

**Standard, Master, or Administrative Certificates
Recording Professional Development Activities
And/Or
Submitting Statements of Assurance
On ECS**

In order to record professional development activities and/or to submit "Statements of Assurance" for certificate renewal you will need to access the ECS (Educator Certification System) on the Illinois State Board of Education's webpage.

The ECS, system is a wizard format and will walk you through step-by-step, asking you one question at a time.

Go to www.isbe.net

Click on "ECS"

Click on Educator Access

You will need to log on to the ECS system. You have several options:

1. If you already have an ECS Account ID and Password, enter them and log on.
2. If you had an OTIS account in the past the Account ID and Password are the same.
3. If you had either an ECS or OTIS Account ID and Password but cannot remember them, click "Reset Account."
4. If you have never created an account in the past, click "Create New Account." You will need your social security number or IEIN (Illinois Educator Identification Number) and your certificate number to create a new account.

Once logged onto ECS click the "My Profile" tab in the upper left corner to be sure the information on "Personal Settings," "Educator Profile" and "ECS Account Settings" are correct. Be sure your email address is properly listed and you are recorded in the correct Regional Office of Education.

Click the "Professional Development" tab at the top of the page.

This tab will give you the following options:

1. Professional Development Requirements

You can view your professional development requirements by clicking this link. The information listed will be based on the information recorded in the system. If your "Active/Exempt" status is not correctly recorded the information will not be correct. You can check the "Active, Exempt" status of your certificates by going to the "Professional Development Exemptions" link below.

2. Professional Development Activity

You can view, modify, and submit your professional development activity for all your certificates requiring continuing professional development by clicking this link. You will need to click the "Enter/Review Professional Development" link under the teaching or administrative certificate you are entering activities for. If you were employed for a portion of the renewal cycle on a teaching certificate and a portion on an administrative certificate you will need to enter activities to meet the requirements of each and submit a "Statement of Assurance" for each.

3. Professional Development Exemptions

You can view, modify, and submit your teaching and administrative professional development exemption status by clicking on this link. Click "Enter/Review Exemptions" under each group of certificates you hold to see the current listed information. If the information is incorrect click "Modify Exemption Status" to submit a request to change the "Active/Exempt" status. Wait to receive an approval of the change requested before submitting a "Statement of Assurance."

4. Administrator Academy Courses

You can view your Administrator Academy courses by using this link.

5. Statement of Assurance

You can view, modify, and submit your Statement of Assurance for both teaching and administrative renewal by using this link. You **MUST use this link to submit your "Statement of Assurance" after you have entered the require** Professional development activities.

6. Renew Your Certificates

Before you can register/renew your certificate you must first have an approved Statement(s) of Assurance. You can Register and Renew your certificates by clicking on this link. You are only allowed to register online if all of the certificates you hold have been approved for renewal. You can submit a required Statement of Assurance starting September 1st of the last year of your renewal period if all professional development activities required have been completed. You can register/renew your certificate as soon as required Statements of Assurance have been accepted and after September 1st of the last

year of your renewal period if you are employed full-time. If not employed full-time you can register/renew your certificate after April 1st of the last year of your renewal period.

To enter professional development activities go to "Professional Development Activity." Click "Enter/Review Professional Development" listed under the certificates for which you are entering activities, You will be able to see any activities you have already recorded. To enter new activities click "Enter/Review Professional Development Activity." Follow the step-by-step process. Remember, for Standard teaching certificate renewal, if you are recording only college credit- select the "Eight Semester Hours of Education Related Coursework." If you are using college course work for CPDUs in conjunction with other activities, enter them under the "Continuing Professional Development Units" option.

Once you have entered all professional development activities go to "Statement of Assurance." Click "Submit/Review Statement of Assurance" under each type of certificates for which you are required to complete professional development activities for renewal. Click the proper link from:

1. Move from Initial to Standard
2. Renew Standard or Master Level Certificates
3. Renew Administrative Certificate

Follow the step-by-step process and submit the "Statement of Assurance." You should receive an email informing you when the Statement of Assurance has been accepted. Once accepted you may register/renew your certificate. You can check the approval status of your "Statement of Assurance" on ECS by going to "Professional Development" then "Statement of Assurance." The status will be recorded on the chart under "ROE" and "ISBE/STCB."

If you experience a problem or have questions contact the Rock Island County Regional Office of Education at 309-736-1111.