

Moving from Initial to Standard Using the ECS System

**For Teachers Who Currently Have
An Initial Certificate**

There are a few steps involved in the recertification process. This packet will attempt to walk you through them. Your goals are to:

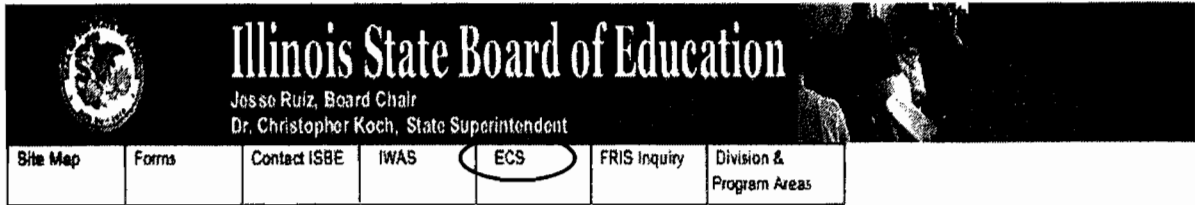
- 1 Log in to ECS
- 2 Verify and Correct your Information
- 3 Enter your Professional Development
- 4 Document Your Completion of Four Years of Teaching
Request Letters of Experience from employing district(s)
- 5 Submit your Statement of Assurance (SOA)
SOA submitted: ___/___/___
SOA approved: ___/___/___
- 6 Apply for Standard Certificate
Online application submitted in ECS: ___/___/___
OR
Paper application sent with fee to R.O.E: ___/___/___
- 7 Register your Certificate
Certificate registered: ___/___/___

GOAL 1 - LOG INTO ECS

ECS is the new "Educator Certification System" that takes the place of both CERTS and OTIS, which you may have used in the past. You can now perform your entire renewal online. To access ECS,

Step 1 - Go to www.isbe.net

Step 2 - Click the ECS link on the dark blue bar that spans the top of the page.



Step 3 - Click on "Click here" link in the Educator Access Box

Educator Certification System (ECS)

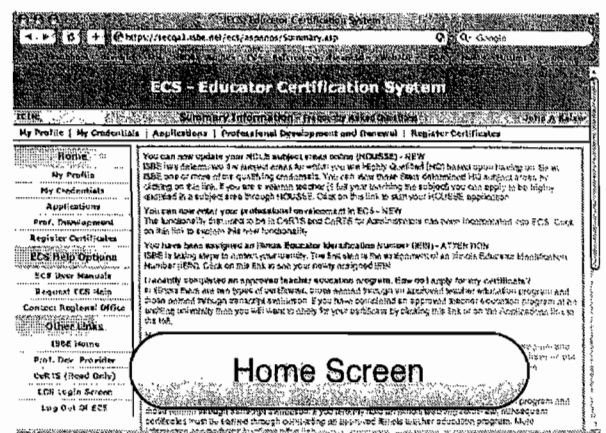
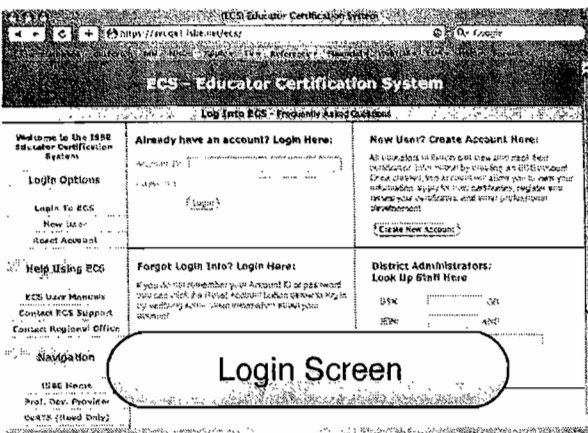
The Educator's Certification System (ECS) is a web-based system that allows educators and district administrators access to certification data from ISBE's Teacher Certification Information System (TCIS).

<p>Educator Access</p> <p>Click here to access your private certification account.</p>	<p>Illinois Administrators' Academy Search</p> <p>Click here to access Illinois Administrators' Academies offered throughout Illinois.</p>	<p>Public Search</p> <p>Click here to perform a search of public certificate information for educators in Illinois by using the City, District, School, or Educator Name.</p>
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Step 4 - Log In

If you have already been in ECS, or if you remember your old OTIS Account ID and password, type in your Account ID (username) and password, then click "Login." Approximately one out of every 3 times you log in, ECS will ask you if you want to change your "secret question" (such as your mother's maiden name or your certificate number.) You may continue to use the old secret question if you wish.

