12:30:32 PM	6/1/2005	6/3/2005	IARSS Annual Meeting. Topics included ECS & TCIS Training, Certifying Bus Drivers, and Compliance topics.	14:00	Remove

Activities can be added or removed, but not edited. If you made a mistake in your entry click on the Remove link to the right and re-enter the activity.

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Professional Development Exemptions

The Professional Development Exemptions section allows you to applying for exemptions (Change in Teaching Circumstance). This screen shows your current status for your current cycle. To apply for an exemption in professional development click on the Modify Exemption Status link.

Current Administrative Certificate Exemption Status	
Semester	CPD Status
2003 - FALL	Active - No Exemption
2004 - SPRING	Active - No Exemption
2004 - FALL	Active - No Exemption
2005 - SPRING	Active - No Exemption
2005 - FALL	Active - No Exemption
2006 - SPRING	Active - No Exemption
Modify Exemption Status	

Administrative Exemption Requests			
Date Submitted	Reason	Resolution	View
The educator does not have any exemption requests on file.			

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The first step asks to select the semester and type of exemption you want to apply for; do this by clicking in the appropriate circles.


Professional Development Exemption - Step 1 of 3

Applying for new professional development exemption.

Administrative Certificate Exemptions


Please mark the proper status for each semester of the current cycle in the table below. Once you have marked the proper status of each semester press the next button to continue the wizard.

Semester	Active	Partial Exempt	Full Exempt
2003 - FALL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2004 - SPRING	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2004 - FALL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2005 - SPRING	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2005 - FALL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2006 - SPRING	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Next 

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The next step asks you to select a reason for the exemption status change.



Professional Development Exemption - Step 2 of 3 

Applying for new professional development exemption.

Administrative Certificate Exemptions

Please select your reason for change in status from the list below and then press the next button.

- Employed as a Teacher in an IL Public School
- Employed as a Teacher or Administrator in a Non-Public School
- Full-Time to Part-Time Employment
- Leave of Absence
- No longer an Administrator in an IL Public School**
- Part-Time to Full-Time Employment

 **Previous** **Next** 

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The final step asks you to provide a detailed explanation for the exemption.

Professional Development Exemption - Step 3 of 3

Applying for new professional development exemption.

Administrative Certificate Exemptions

Please provide a full description of your change in status. Be sure to include all necessary information so that the approving entity has all information necessary to approve your request for change of status.

After you have explained the reason for change in status please indicate that you have completed the wizard correctly and then press the submit button.

I am now employed by St. Mary's Private School

YES - I HAVE correctly entered the exemption information
 NO - I HAVE NOT correctly entered the exemption information

[Previous](#) [Submit](#)

Once you have clicked on the Submit button you will be taken to a screen that shows your request for exemption is pending.

Administrative Exemption Requests			
Date Submitted	Reason	Resolution	View
7/3/2006 1:14:27 PM	No longer an Administrator in an IL Public School	PENDING APPROVAL	View

Once the Regional Office of Education approves your request you will see the status change to Approved. If it is denied you will be able to view the reason why it was denied.

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Administrator's Academies Attended


The Administrator's Academies Attended section allows you to view the IAAMS Academies that you attended. These academies are entered by the Regional Offices of Education and cannot be added, removed or edited by the administrator.

Administrator's Academies Attended					
ID	Course Title	Start Date	End Date	Year	Hours
20010130662249	Using Illinois Learning Standards for Teacher Evaluation	12/5/2001	12/5/2001	2002	6
20010590643101	Administrative and Educational Uses for Hand-Held Computers	11/11/2002	11/11/2002	2003	6
20020980733239	Legal Ramifications of the NCLB Legislation for Principals	9/10/2002	3/11/2003	2003	7
37	No Child Left Behind and the School Improvement Process - An Overview	5/6/2004	6/6/2004	2004	7.3
176	ORGANIZATIONAL CHARACTER: THE PROMISES WE MAKE AS LEADERS	8/10/2004	8/11/2004	2005	7.3
73	Behavior Management for Inclusive Classrooms and ADD/ADHD Students	11/9/2004	3/15/2005	2005	8
90	Exploring Leadership for Differentiating Schools & Classrooms	6/20/2006	6/20/2006	2006	7.3

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Submitting Statement of Assurance (Request for Verification)

To submit your Statement of Assurance (Request for Verification) click on the Statement of Assurance link on the Professional Development menu. The first step asks you to verify your personal information.

