

Registration of Certificates

Initial Certificates: If you have not accumulated four years of teaching experience and your certificate is due to expire on 6/30/08, please pay \$20 to renew your certificate for four more years. If you **have** completed four years of teaching experience on a valid teaching certificate but have **not** completed your professional development option, you may request reinstatement for one year for a \$5 fee and must complete the professional development option by the end of the reinstatement period. If the teacher does not meet the requirements by the end of the year of reinstatement, the certificate is no longer valid and cannot be reissued. If you **have** completed four years (i.e., eight semesters of full-time teaching on a valid teaching certificate) of teaching experience on your IL (or out of state) teaching certificate and have completed one of the professional development options, you will need the following to apply for a Standard certificate:

- ISBE Form 73-97, Assurance Statement for Initial to Standard-Level Teaching Certification **OR** you may submit your Statement of Assurance electronically on ECS (www.isbe.net);
- ISBE Form 73-03C, Application for Standard Certificate for each certificate held, with appropriate fees (\$30 per application with registration fee); and
- Statement(s) on school or district letterhead verifying four years of teaching experience.

The number of CPDU's or coursework is determined by the number of years of teaching time remaining on the Initial certificate as of July 1, 2003. If you began teaching the 2003-2004 school year, you will need the full 60-CPDU (or 12-semester-hour requirement). Basically, you are required to do 15 CPDU's a year.

Standard/Master Certificates: Teachers who are required to maintain their certificates as valid and active for any part of their validity period must submit the following:

- ISBE Form 73-98, Assurance of Completion of Professional Development for Renewal of Standard/Master Certificates **OR** you may submit your Statement of Assurance electronically on ECS (www.isbe.net);
- Pre-printed ROE registration form; and
- Appropriate renewal fee (\$25).

Activities must relate to the **A, B, C, D, E** purposes. Regular education teachers using CPDU's must have 20% pertaining to serving students in the least restrictive environment (Purpose E). Special education teachers must have 50% pertaining to serving students in the least restrictive environment (Purpose E). Teachers using 8 semester hours must have 2 hours addressing your current area of certification.

Anyone with one or more advanced degrees or a Master Teaching Certificate is eligible for a reduction in the CEU/CPDU's or coursework option. These reductions apply to teachers who held their degrees or certificates prior to beginning the new certification cycle as follows:

<u>Situation</u>	<u>CPDU's for Five Years Full Time</u>	<u>CPDU' s per Semester</u>
No advanced degree	120 CPDU's	12 CPDU's
One advanced degree	80 CPDU's	8 CPDU's
More than one advanced degree	40 CPDU's	4 CPDU's
Master teaching certificate	40 CPDU's over ten years	2 CPDU's

The Statement of Assurance (Form 73.98), or ECS, may be submitted after September 1st of the last year of your certificate's validity period. Payment can be made after the Statement of Assurance has been approved. Completing requirements for the teaching certificate you are employed on covers all the certificates you hold. (One registration fee also covers all the certificates you hold). If you complete the renewal process by April 1st, you are then allowed to rollover any creditable activities into the next renewal cycle. Activities cannot be counted twice, i.e., not in the current cycle and the next cycle.

Application for Reinstatement of Certificate (Form 73-93): Teachers legally required to complete requirements but who have not completed a professional development option are eligible for a one-time, one fiscal-year reinstatement (July 1 to June 30). During that reinstatement year, you must complete the professional development "missing" from your previous renewal cycle PLUS five semester hours of education-related coursework.

Retired Teachers/Teachers Who Plan to Retire: 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.

All teachers are suggested to maintain their records for five years for a possible audit.

All forms that are mentioned above can be downloaded by going to www.isbe.net, click on "Forms".

Payments may be done electronically at ECS www.isbe.net (there is a \$1.75 charge to do this) **OR** you may mail checks made out to **Regional Office of Education** along with your registration form (that will be mailed to the public school you are employed with) to our address: **200 S. Ninth Street – Room 303, Springfield, IL 62701-1629**
Please feel free to call Julie Rusciollelli-Campbell at the ROE office if you have any other questions at 753-6730 or email at jrcampbell@roe51.k12.il.us.