If you do not have your Account ID and password, click the "Reset Account" button to enter using your Social Security Number and Certificate Number. This process will ask you several questions, including having you set up an Account ID and a password for you to use in subsequent visits. Once in the system, you will be brought to the Home Screen.



GOAL 2 - VERIFY AND CORRECT YOUR INFORMATION

While most information was correctly converted from the old systems to ECS, it is possible that errors occurred. It is also possible that you have had other changes in your life (you have moved, etc.)

Step 1 - Verify/Correct Your Personal Settings (My Profile > Personal Settings)

It is important that you have your correct address on file in ECS, as this is where any information mailed to you will go.

Step 2 - Verify Your Credentials (My Credentials > Current Credentials)

There have been no reported problems with credentials (teaching certificates, endorsements, etc.) converting from the old systems to ECS. However, it never hurts to check. If you believe there is a problem, contact your Regional Office of Education immediately.

Step 3 - Verify/Correct Your Degree Information (My Credentials > Degrees)

If your degree information was on file in the old system, it should appear in ECS. Verify that your Bachelor degree, Masters degree (if applicable), and Doctoral degree (if applicable) appear.

It is likely that the degrees listed show a major of "unknown". This is due to the fact that Illinois has only recently added a "degree major" field to its database. If any of your majors appear as "unknown", you should correct them by clicking the "Edit Degree" link at the far right of the screen.

If you have an earned degree (remember, in-progress degrees do not count) that does not appear in ECS, you may add the information by clicking "Enter New Degree" and using the wizard to fill in the degree information. This tells Springfield that they will soon be receiving a copy of your transcript and that they should match it to the information you put in. You have two options for sending them the transcript:

Choice 1 - Have your college's Registrar mail an official transcript to the address below. This usually involves mailing or faxing a form to the Registrar with a fee of \$5 to \$10.

Choice 2 - Have your Personnel Office mail a photocopy of the transcript, along with a letter specifically stating that they have an *official* copy in your file.

In either case, the transcript should go to:

ISBE Certification Department
100 North 1st St.
Springfield, IL 62777

or to the Regional Office of Education in which you are registered.

GOAL 3 - ENTER YOUR PROFESSIONAL DEVELOPMENT

When you renew your certificate, you are required to supply information about the professional development activities you have completed in the last 4 years. You need not include all activities - just as many as is necessary to meet your requirements.

Step 1 - Review Your Requirements

(Professional Development and Renewal > Requirements)

Initial To Standard Requirements To Submit A Statement Of Assurance			
Experience Requirements		Professional Development Reqs (Must Meet One)	
Exp Prior To IL Cert	0	Req Unique PDA	1
Out of State Exp	0	Recorded	0
In State Exp	0	OR	
Total Experience	0	Req Coursework PDA	12
	Required Experience	Recorded	0
	4	OR	
		Req CPDU PDA	60
		Recorded	46

This screen shows you the professional development you are required to complete, as well as your progress toward meeting that goal. There are 2 main groups of options for completing your professional development.

Option 1: Required Unique PDA - You may meet your professional development obligation by completing any of the following options:

- Have earned a Masters Degree or a Doctoral Degree related to education BEFORE applying for the standard certificate and AFTER receiving your initial certificate. (In other words, you cannot use a Masters Degree conferred the semester you completed your initial certification requirements.
- Have successfully participated in an approved Induction and Mentoring Program (a one-year program if certified before September 1, 2007 or a two-year program if certified on or after September 1, 2007).
- Complete the National Board for Professional Teaching Standards (NBPTS) certificate process.
- Earn a subsequent Illinois certificate or endorsement (which you would not have qualified for at the time you earned your initial certificate.)
- Have completed the requirements for becoming Highly Qualified in a teachable area for which you were not Highly Qualified at the beginning of this certificate's validity period.
- Complete four semester hours of graduate coursework in Assessment of Teaching Performance or NBPTS Preparation.

Option 2: Required Coursework PDA - You may meet your professional development obligation by completing any of the following options:

- Complete 12 semester hours of graduate-level coursework applicable toward an advanced, education-related degree.
- Complete a 12-semester-hour, post-baccalaureate, education-related professional development certificate issued by an Illinois institution of higher education.

Option 3: Required CPDU PDA - Use this option to use a variety of activities (including workshops, action research, or summer curriculum development) to acquire the professional development hours. If you are using this option, you will need to accumulate 60 CPDU's.

Step 2 - Enter Your Professional Development Activities

(Professional Development and Renewal > Activities)

- a) Click on the "Enter/Review Professional Development" link underneath the certificate to which you are applying the professional development activity.