Statement of Assurance - Step 1 of 10 

You are starting the Statement of Assurance wizard.

Please verify that the following personal information is correct.


If the information is not correct or blank you will automatically be taken to the Personal Data page. You will need to correct the information and restart the application process. If your social security number is wrong then you will need to contact your local Regional Office of Education.

Name: Smith, John J
SSN: 999-99-9999
Address 1: 123 Any Street
Address 2:
City: Any Town
State: IL
Zip: 62777

Is the above information correct?

.....

YES - It is correct
 NO - It is not correct
 CANCEL - Cancel the Statement of Assurance wizard

Next 

TCIS System Documentation

The next step asks you to review your certificates for accuracy. If there is a discrepancy note the discrepancy in the text box.

Statement of Assurance - Step 2 of 10

You are attempting to submit your Statement of Assurance.

We show that you hold the following certificate(s).

Please review the list and note any discrepancies that you encounter in the field below.

Certificates and Endorsements On File					
Type	Cert No	Cert/Endrs Code	Cert/Endrs Desc	Cert Level	Issue Date
CERT	2212303	03	Elementary Teaching	Standard	10/12/2001
CERT	2215232	75	Administrative		11/08/2001

.....

Explain any discrepancies

.....

YES - My list of issued certificates is correct


NO - My list is not correct and I have indicated why

CANCEL - Cancel the Statement of Assurance wizard

Previous **Next**

TCIS System Documentation

The next step asks you to review your assignment information for the renew cycle. If you worked in more than one district or your status changed during the course of the renewal period this employment information should be your assignment during the last semester you worked in the renewal cycle period. If it is not correct you will be taken to the Profile screen so you can correct the data.

Statement of Assurance - Step 3 of 10 



You are attempting to submit your Statement of Assurance.

We have the following information on file for you.

Please review the information and ensure that it is accurate for the period for which you are submitting your Statement of Assurance. If you worked in more than one district, or your status changed during the course of your renewal period, then ensure that the information accurately reflects your status at the end of the renewal period.


Career Status: Employed As Administrator in Illinois
Facility Type: Public School
Position Description: High School Principal
District Name: ATHENS CUSD 213
School Name: ATHENS SR HIGH SCHOOL

YES - The listed information is correct
 NO - The listed information is not correct
 CANCEL - Cancel the Statement of Assurance wizard

 Previous Next 

TCIS System Documentation

The next steps ask you to verify your Teacher Service Record (TSR) data for the renewal period. If there are discrepancies you can make those comments in the text box.

Statement of Assurance - Step 4 of 10 

You are attempting to submit your Statement of Assurance.

We show the following teaching history for the selected renewal period.

Please review the list and note any discrepancies that you encounter in the field below.



Teaching History Reported By Districts			
FY	District Name	School Name	Position
2004	ATHENS CUSD 213	ATHENS SR HIGH SCHOOL	High School Principal
2005	ATHENS CUSD 213	ATHENS SR HIGH SCHOOL	High School Principal

.....

Explain any discrepancies

.....

YES - My teaching history is correct
 NO - My teaching history is not correct and I have indicated why
 CANCEL - Cancel the Statement of Assurance wizard

 **Previous** **Next** 

TCIS System Documentation

The next step asks you to review your exemption status. If this information is not correct you will be taken to the screen that allows you to apply for exemptions.

Statement of Assurance - Step 5 of 10


You are attempting to submit your Statement of Assurance.

Your current exemption status for each semester is listed below. Please review this list and indicate whether or not it is correct.

Current Administrative Certificate Exemption Status	
Semester	CPD Status
2003 - FALL	Active - No Exemption
2004 - SPRING	Active - No Exemption
2004 - FALL	Active - No Exemption
2005 - SPRING	Active - No Exemption
2005 - FALL	Active - No Exemption
2006 - SPRING	Active - No Exemption


.....

YES - The listed information is correct
 NO - The listed information is not correct
 CANCEL - Cancel the Statement of Assurance wizard

 Previous  Next

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The next step asks you to review the IAAMS Academies for which you participated. If there are discrepancies in the classes listed you will be told to contact your Regional Office of Education.

