

# Certificate Renewal for Administrators



## Certificate Renewal Process and Directions for Recording Professional Development Activities

ACTIVITY	RECOMMENDED DOCUMENTATION
1. Completed college course	Grade slip or transcript (originals or copies)
2. Taught college course	Appropriate page of college catalog/brochure indicating administrator was teacher of specific course or letter from dean of college indicating administrator was teacher of specific course
3. Participated in regional conference	Proof of conference registration or participation (issued by conference provider) and conference brochure/flyer
4. Presented at regional conference	Conference brochure/flyer indicating administrator was a presenter
5. Participated in state conference	Proof of conference registration or participation (issued by conference provider) and conference brochure/flyer
6. Presented at state conference	Conference brochure/flyer indicating administrator was a presenter
7. Participated in national conference	Proof of conference registration or participation (issued by conference provider) and conference brochure/flyer
8. Presented at national conference	Conference brochure/flyer indicating administrator was a presenter
9. Participated in workshop	Proof of workshop registration or participation (issued by workshop provider) and workshop brochure/flyer/agenda
10. Presented at workshop	Workshop brochure/flyer/agenda indicating administrator was a presenter
11. Participated in seminar	Proof of seminar registration or participation (issued by seminar provider) and seminar brochure/flyer

12. Presented at seminar	Seminar brochure/flyer indicating administrator was a presenter
13. Participated in symposium	Proof of symposium registration or participation (issued by symposium provider) and symposium brochure/flyer
14. Presented at symposium	Symposium brochure/flyer indicating administrator was a presenter
15. Participated in institute	Proof of institute registration or participation (issued by institute provider) and institute brochure/flyer
16. Presented at institute	Institute brochure/flyer indicating administrator was a presenter
17. Provided mentoring to administrator	Proof that district/college/professional organization has established a mentoring program for new or all administrators, name(s) of administrators receiving mentoring, and log showing dates and times of mentoring
18. Received formal mentoring as administrator	Proof that the district/college/professional organization has established a mentoring program for new or all administrators, name of administrator providing the mentoring, and log showing dates and times of mentoring
19. Conducted independent study/research/project	Report showing outline of study/research/project which includes the following; 1) brief description (minimum of two paragraphs), 2) list of all related references (research, studies, etc.), and 3) log showing dates and times of work
20. Read, wrote or listened to professional book	Report which includes the following; 1) title of book, 2) author's name, 3) dates and times of reading/listening/writing, & 4) brief description of content (at least four sentences)
21. Read, wrote or listened to professional journal	Report which includes the following; 1) title of journal, 2) title of article, 3) author's name, 4) dates and times of reading/listening/writing, and 5) brief description of content (at least four sentences)

**Still have questions? Call ROE #53!**  
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*Courtesy of ROE #53*  
*Rob Houchin*  
*Regional Superintendent of Schools*  
*Tazewell County*

## ADMINISTRATOR CERTIFICATE RENEWAL

All certificate renewal processes are completed by public school administrators on ECS (Educator Certification System) on the Illinois State Board of Education website. ECS can be found online at [www.isbe.net/ECS](http://www.isbe.net/ECS). You can find the requirements the system thinks you need by clicking on Professional Development, then on Requirements. ECS holds information about your certificate(s), your teaching history, your teaching assignment, your personal information, and your certificate renewal. The first time you log in, you will be asked to verify the information that is contained in your file. It is advised that you log on to ECS and take some time to familiarize yourself with the site.

Professional Development Status Check your recorded professional development status (active or exempt) under Professional Development, Exemptions. If you disagree with your recorded status, click on Modify Exemption Status. You will submit this request on ECS for approval by your Regional Office of Education. If you also taught during the same cycle, verify or correct your teaching status under your teaching certificate. These renewal requirements apply to public school administrators. Private school administrators are exempt from professional development requirements for certificate renewal.

Approved Required Administrators' Academy You need to complete one Approved Required Academy each year you have been active as an administrator in a public school or district. These are recorded in ECS by the entity that sponsored the Academy. Always allow at least 6 weeks for an academy to be posted *after the date when the application/dissemination activities are due*. Additional approved academies taken in a given year will be credited in your Professional Development (CPD) hours. Academies cannot be banked to fulfill future years' requirements.

The academy for "Evaluating Staff" does NOT count toward your yearly academy requirement.

Missing the Yearly Academy Requirement If you miss the yearly Academy requirement, you must take the current year's Academy, plus the missed Academy, PLUS a make-up Academy before your cycle ends. Failure to do so will cause you to reinstate your certificate for one year to complete ALL requirements through that reinstated year. One penalty Academy is assigned for each year in which a required Academy is not taken by June 30. If you reach the end of the reinstated year without completing all requirements, you cannot work as an administrator until all requirements are met.

Professional Development Activities/Hours In addition to one Academy per year, every administrator will need 100 hours for the 5 year period and one activity per year (unless you have semesters of exemption during the 5 year cycle). There are 21 choices for type of activity listed on ECS under your administrative certificate (see the grid of activities on the back of this flyer). Your professional development activities must represent **LEARNING ACTIVITIES**. Your professional development activities are NOT synonymous with administrative responsibilities such as running curriculum committees or district administrator meetings. Meetings of any sort are usually considered part of your job, and are not considered to represent learning situations for you as an administrator. If there is professional development as part of a meeting, you can include that portion of the meeting in your CPD hours. You must state the topic and the presenter.

Types of Statements of Assurance Your certificate renewal requirements are tied to your professional assignment during each year of the cycle. If you were an administrator for the entire cycle, complete the Academies, the Activities and the Statement of Assurance for your Administrative Certificate. If you were a teacher and an administrator during the same cycle, you must submit two Statements of Assurance: one under your teaching certificate that will cover your teaching years AND one under your administrative certificate that will cover your administering years.

Department Chairs Using a Type 75 Certificate If you are a Department Chair employed on a Type 75 Certificate, your professional development requirements are determined like this: If you teach more than 50% of the day, you are required to complete ONLY the teacher requirements. If you administer more than 50% of the day, you are required to complete ONLY the Administrator requirements. If your assignment is exactly 50-50, you choose which of the systems you complete and request matching exemptions on ECS under Professional Development, Exemptions.

Submitting a Statement of Assurance: A Separate Step on ECS Once your Professional Development activity hours are recorded and the required Academies are completed for all years in the cycle, **you must submit your Statement of Assurance** (after September 1 of the school year in which the certificate expires) by clicking on "Statement of Assurance" and clicking through the submission steps on ECS. Check back on ECS under Statement of Assurance to determine when it has been approved or returned to you for correction. The system does not notify you by email when your Statement of Assurance is accepted or returned to you.

Completing Your Renewal Once all requirements are met and the ROE and ISBE/State Teacher Certification Board (STCB) have approved your Statement of Assurance, you can complete your renewal by paying your registration fees.

Audits Retain your documentation for each recorded activity for the next 5 year validity period. ISBE runs a random audit of Administrator Certificate Renewals through the Regional Offices of Education. If your renewal is audited, you will be required to submit documentation for all listed activities to the ROE in order to continue using your administrative certificate.

<http://www.isbe.net/ecs>