Initial Certificates Requiring Professional Development To Move To Standard								
Cert No	Cert Code	Description	Cert Level	Issue Date	Renewal Date	LPDC	ROE	ISBE / STCB
	03	Elementary Teaching	Initial	01/09/2006	July 1st, 2009	?	?	?

Enter/Review Professional Development

Once all of your professional development activities have been entered and it is after midway through the final semester of the fourth year of teaching you must submit your **Statement of Assurance** and have it approved before you can apply for a Standard certificate

If your Initial certificate is up for renewal and you do not yet have four years of teaching experience click **Register Certificates** to renew your Initial certificate.

- b) Select the validity period to which this activity is being applied. Then click "Enter/Review Professional Development Activity."

Initial Cycles On File For Current Teacher and Certificate Type				
Click Here For Printer Friendly Version				
Select	PDA Type	Beg FY	End FY	Status
<input type="radio"/>	Initial	2006	2009	A Active

Enter/Review Professional Development Activity

Once all of your professional development activities have been entered and it is after midway through the final semester of the fourth year of teaching you must submit your Statement of Assurance and have it approved before you can apply for a Standard certificate.

If your Initial certificate is up for renewal and you do not yet have four years of teaching experience click **Register Certificates** to renew your Initial certificate

- c) Verify that you are who you say you are.

Record Professional Development - Step 1 of 2


You are attempting to update your professional development.

Please confirm that you are John Saizer, and that your IEIN is

.....

YES - I confirm I am the person listed above

NO - I am not the person listed above

Next 

- d) Select the OVERALL option you plan to use. Remember, if you are using a combination of CPDU's and college coursework, select the last option.

Record Professional Development - Step 2 of 2

You are attempting to update your professional development.

Please pick your professional development option below.

- National Board of Professional Teaching Standards (NBPTS) Certification Process
- Approved Induction and Mentoring Program
- Advanced Education Related Degree
- 2 Semester Hours of College Coursework towards an Advanced Education-Related Degree
- Subsequent Illinois Teaching Certificate Or Endorsement
- Become Highly Qualified in a New Teaching Area
- 2 Semester Hour Post-Baccalaureate Education Related Professional Development Certificate (Issued by IL Institution of Higher Education)
- 4 Semester Hour Course Approved for NBPTS Preparation
- 4-Semester Hour Coursework Approved for Self-Assessment of Teaching Performance
- Continuing Professional Development Units (CPDUs)

Previous Next

- e) Depending on the option you selected above, the appropriate Wizard will appear to walk you through adding individual professional development activities. If using the CPDU option, remember, it is best to begin with those activities that you can easily document, such as attendance at workshops. Work your way down to those activities for which you have only your word, avoiding them if they are not needed. Attempt to maintain as much documentation as possible, even if it is simply a letter written by you giving the dates and times of meetings.

GOAL 4 - DOCUMENT YOUR TEACHING EXPERIENCE

"Four years of teaching experience" means the equivalent of four years' full-time employment on a valid teaching certificate. Experience does not have to be accumulated through full-time teaching. For example, a teacher who teaches half-time for a full year could accumulate four years of teaching experience over the course of 8 years. The years do not need to be consecutive.

Time spent teaching or substituting in a public or private school on a valid teaching certificate counts toward the four years of experience. Teaching in a home school does not. Teaching on a substitute certificate (Type 39) or a transitional bilingual certificate (Type 29) does not count.

Obtain a letter on official school or district letterhead, signed by the chief district administrator, chief school administrator, or their designee, that documents the nature and duration of your teaching. The original letter must be mailed or delivered to the Regional Office of Education in which you are registered.

GOAL 5 - SUBMIT YOUR STATEMENT OF ASSURANCE

Once you are done entering your professional development activities, you need to submit a Statement of Assurance. This is an online letter from you to the Regional Office of Education verifying that your work history is correct and that the professional development activities you entered are accurate.

Before you submit your Statement of Assurance

- Verify that your Professional Development Requirements have been met. (Professional Development and Renewal > Requirements)
- If you recently added exemptions to your record, make sure that they have been accepted.
- Make sure that you have mailed or delivered your proof of experience (Goal 4 above) to your Regional Office of Education.

Step 1 - Submit Your Statement of Assurance

(Professional Development and Renewal > Statement of Assurance)

Underneath the appropriate certificate, click the "Submit/Review Statement of Assurance" link.

Initial Certificates For Which A Statement Of Assurance Can Be Submitted								
Cert No	Cert Code	Description	Cert Level	Issue Date	Renewal Date	LPDC	ROE	ISBE / STCB
	03	Elementary Teaching	Initial	01/09/2005	July 1st, 2009	?	?	?
Submit/Review Statement of Assurance								

If you are eligible to submit a Statement of Assurance, ECS will ask you a series of questions. You will verify your work history, as well as your professional development activities. A screen will appear for each of the 2 groupings of ways to meet your professional development requirements. Do not let it bother you that 1 of these 2 will show that you did not do any activities in that grouping. This is normal. Follow all the way through the Wizard until the last "Submit" button.

