

## **ADMINISTRATOR CERTIFICATE RENEWAL**

**Sangamon County  
Regional Office of Education**

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### **Certificate Renewal Process and Directions for Recording Professional Development Activities**

#### **Where Do I Begin?**

All certificate renewal processes are completed by public school administrators on ECS (Educator Certification System) by logging on to the Illinois State Board of Education website. ECS can be found online at [www.isbe.net/ECS](http://www.isbe.net/ECS). You can find the requirements the system thinks you need by clicking on Professional Development, then by clicking on Requirements.

ECS holds information about your certificate(s), your teaching history, your teaching assignment, your personal information, and your certificate renewal. The first time you log in, you will be asked to verify the information that is contained in your file. It is advised that you log on to ECS and take some time to familiarize yourself with the site.

#### **Professional Development Status**

Check your recorded professional development status (active or exempt) under Professional Development, Exemptions. Enter/Review Exemptions under your Administrative Certificate. If you disagree with your recorded status, click on Modify Exemption Status. You will submit this request on ECS for approval by your Regional Office of Education. If you also taught during the same cycle, verify or correct your teaching status under your teaching certificate. These renewal requirements apply to public school administrators. Private school administrators are exempt from professional development requirements for certificate renewal.

### **Approved Required Administrators' Academy**

You need to complete one Approved Required Academy for each year you have been active as an administrator in a public school or district beginning with July 1, 2003. These are recorded by the ROE or one of a handful of other entities that are authorized to post Administrators' Academies in ECS. You will find your completed required Academies listed on ECS under Professional Development, Academies. Always allow appropriate time (generally 2 days – 2 weeks) for an academy to be posted *after the date when the application/ dissemination activities are due*. Additional approved academies taken in a given year will be credited in your Continuing Professional Development (CPD) hours, when you submit your Statement of Assurance, with the shortest Academy (in hours) remaining in the Required Academies section. Academies cannot be banked to fulfill future years' requirements.

### **Missing the Yearly Academy Requirement**

If you miss the yearly Academy requirement, (July 1 to June 30), you must take the current year's Academy, plus the missed Academy, PLUS a make-up Academy before your cycle ends. Failure to do so will cause you to reinstate your certificate for one year to complete ALL requirements through that reinstated year. One penalty Academy is assigned for each year in which a required Academy is not taken by June 30. If you reach the end of the reinstated year (ending on June 30) without completing all requirements, you cannot work as an administrator until all requirements are met.

### **Professional Development Activities/Hours**

For a 2010 renewal, you need 100 hours of Professional Development Activities for the 5-year period since July 1, 2005 unless you have semesters of exemption during the cycle.

There are 21 choices of type of activity listed on ECS under your administrative certificate. There is no choice of "Other." Each of your activities must be one of those types of activities. For the 2010 renewal, you will need 100 hours of activities. You can have no less than 5 activities listed. They may all be the same type of activity, or they can be different types of activities. The dates of your activities must be completed during the current cycle, between July 1, 2005 and June 30, 2010.

Your professional development activities must represent *LEARNING ACTIVITIES* for you. Your professional development activities are NOT synonymous with administrative responsibilities such as running curriculum committees or attending athletic conference meetings or meeting with teachers to discuss school improvement plans or district administrator meetings. Meetings of any sort are usually considered part of your job, and are not considered to represent learning situations for you as an administrator. If there is professional development as part of a meeting, you can include that portion of the meeting in your CPD hours. You must state the topic and the presenter. If you list attending or presenting at a conference, workshop, symposium, you must list the title and the presenter and entity that sponsored the event. If you attended a local conference, list it as a regional conference as there is not a local conference choice. When ECS says "I attended a workshop on..." and leaves space for you to fill in, it is looking for the topic or title, not the dates, which are listed on a different screen. If you list a book or journal, you must list the full title of the book/journal, the author's full name,

and the number of pages. You can count the hours you spent reading the book. The book/journal must be leadership or education related. The readings must be related to school improvement, school operation, student growth, or student achievement. Professional readings are limited to 30% of the total CPD hours needed.

If you take a graduate course, you can count 15 hours for each semester hour of graduate credit.

### **Types of Statements of Assurance**

Your certificate renewal requirements are tied to your professional assignment during each year of the cycle. If you were an administrator for the entire cycle, complete the Academies, the activities, and the Statement of Assurance for your Administrative Certificate. If you were a teacher and an administrator during the same cycle, you must submit two Statements of Assurance: one under your teaching certificate that will cover your teaching years AND one under your administrative certificate that will cover your administering years. Your renewal will not be processed if you omit one of these parts of the requirement.

### **Department Chairs Using a Type 75 Certificate**

If you are a Department Chair employed on a Type 75 Certificate, your professional development requirements are determined like this: If you teach more than 50% of the day, you are required to complete ONLY the teacher requirements. If you administer more than 50% of the day, you are required to complete ONLY the Administrator requirements. If your assignment is exactly 50-50, you choose which of the systems you complete and request matching exemptions on ECS under Professional Development, Exemptions. If you BECAME a department chair during the cycle, please remember that the preceding paragraph applies to you (i.e. you are responsible for the requirements that applied to you for EACH YEAR of the cycle).

### **Submitting a Statement of Assurance: A Separate Step on ECS**

Once Professional Development activity hours are recorded and the required Academies are completed for all years in the cycle, and after September 1 of the school year in which the certificate expires, **you must submit your Statement of Assurance (SOA)** by clicking on "Statement of Assurance" and clicking through the submission steps on ECS. Check back on ECS under Statement of Assurance to determine when your SOA has been approved or if it has been returned to you for correction. The system does not notify you by email when your Statement of Assurance is accepted or returned to you. Look for YES/YES under ROE and ISBE/STCB on Statement of Assurance or Register/Renew.

### **Completing Your Renewal**

Once all requirements are met and the ROE and ISBE/State Teacher Certification Board (STCB) have approved your Statement of Assurance, you can complete your renewal by paying your registration fees. This is easily accomplished on ECS under "Register Certificates". The renewal fee is \$25. The online renewal fee is \$26.75, using a credit card. If you do not wish to enter a credit card online, the renewal fee is \$25 by paying in person in our downtown office located in the Sangamon County Complex. You will not

be issued a new certificate when your renewal is completed. Your certificate's registration period can be accessed on ECS at any time.

### **Audits**

Retain your documentation for each recorded activity as listed in the following chart for the next 5 year validity period. ISBE runs a random audit of Administrator Certificate Renewals through the Regional Office of Education. If your renewal is audited, you will be required to submit documentation for all listed activities to the ROE in order to continue using your administrative certificate.