

# Certificate Renewal/Registration Instructions

## **To Log into ECS (Educator Certification System):**

- Go to [www.isbe.net](http://www.isbe.net)
- Select “ECS” from your top toolbar
- Select “Click Here” under Educator Access
- If you already have an account, log in. If you do not, select the Create New Account button in the top right-hand box (If you do not think you have an account and ECS says you do, select “Forgot Log-In Information” to re-set your account).

## **To Enter Your Professional Development into ECS:**

- Once logged into ECS, select “Professional Development and Renewal” from your top toolbar.
- Select “Professional Development Activity” from the main screen.
- Select “Enter/Review Professional Development” from the main screen.
- Select “Enter/Review Professional Development Activity” from the main screen.
- Confirm that you are the individual listed.
- Select one of the professional development options listed.
- You will be prompted to complete several steps. You must enter all required information.
- **Repeat this process for each separate professional development activity.**

## **To File an Exemption**

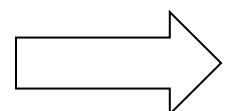
\*\*\*ONLY NECESSARY IF YOU WERE NOT ACTIVE FOR ALL TEN SEMESTERS OF THE CURRENT RENEWAL CYCLE. THIS MUST BE COMPLETED BEFORE YOU SUBMIT YOUR STATEMENT OF ASSURANCE.

- Once logged into ECS, select “Professional Development and Renewal” from your top toolbar.
- Select “Exemptions” from the left-hand side of your screen.
- Select “Modify Exemption Status” from the main screen.
- Select “Enter/Review Exemptions” for the appropriate certificate
- Step 1 of 3: Change your “Active” status to either “Partial Exempt” (working, but less than half time) or “Full Exempt” (working 42 or fewer days per semester because of a leave of absence or not working).
- Step 2 of 3: Select the reason for the change in your teaching status.
- Step 3 of 3: Explain the reason for the change in your teaching status (i.e. retired).
- Select “Submit”

## **To Submit Your Statement of Assurance:**

\*\*\*YOU MUST ENTER ALL OF YOUR PROFESSIONAL DEVELOPMENT ACTIVITIES AND FILE ANY NECESSARY EXEMPTIONS BEFORE SUBMITTING YOUR STATEMENT OF ASSURANCE (SEE ABOVE)

- Once logged into ECS, select “Professional Development and Renewal” from your top toolbar.
- Select “Statement of Assurance” from the left-hand side of your screen.
- Select “Submit/Review Statement of Assurance” from the main screen (repeat).
- Complete all 11 steps listed.
  - You will not be required to enter any new information. Your Statement of Assurance simply reviews your professional development options and the activities you entered into ECS.



## **What Happens Next?**

- Your Statement of Assurance will be sent to your LPDC (Local Professional Development Committee) for approval. If your district does not have an LPDC, your Statement will be sent to the ROE.
- Once your Statement has been approved by your LPDC and/or the ROE, it will be sent to ISBE for approval.
- **Standard/Master, Administrative, or School Service Personnel Certificate Holders:** when your Statement has been approved by all parties, your certificate(s) can be registered (see below).
- **Initial Certificate Holders:** when your Statement has been approved by all parties, you must complete the Application for Teaching Certificate and return it to the ROE with a payment of \$75 for each certificate held (this can also be completed in ECS under "Applications").

\*\*\*YOU WILL NOT BE NOTIFIED WHEN YOUR STATEMENT HAS BEEN APPROVED. YOU MUST CHECK THE STATUS OF YOUR STATEMENT IN YOUR ECS ACCOUNT \*\*\*

## **To Register Your Certificate(s):**

### **In ECS Using a Credit/Debit Card:**

- Log into your ECS account and select "Register Certificates" from your top toolbar.
- Select "Register Certificates" from your main screen
- Complete all steps listed.
  - Be sure to select "Region 08--Carroll/Jo Daviess/Stephenson ROE"
- If you register online, the ROE will not send confirmation when your certificates are registered. This information can be viewed in your ECS account.

### **By Paper Using Cash, Check or Money Order:**

- Contact the Regional Office at (815) 947-3810 to request a registration form if you do not have one already.
- With the registration form, please include your registration fee for the amount listed on the registration form; personal checks, cash, or money orders are accepted.
- If you register by paper, the ROE will send a receipt and confirmation when your certificates are registered (this information can also be viewed in your ECS account).

## **Reminders:**

- The ROE is no longer stamping the back of certificates; please do not send your certificates to the ROE.
- In order to teach in a certified position in an Illinois public school, one must hold a valid teaching certificate. A certificate must have up-to-date renewal **and** registration in order to be considered valid.
- If your certificates are not renewed and registered before January 1 following the expiration of your registration, your certificate(s) will lapse. The penalty for a lapsed certificate is 9 semester hours of coursework in your endorsement area.

If you have any questions regarding the renewal and/or registration process, please contact Ellen at the Regional Office at (815) 947-3810 or [ecassidy@roe8.com](mailto:ecassidy@roe8.com).