Step 2 - Wait for Approval (This may take a few weeks.)

(Professional Development and Renewal > Statement of Assurance)

Once your Statement of Assurance has been submitted, you cannot follow through with the registration process until it has been approved by your Regional Office. You will want to check back every week or two to see if it has been approved.

To see the status of your Statement of Assurance, click "Submit/Review Statement of Assurance."

Initial Certificates For Which A Statement Of Assurance Can Be Submitted								
Cert No	Cert Code	Description	Cert Level	Issue Date	Renewal Date	LPDC	ROE	ISBE / STCB
	03	Elementary Teaching	Initial	01/09/2005	July 1st, 2009	?	?	?
Submit/Review Statement of Assurance								

The resulting screen will show this table. If the "Status" is "Approved," you're ready to continue. If not, you'll have to wait and check back again later.

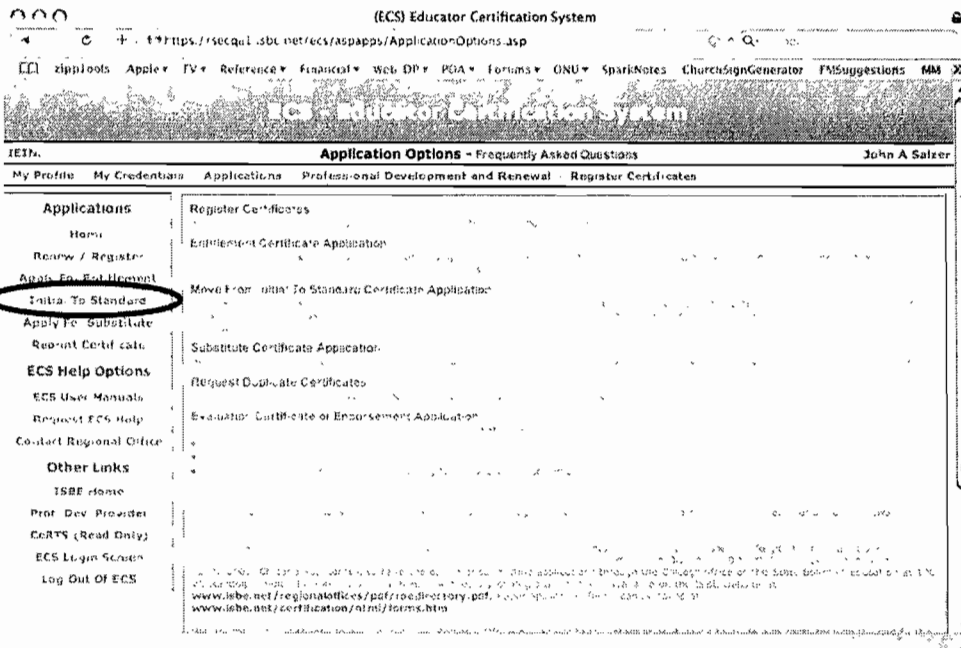
Standard/Master Statement of Assurance			
SOA No	Submitted	Status	Action
19552	3/6/2007 9:42:42 AM	Approved	VIEW

GOAL 6 - APPLY FOR YOUR STANDARD CERTIFICATE

Once your Statement of Assurance has been approved, you are able to apply for, and to register, your Standard Certificate.

Step 1 - Click the "Applications" link at the top of the screen.

Step 2 - Click on the "Initial to Standard" button on the left-hand bar. Select "Yes" and click "Next."



Steps 3-? - Follow the onscreen instructions to complete.

AND YOU'RE DONE.

Questions?

- * For tech problems, contact ECS support at ecs@isbe.net
- * Your Regional Office of Education is the best place to call if you're moving from Initial to Standard or if you have special circumstances.

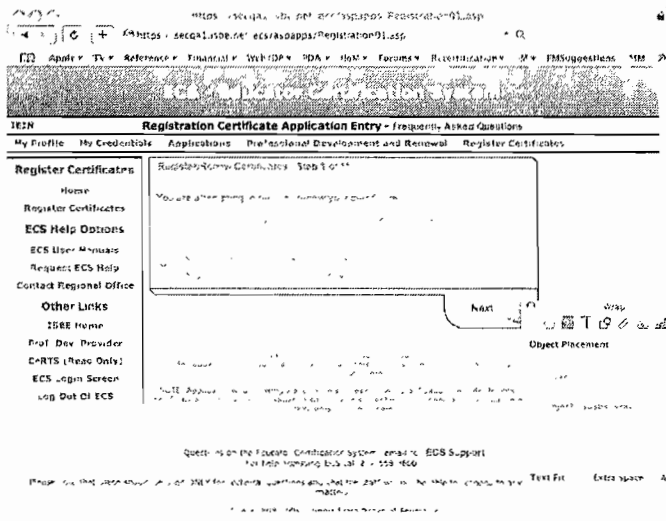
GOAL 7 - REGISTER YOUR CERTIFICATE

Once your Statement of Assurance has been approved, you are able to register your certificate for another 5 years.

