

LAKE FOREST SCHOOL DISTRICT 67
Human Resources

TEACHER RECERTIFICATION PROCEDURES

Step 4: **REGISTERING YOUR CERTIFICATE**

1. Launch www.ISBE.net
2. Choose **ECS** from the top of the screen.
3. Select **Educator Access**
4. Log-in
5. Select **Professional Development** from menu on the left
6. Select **Statement of Assurance** from next menu on the left
7. On the next screen you will see a simple grid containing the approval status of your Statement of Assurance. If you see **Yes** listed under ROE and ISBE/ISTC, you may proceed. If you do not see **Yes** or you have **No** listed under these headings, please call for assistance and do not proceed.
8. In the menu at the left, choose **Register Certificates**
9. On the next screen, click **Register Certificates** that is located in a box in the top, middle-portion of the screen.
10. On the next screen, confirm your identity by pressing the **Yes** button, and then click **next**.
11. Confirm your address or change it if necessary and then click **next**.
12. In the pull-down menu on the next screen, select **34-Lake ROE** as your regional office and then click **next**.
13. On the next screen, confirm that you are attempting to register / renew your certificates by pressing the **Yes** button and then click **Next**.
14. On the next screen, confirm whether you are up-to-date on any child support payments (if applicable) by pressing the **Yes** button and then click **Next**.
15. On the next screen, you will be asked to enter your credit card information and then press **next**.
16. You will be charged \$5.00 for each year you register your certificate up to \$25.00 plus a \$1.75 handling fee
17. The next screen will display your address and credit card information and ask you to confirm that it is correct; press the **Yes** button and then click **next**.
18. On the next screen, you will see a **Success** message regarding your registration. Please ***print this screen and mail the page to the Human Resources Department***
19. From the menu on the left, press **Log out of ECS**.
20. *You are done! Whew!! Now, start saving your proof of participation for the next five year cycle of professional development*