



# Teaching Certificate Renewal

**Lake Forest School Districts 67 & 115**

# Rationale

- Ensuring the ISBE that you have grown professionally over the past five years
- Documents life-long/career-long learning
- Continuous growth model

# Overview

- Four Phase, Online Process
  1. Logging on & Updating Profile
  2. Recording professional development activities, denominated in CPDU's
  3. Submit Statement of Assurance
  4. Register the renewed certificate

# Requirements

- 120 CPDU's to renew standard certificate
- Reduced requirements with advanced degrees:
  - MA/MS/MEd holders: 80 CPDU's
  - Doctorate or 2nd Masters: 40 CPDU's
  - Pro-rated CPDU's for Type 73 holders

# Requirements (cont'd)

- Special Education for **Regular Ed** teachers:
  - 20% of CPDU's
  - So...
    - 24 CPDU's for BA holders
    - 16 CPDU's for MA
    - 8 CPDU's for MAx2/PhD
- Special Education for **Special Education** teachers
  - 50% of CPDU's
  - So...
    - 60 CPDU's for BA holders
    - 40 CPDU's for MA
    - 20 CPDU's for MAx2/PhD

# What counts?

- Classic professional development experiences
  - In-service programs
  - Conferences: attending & presenting
  - Academy / KTI coursework
  - Graduate schooling
- Collaborative Work Experiences
  - Summer curriculum work
  - Team planning and collaboration meetings
  - Consultations with special education staff
  - Serving as a mentor / cooperating teacher

# What Counts?

- Activities related to improving skills in your current job and certification area  
(Purpose A: up to 100%)
- Activities related to improving skills in reading, math, tech, special education  
(Purpose B: up to 100%)
- Coursework toward another degree or certification outside your original area of certification  
(Purpose D: up to 50% previously)
- Special education requirements for all teachers  
(Purpose E: Possible to 'double-dip,' up to 50%/20%)

# Advice

- Report “big ticket” items
  - Conferences & courses add up the quickest and are easiest to document
    - e.g.1 three-credit college course = 45 CPDU's
- Only report what you can document
  - Teachers can and do get audited
  - If you do not have proof of attendance or completion, don't report it

# Phase 1: Logging On

- Go to [www.isbe.net](http://www.isbe.net)
- Click on link called “ECS”
- Click on “Educator Access”
  - Log on if you’ve been there before, or
  - Retrieve lost password, or
  - Set up new account

# Phase 1: Logging On

- Creating a New Account
  - Use SSN to begin
  - Set up secret questions
  - Create username and password

# Phase 1: Logging On

- Review your profile
  - Update personal information
  - Include email address
  - Ensure your job information is correct
- Degrees
  - Ensure all degrees listed
  - Add missing degrees
  - Update majors

# Phase 2: Recording

- Select “Professional Development & Renewal
- Select “Activities”
- Look to the box containing your active certificate
- Select “Enter/Review”

## Phase 2: Recording<sub>(cont.)</sub>

- Click on “Enter/Review” at next screen
- Follow prompts
- Select “CPDU’s” as the type of credit
- Input details
- Repeat!

# Phase 2: Recording

- Ensure that each activity enters your list
- Keep an eye on the total
- Ensure that Special Education requirements are addressed
- Try to have info in every field
  - Incomplete records will be returned to you

# Phase 2: Recording

- Meeting the Special Education requirements (Purpose E)
  - **Curriculum projects** can be Purpose A and E if you include a description such as:
    - “I worked to develop and adapt curriculum to meet the needs of all learners and create least-restrictive environments in my class.”
  - **Special Education consultation**
    - “I collaborated with a special education teacher to adapt and modify curriculum and assessments and to make my classroom less-restrictive for special needs learners.”

# Phase 2: Recording

- All done?
  - Click “Requirements” field
  - Compare “Req cpdu PDA” vs. “Recorded”
  - Does Purpose E hit 20% of total?
- All done?
  - Go to Phase 3

# Phase 3: Submit Assurance

Notifying ISBE that you're done!

- Select “Professional Development & Renewal”
- Select “Statement of Assurance”
- Select “Click here to submit Statement of Assurance”
- Review Certificate information

# Phase 3: Submit Assurance

- Click “Submit/Reivew Statement of Assurance” again!
- Review activities and edit as necessary
- Follow prompts and confirm veracity
- Press Submit!

# Phase 3: Submit Assurance

- A week after submission, log back on!
- Click “Professional Development & Renewal
- Click on “Statement of Assurance”
  - Scroll down to bottom to see status
- When “approved” go to ...

# Phase 4: Register Certificate

- Have a credit card handy
- On the top menu, click “Register Certificates”
- Go through each prompt confirming and updating as necessary
- Enter payment info
  - Fee will be \$5/year up to \$25

# Phase 4: Register Certificate

- After entering all info, press “submit”
- Print the receipt page confirming your payment
- Send a copy of the receipt page to the Human Resources Office

# All Done!

- Always get and keep proof of participation at seminars, conferences, etc.
- Enter your records as you complete them if possible
- Keep accurate, paper records of what you have entered
- See you again in 5 years!