Step 1 - Click the "Register Certificates" link at the top of the screen.

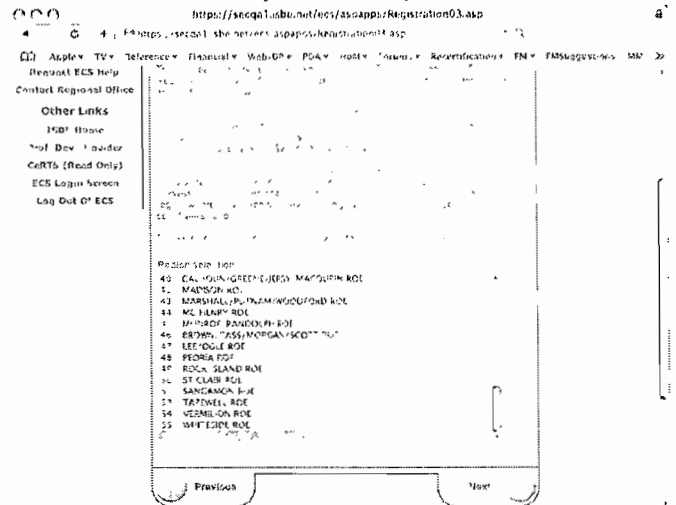
Step 2 - Verify that you are who you say you are.

Select "Yes" and click "Next".

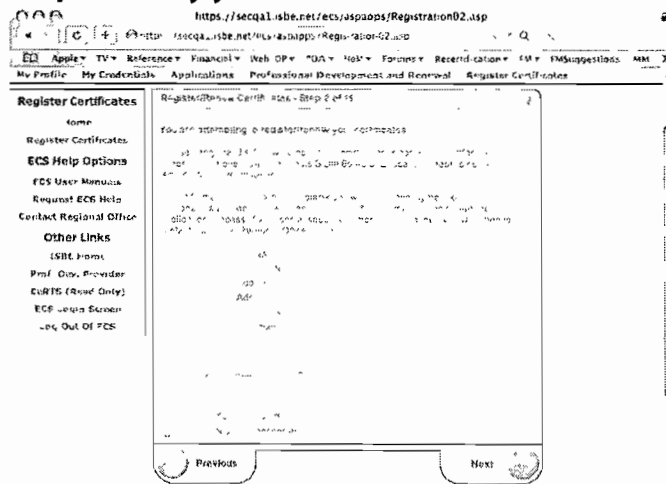


Step 4 - Choose your ROE/County.

If you are currently employed as a teacher, select the ROE/County in which your district is located. If you are not currently employed as a teacher, select the ROE/County in which you live.



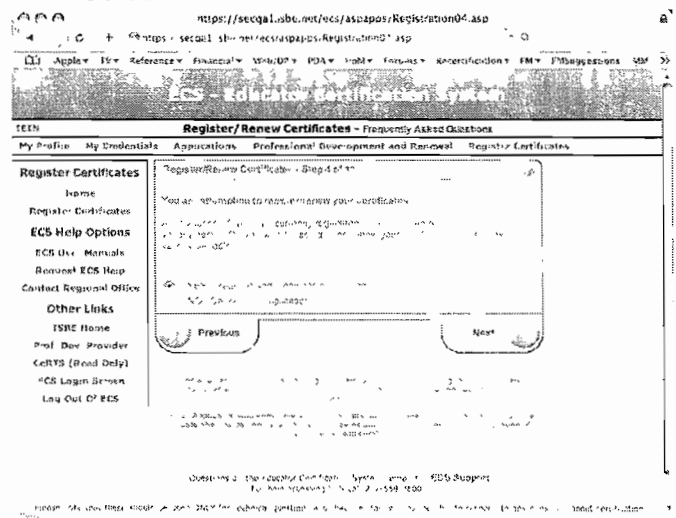
Step 3 - Verify your address.



Step 5

Choose to register for the next validity period.

This step is telling you that your current certificate is already registered for the current validity period (the one that is ending this year) and asking if you want to register for the next validity period. Select "Yes".