Statement of Assurance - Step 6 of 10 

You are attempting to submit your Statement of Assurance.



We show the following Administrator Academy Courses for the selected renewal period.

The type of AAC means that the course is being applied toward your annual Administrator Academy Course requirement. A type of HRS means the course will be applied toward the accumulation of your professional development hours.

Administrator's Academies Attended						
Year	ID	Type	Course Title	Start Date	End Date	Hours
2004	1	AAC	Introduction to the Evaluation of Certified Staff	9/18/2003	9/25/2003	12:00
2004	1	HRS	Introduction to the Evaluation of Certified Staff	9/26/2003	9/27/2003	12:00
2005	90	AAC	Exploring Leadership for Differentiating Schools & Classrooms	7/1/2004	7/1/2004	7:30
2006	33	AAC	Legal Issues in Special Education	7/27/2005	8/27/2005	7:30
2006	49	HRS	A Framework for Understanding Poverty	8/16/2005	8/30/2005	7:30


.....

YES - The listed academies are correct
 NO - The listed academies are not correct
 CANCEL - Cancel the Statement of Assurance wizard

 Previous  Next

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The next step calculates your professional development requirements based upon the length of your renewal period and your exemptions on file. This screen will inform you on how many professional development hours and the number of activities and IAAMS Academies you are required to complete before submitting your Statement of Assurance (Request for Verification).

Statement of Assurance - Step 7 of 10 

You are attempting to submit your Statement of Assurance.



The normal requirement for renewing your administrative certificates is to complete 100 CPDUs, and complete an Administrator Academy course for each year of your renewal period.

Based on the length of your renewal period, and your exemptions on file, you are required to perform the following. The Administrator Academy course total includes any penalty academies that must be taken.

1. Complete 60 CPD hours. There must be at least 3 different activities.
2. Complete 3 Administrator Academy Courses.


.....

YES - I agree with the listed requirements
 NO - The listed information is not correct - Return to experience entry
 CANCEL - Cancel the Statement of Assurance wizard

 **Previous** **Next** 

TCIS System Documentation

This next step asks you to review and verify the professional development activities you entered. It will also show you any extra IAAMS Academies that can be used for professional development hours.

Statement of Assurance - Step 8 of 10 

You are attempting to submit your Statement of Assurance.

We show that you have entered the following professional development activities. You need 60 professional development hours to qualify for administrative certificate renewal.

Please check the list for accuracy.



CPDU Professional Development Activities				
Activity	Description	Date Completed	Detailed Description	Hours
CPD	IARSS Annual Meeting. Topics included ECS & TCIS Training, Certifying Bus Drivers, and Compliance topics.	6/3/2005	Participated In A State Conference	14:00
CPD	Completed additional college course work at the following institution: IL-ISU-B-0067. The course was called 'This is a test'.	1/1/2005	College Course	45:00
CPD	Taught college course work at the following institution: IL-WIU-B-0017. The course was called	1/1/2005	Taught College Course	60:00
			TOTAL HOURS:	119:00
Extra Administrator Academy Courses				
ACAD	Introduction to the Evaluation of Certified Staff	9/27/2003		12:00
ACAD	A Framework for Understanding Poverty	8/30/2005		7:30
			ACAD TOTAL:	19:30
			TOTAL:	138:30

.....

YES - My list of activities is correct

NO - My list of activities is not correct - please let me correct it

CANCEL - Cancel the Statement of Assurance wizard

 **Previous** **Next** 

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The next step compares the professional development hours you entered and the IAAMS Academies on file to the required professional development required of you based upon the length of the renewal period and exemptions on file and determines if you meet the requirements to submit the Statement of Assurance (Request for Verification).

Statement of Assurance - Step 9 of 10 

You are attempting to submit your Statement of Assurance.

To renew your administrative certificate(s) you must have the appropriate number of professional development hours, the appropriate number of activities, and the appropriate number of Administrator Academy courses.

.....

You must complete 60 hours of professional development activity to renew your certificate.

Our records show that you have completed 138:30 hours of professional development activity.

.....

You must complete 3 professional development activities to renew your administrative certificate(s).

