

ECS (Educator Certification System) Instructions
go to www.isbe.net; click on ECS

- Educator Access; click here to access ECS
- Four quadrants will appear. If you have never logged on to ECS you will click on “New User? Create account here”.
- Create your login.
- Once inside your electronic file (your name will appear in the upper right hand corner), click on second paragraph *You Can Now Enter Your Professional Development in ECS*
- Click on second paragraph *Professional Development Activity*
- Under your certificate information you will click on *Enter/Review Professional Development*
- Click on *Enter/Review Professional Development Activity*
- Confirm your identity
- Select your option of professional development from this menu and proceed (As you type in cpdu’s, if you click on an item that gives you more cpdu’s for more meeting dates/observation dates, please list those individual dates in the description box. Also remember you need to check Purpose A and Purpose E, if it pertains. If you are regular ed teacher, you need 20% of your total amount in Purpose E. If you are a special ed teacher, you need 50% of your total amount in Purpose E.
- When you are complete with all requirements, click on **Statement of Assurance** on the left of the screen
- Click on *Submit/Review Statement of Assurance* and proceed to the end.
- Wait 10 days for approval by ROE/ISBE and then mail registration form and payment to the **Regional Office of Education at 200 S. 9th Street – Room 303, Springfield, IL 62701** YOU MAY OTHERWISE CHOOSE TO PAY REGISTRATION FEES ONLINE AT ECS WITH YOUR CHARGE CARD.

IF YOUR MASTER’S DEGREE IS NOT RECORDED IN ECS, PLEASE MAIL YOUR **OFFICIAL COLLEGE TRANSCRIPTS IN THEIR SEALED UNIVERSITY ENVELOPE** TO OUR ADDRESS ABOVE. Once your master’s degree has been recorded, you can receive a reduction in the amount of cpdu’s you need to record.