Step 6 - Verify your child support status.

Verify that you are not delinquent on your child support. Select "Yes" if you are good to continue.

Step 7 - Enter your credit card information.

Enter your credit card information as you would on any other online store. Note that you will be charge a small fee for using the online payment. (\$1.75 at the time this was written.)

Step 8 - Verify that everything you just entered is correct and submit.

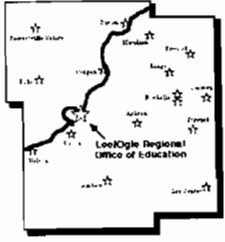
This is just one last chance to look over everything before submitting.

^AND YOU'RE DONE.

Questions?

- * For tech problems, contact ECS support at ecs@isbe.net
- * Your Regional Office of Education is the best place to call if you're moving from Initial to Standard or if you have special circumstances.

Lee/Ogle Regional Office Of Education



Pam Brey
Certification Officer
pbrey@leeogle.org
Phone 815.652.2054 ext. 223
Fax 815.652.2053

7772 Clinton St.
Dixon, IL 61021

CPDU POINT VALUES— INITIAL

No.	ACTIVITY	CPDU VALUE PER SEMESTER <i>(unless otherwise noted)</i>
*	Collaborative planning /professional improvement teams/committees	3-5 meetings attended = 5 6 or more meetings = 8
002	Peer review (formal arrangement)	3-5 observations = 9 6 or more observations = 11
	Peer coaching (formal or informal arrangement)	3-5 observations = 5 6 or more observations = 8
003	Mentor/recipient	3-5 observations = 9 6 or more observations = 11
	Consulting teacher in remediation process	3-5 meetings attended = 6 3-5 meetings plus one or more observations = 9 6 or more meetings = 8 6 or more meetings plus one or more observations. = 11
*	Site-based management or decision-making teams/committees related to school improvement plans	3-5 meetings attended = 8 6 or more meetings = 11
*	Coordinating community resources in schools	4 per semester or 2 per quarter
006	Facilitating parent education programs	For facilitating = 4 or 2 per quarter For presentations = 8 or 4 per quarter
007	Business, school or community partnerships	3-5 meetings attended = 5 6 or more meetings = 8
*	Supervising a student teacher or teacher education candidate	30 for student teacher supervision (limit 1 per cycle) 12 for supervision of pre-student teaching clinical experience (teacher able to do both)
*	College coursework	15 per semester hour of credit earned
010	Teaching college or university courses	20 (same course can be counted only once per cycle)
012	Workshops, conferences, seminars, institutes, symposiums, non-university credit (requires approved provider)	Participation: 1 hour = 1 CPDU
013	Presenting at workshops, seminars, conferences, etc	Presentation: first time = 8, subsequent times = 3
*	Training as external reviewers	First training sequence completed = 10 Subsequent training (one per cycle) = 5
*	Training as reviewers for accreditation of university teacher preparation programs	First training sequence completed = 10 Subsequent training (one per cycle) = 5
*	Action research and inquiry projects	Project involving one's own class = 8 Project involving others' classes = 11
017	Observing programs or teaching in schools, business or industry	5 per semester or 2.5 per quarter
*	Travel (requires prior approval of LPDC, if applicable, or Regional Superintendent)	12 per episode per year 15 (foreign language teachers to related-language destination)
019	Study groups	3-5 meetings attended = 6 6+ meetings = 8
*	Statewide education-related committee	15 per year or 7.5 per semester
021	Work/learn programs or internships	1-10 contact hours = 5 11-20 contact hours = 8 21 or more contact hours = 11
022	Curriculum development or assessment activities	3-5 meetings attended = 8 6 or meetings = 11
023	Team or department leadership	5 CPDUs
*	External or internal school or district review team	External = 15 (once per semester) Internal = 8 per semester or 4 per quarter
025	Publishing education articles, columns or books	Book = 40 (technical or research book) 20 (other type books) Chapter in book or article in refereed journal = 15 Statewide column = 8 Local column = 5 Book with multiple authors = 15 (authors divide)
026	Non-strike related professional association or union service related to professional development	3-5 meetings attended = 8 6 or more meetings = 11
027	Portfolio of student and teacher work	15 CPDUs