Our records show that you have completed 6 professional development activities.

.....

You must complete 3 administrator academy courses to renew your administrative certificate(s).

Our records show that you have completed 5 administrator academy courses.

.....

Based on this information we have determined that you MEET the criteria to submit your Statement of Assurance for approval.

Do you agree with the above assessment of the professional development status?

.....

YES - I have read the above information and agree with it
 NO - I have read the above information and I do not agree with it
 CANCEL - Cancel the Statement of Assurance wizard

 Previous Next 

TCIS System Documentation

The final step asks you to electronically sign your Statement of Assurance and attest that everything entered is true and correct.

Statement of Assurance - Step 10 of 10

You are attempting to submit your Statement of Assurance.

You need to electronically sign your Statement of Assurance.

I hereby affirm under penalty of perjury that the information provided while completing this Statement of Assurance is true, correct, and complete.

I hereby affirm that the evidence of completion for my professional development will be provided upon request.

.....

Do you attest that the statements above are true and correct?

.....

YES - The above statements **ARE** true and correct

NO - The statements **ARE NOT** true and correct

CANCEL - Cancel the Statement of Assurance wizard

Previous **Submit**

Once you click on the Submit button you will be taken to the summary screen that shows you your Statement of Assurance has been received and is pending approval. Login back into ECS weekly to check on the status of the Statement of Assurance. Once it has been approved you will be able to renew your certificate in ECS. If it is not approved you will be able to view the reason why and re-submit it.

Administrative Statements of Assurance				
SOA No	Submitted	Status	Action	
3060	7/3/2006 1:04:35 PM	Pending	DELETE	VIEW

Your Statement of Assurance has been submitted for approval

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Renew Certificates

The Renew Certificates Screen allows Educators to review their Statement of Assurance (Request for Verification) status and to register and renew certificates online.

Certificates not requiring professional development and approval of a Statement of Assurance to renew will be indicated by the not applicable (N/A) symbol.

Certificates requiring professional development and approval of a Statement of Assurance to renew will have their status indicated as either ?, Yes, or No. A ? means that the Statement of Assurance has not been submitted or is pending; Yes means that it has been approved; and No means it was not approved. Once all levels of approval are Yes you may click on the Register/Renew Certificates link and proceed with online renewal step by step wizard.

Cert No	Cert Code	Cert Code Desc	Cert Level	Issue Date	Renewal Date	LPDC	ROE	ISBE / STCB	Existing Registration Through
1918434	03	Elementary Teaching	Standard	03/07/2002	July 1st, 2006	N/A	N/A	N/A	06/30/2006 in 31-KANE ROE
1918435	09	Secondary Teaching	Standard	03/07/2002	July 1st, 2006	N/A	N/A	N/A	06/30/2006 in 31-KANE ROE
1606007	75	Administrative		10/01/1998	July 1st, 2006	N/A	YES	YES	06/30/2006 in 31-KANE ROE

[Register/Renew Certificates](#)

The first step asks you to confirm your identity.

Register/Renew Certificates - Step 1 of 11


You are attempting to register/renew your certificates.

Please confirm that you are Carmen Rodriguez, and that your ssn# is 000000000.

.....


YES - I confirm I am the person listed above

NO - I am not the person listed above

Next 

TCIS System Documentation

The next step asks you to verify your personal information.

Register/Renew Certificates - Step 2 of 11 

You are attempting to register/renew your certificates.

Please verify that the following personal information is correct. This information is needed in the event that the Illinois State Board of Education needs to contact you regarding your registration.



If the information is not correct or blank you will automatically be taken to the Personal Data page. You will need to correct the information and restart the application process. If your social security number is wrong then you will need to contact your local Regional Office of Education.

Name: Rodriguez, Carmen D
SSN: 052-58-3888
Address 1: 1070 Bradford Court
Address 2:
City: Elgin
State: IL
Zip: 60120

Is the above information correct?


.....

YES - It is correct
 NO - It is not correct

 Previous  Next

TCIS System Documentation

The next step asks you to select the Region where you wish to register your certificate.

Register/Renew Certificates - Step 3 of 11 

You are attempting to register/renew your certificates.

