

LAKE FOREST SCHOOL DISTRICT 67 & 115  
Human Resources

*TEACHER RECERTIFICATION PROCEDURES*

Step 3: **Submitting Your STATEMENT OF ASSURANCE**

**General Notes:** Once you have entered the required number of CPDU's into ECS, you are ready to complete the reporting process and submit a statement of assurance. The following instructions will guide you:

1. Launch [www.ISBE.net](http://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 **Click here to submit Statement of Assurance** from the middle of the page
7. In the middle of the next page, select **Submit/Review Statement of Assurance** from the block that corresponds with your teaching certificate.
8. Confirm your identity by clicking the "yes" button
9. Confirm your *certificate information* by clicking the "yes" button
10. Confirm your *employment data* by clicking the "yes" button
11. Confirm your recent *teaching history* by clicking the "yes" button
12. Confirm the status of any *exemptions* from CPDU requirements by clicking the "yes" button Acknowledge CPDU requirements by clicking the "yes" button
13. Review the list of CPDU activities you have previously entered and affirm that they are correct by clicking the "yes" button
14. Read the next screen carefully to ensure that you have met all requirements and agree with the totals reported
15. Affirm that all information is correct by clicking the "yes" button
16. The next screen will indicate that your statement of assurance has been sent.