^{9/1/2006}
* Denotes CPDU's for Standard/Master Renewal

http://www.isbe.net/certification/pdf/CPDU_abridged.pdf

CPDU VALUES

FOR PROFESSIONAL DEVELOPMENT ACTIVITIES

for Initial Certificate Holders

ACTIVITY	EVIDENCE OF COMPLETION	CPDUs
<p>002. Peer review and (peer) coaching.</p> <p>DEFINITIONS:</p> <p>Peer review: A process of one-on-one assistance between pairs of teachers that is formally established by agreement between a school district and its teachers or their exclusive representative, in which the participants establish specific goals for the teacher being reviewed and conduct a program of intervention to assist that teacher with particular aspects of his or her teaching that includes observation and assessment of the teacher's performance in sessions lasting at least 20 minutes each, discussion of the observations made by the reviewing teacher, and preparation of a written summary by the reviewing teacher.</p> <p>Peer coaching: A process of one-on-one assistance between pairs of teachers, whether by formal arrangement under the auspices of the employing district or by mutual agreement, in which the participants observe each other's teaching and discuss the observations made.</p>	<p>For peer review:</p> <ul style="list-style-type: none"> • The school's, district's, or exclusive representative's written program description or policy; • a record of the certificate-holder's assignment and observation schedule; and • a log of the observation sessions and other meetings, indicating the time spent, dates, and topics of discussion. <p>For peer coaching: A log of the observation sessions and other meetings, indicating the time spent, dates, and topics of discussion.</p>	<p><u>CPDUs per semester:</u></p> <p>For peer review: 3-5 observations: 9 6 or more observations: 11</p> <p>For peer coaching: 3-5 observations: 5 6 or more observations: 8</p>
<p>003. Mentoring in a formal program, including service as a consulting teacher participating in a remediation process formulated under Section 24A-5 of the School Code.</p> <p>DEFINITION:</p> <p>Mentor: A formally established sequence of sessions lasting no less than one quarter of a school year and involving preparation with the recipient teacher prior to observing that teacher in the classroom; observations; and provision of feedback, suggestions, and techniques to the recipient teacher in response to each period of observation.</p>	<p>For a mentor, recipient or remediating teacher:</p> <ul style="list-style-type: none"> • the school's, district's, or institution's written description of its mentoring program or remediation process, including the required number and length of cycles of interaction; and • a log of the observation sessions and other meetings, indicating the time spent, dates, and topics of discussion. 	<p><u>CPDUs per semester :</u></p> <p>For a mentor, recipient or remediating teacher: 3-5 observations: 9 6 or more observations: 11</p>

ACTIVITY	EVIDENCE OF COMPLETION	CPDUs
<p>Consulting teacher: Participation in the remediation process, involving assistance in the development of a remediation plan and provision of advice to teacher under remediation; and meetings lasting at least 20 minutes each with the remediating teacher to discuss how to improve teaching skills and successfully complete the remediation plan, to review lesson plans, to conduct demonstrations, or to provide feedback on observations conducted by an administrator; or meetings of the same length with administrator or other personnel to discuss the remediating teacher's progress or classroom observation; or classroom observation of the remediating teacher, including preparation with the remediating teacher prior to the observation, and provision of feedback, suggestions, and techniques to the remediating teacher in response to each period of observation.</p> <p>Recipient or remediating teacher: A formally established sequence of sessions lasting no less than one quarter of the school year and involving consultation with the mentor or consulting teacher in preparation for the lessons to be observed; teaching under observation of the mentor or consulting teacher; and interaction with the mentor or consulting after each such teaching session to reflect upon the teaching and learning, receive feedback, discuss alternatives and suggestions, and determine how this information will be integrated into the teacher's future work.</p>	<p>For a consulting teacher:</p> <ul style="list-style-type: none"> the district's written description of its remediation process, a record of assignment as consulting teacher, a log of the observation sessions and other meetings, indicating those present, the time spent, dates, and topics of discussion. 	<p>For a consulting teacher:</p> <p>3-5 meetings: 6</p> <p>3-5 meetings and one or more observations: 9</p> <p>6 or more meetings: 8</p> <p>6 or more meetings and one or more observations: 11</p> <p>("Meetings" refer only to those meetings not connected to observations by the consulting teacher; "observations" refer only to those observations conducted by the consulting teacher.)</p>
<p>006. Facilitating parent education programs for a school, school district, or regional office of education directly related to student achievement or the school improvement plan.</p> <p>DEFINITION:</p> <p>Arranging for or coordinating presentations in the context of a formally established program consisting of two or more sessions designed to serve parents of the students in a particular school or district by informing or training them in one or more areas related either to their children's achievement or to another need identified in a school improvement plan.</p> <p>Delivering presentations in the context of a formally established program, consisting of two or more sessions, designed to serve parents of the students in a particular school or district by informing or training them in one or more areas related either to their children's achievement or to another need identified in a school improvement plan (to the extent that such presentations are not part of the instruction routinely delivered as a function of the certificate-holder's assignment).</p>	<p>For coordinating:</p> <ul style="list-style-type: none"> The sponsoring entity's written description of the parent education program and a statement signed by the administrator or designee responsible for corroborating the individual's assignment as facilitator or coordinator or indicating that he or she performed these duties. <p>For making presentations:</p> <ul style="list-style-type: none"> The written program description indicating that the certificate-holder served as a presenter in the program. 	<p><u>CPDUs per semester (divisible per quarter):</u></p> <p>For facilitating: 4 (or 2 per quarter)</p> <p><u>CPDUs per semester:</u></p> <p>For presenting: 8 (or 4 per quarter)</p>