Certificates must be registered in the region in which you teach (or plan to teach). In the event you are not currently teaching, nor planning to teach, they are to be registered in the region in which you live.

The first year of every certificate expires on June 30 following the date of issue. Registrations are valid for each year beginning on July 1 of the registration period, and ending the following June 30.

Registration fees are calculated at the rate of \$5 per year and are assessed for the life of your certificate. A five year certificate requires a registration fee of \$25; a four year certificate requires a fee of \$20; a 10 year certificate requires a fee of \$50; a life certificate requires a fee of \$25 for every five year period.

Registration fees need be paid only once during the validity period of the certificate. Should the holder move to another region, the fee may not again be assessed. However, substitute certificate holders must pay to register their certificates in any region where they teach but they must only pay for the remaining years of the certificate's validity.

Please select the region in which you wish to register your certificate.

Region selection

01 - ADAMS/PIKE ROE	▲
02 - ALXNDR/JOHN/MASC/PULSKI/UNON ROE	
03 - BOND/EFFINGHAM/FAYETTE ROE	
04 - BOONE/WINNEBAGO ROE	
08 - CARROLL/JO DAVIESS/STEPHENSON ROE	
09 - CHAMPAIGN/FORD ROE	
10 - CHRISTIAN/MONTGOMERY ROE	

TCIS System Documentation

The next step asks you to attest that you are not delinquent on child support. (State Law)

Register/Renew Certificates - Step 6 of 11 

You are attempting to register/renew your certificates.

To register your certificate you must answer the following question:

Do you certify, under penalty of perjury, that you are not more than 30 days delinquent in complying with a child support order. I understand that failure to so certify shall result in disciplinary action and making a false statement may subject me to contempt of court.

If you answer 'NO' you will be returned to the initial registration screen.

Make your selection below.

Do you certify, under penalty of perjury, that you are not more than 30 days delinquent in complying with a child support order. I understand that failure to so certify shall result in disciplinary action and making a false statement may subject me to contempt of court.

.....


YES - I do

NO - I do not

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TCIS System Documentation

The next step will only appear if you hold a teaching certificate and were not a public school teacher during the renewal period or if you hold an administrative certificate and were not a public school administrator during the renewal period. This step asks you to verify that you were indeed exempt from professional development for that type of certificate.

Register/Renew Certificates - Step 8 of 11 

You are attempting to register/renew your certificates.

You hold a standard level teaching certificate and have no teacher service record data indicating you were a teacher in a public school district in the State of Illinois during the last renewal cycle. If you were not a teacher in an Illinois public school district then you may be exempt from completing professional development in order to renew your standard level certificate.



You need to verify that you were not teaching in a public school district and are exempt from professional development required to renew your standard level teaching certificates.

Are you exempt from the professional development required to renew your standard level certificates?

Make your selection below.

.....

YES - I am exempt
 NO - I am not exempt

 **Previous** **Next** 

TCIS System Documentation

The next step asks you to enter in your credit card information for payment of registration fees.

Register/Renew Certificates - Step 10 of 11

You are attempting to register/renew your certificates.

The fee for registration is \$25.00.
The online convenience fee is \$1.75.
The total amount that will be charged to your card is \$26.75.

The online application process requires payment by credit card.
We accept American Express, Discover, Mastercard and Visa.

Please enter your credit card information below and press submit. The name must appear exactly as it does on the card. The address should be the address that the credit card is billed.

Name On Card:

Address:

City:

State:



Zip: 99999 or 99999-9999 format

Phone Number: 999-999-9999 format

Confirmation eMail Address:

Credit Card Number: (no spaces)

Expiration Date: MMY Format

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TCIS System Documentation

The last step asks you to confirm the information and electronically sign the application.

I do hereby affirm that the information above and the information provided during this application process, is true, correct, and complete.



NOTE: Applicants who knowingly alter or misrepresent their qualifications in order to obtain a certificate shall be denied its issuance and may be subject to the suspension or revocation of all previously held certificates.

Do you attest that the above statements are true and correct?

.....

YES - All information is correct

NO - All information is not correct

 Previous  Submit

If your credit card is successfully processed you will receive a confirmation page that your certificate has been registered and renewed. You can also view this information by returning to the Register/Renew screen or the Current Credentials screen.