ACTIVITY	EVIDENCE OF COMPLETION	CPDUs
<p>007. Participating in business, school, or community partnerships directly related to student achievement or school improvement plans.</p> <p>DEFINITION: Formal or informal exchange of information and resources between a teacher and a business, educational institution, or other entity for the purpose of improving student achievement or responding to a need identified in the school improvement plan.</p>	<ul style="list-style-type: none"> A written description of the partnership that states its goal(s), identifies the need(s) it is designed to meet, and describes the activities conducted by the certificate-holder; and a copy of the relevant portion of the school improvement plan that includes the specific need(s) identified. 	<p><u>CPDUs per semester:</u></p> <p>3-5 meetings attended: 5</p> <p>6 or more meetings attended: 8</p>
<p>010. Teaching college or university courses in areas relevant to the certificate area being renewed.</p> <p>DEFINITION: Teaching a college-level course in a field related to an individual's certificate(s) and results in the granting of college credit to those enrolled.</p>	<ul style="list-style-type: none"> A course syllabus, signed contract or agreement or other documentation prepared by the college or university that identifies the certificate holder as the teacher of a particular course. 	<p><u>CPDUs: 20</u></p> <p>Limitation: The same course may be counted only once in any five-year renewal cycle. A course shall be considered "the same" if its description is the same in different course catalogues issued by the same institution or, for a course offered at more than one institution, if the syllabus for the course is substantially the same. A course shall not be considered the same as another course if a student may receive credit for successfully completing both. In cases where two courses appear similar, the certificate holder wishing to claim CPDUs for both shall be required to demonstrate how the two differ.</p>
<p>012. Completing non-university credit directly related to student achievement, school improvement plans, or State priorities; participating in or presenting at workshops, seminars, conferences, institutes, and symposiums.</p> <p>DEFINITION: Attending and participating in a conference, workshop, institute, seminar, symposium, or other similar training event that addresses educational concerns and is organized by an approved provider.</p>	<p>For attendance:</p> <ul style="list-style-type: none"> ISBE 77-21 issued by the provider at the conclusion of the session or event; program prepared by the entity sponsoring or conducting the event that indicates the topics covered and the length of time devoted to each. 	<p>For attendance and participation: 1 per hour</p>
<p>013. Making a presentation at a conference, workshop, institute, seminar, symposium, or other similar event whose goal is the improvement of teaching skills and knowledge.</p>	<p>For presentation:</p> <ul style="list-style-type: none"> The program prepared by the entity sponsoring or conducting the event, identifying the certificate-holder as a presenter in a topic area relevant to his or her certification or teaching 	<p>For making presentations:</p> <p>First presentation of a given topic: 8</p> <p>Subsequent presentation of the</p>

	assignment.	same topic: 3
<p>017. Observing programs or teaching in schools, related businesses, or industry that is systematic, purposeful, and relevant to certificate renewal.</p> <p>DEFINITION: Engaging in a series of observations, either of teaching performed by others or of work activity directly related to the certificate-holder's area(s) of certification.</p>	<ul style="list-style-type: none"> • A description of the observations prepared by the certificate-holder, including work to be observed, the purpose for which the observations were to be conducted, the frequency and length of the periods of observation, what was learned; and how the information will be used in the individual's future teaching. 	<p><u>CPDUs per semester (divisible per quarter):</u> 5</p> <p>(or 2.5 per quarter)</p>
<p>019. Participating in study groups related to student achievement, the Illinois Professional Teaching Standards, or content-area standards.</p> <p>DEFINITION: Attendance at and participation in no fewer than two-thirds of the meetings of a group that investigates one or more aspects of student achievement, the Illinois Professional Teaching Standards, or the content-area standards in a series of regular, structured, collaborative interactions with a view to improving the members' practice or related outcomes among their students.</p>	<ul style="list-style-type: none"> • A written statement of purpose for the group; • a list of the group's members; and • summaries of the meetings showing attendance by the individual who claims CPDUs for the activity. 	<p><u>CPDUs per semester:</u></p> <p>3-5 meetings attended: 6</p> <p>6 or more meetings attended: 8</p>
<p>021. Participating in work/learn programs or internships.</p> <p>DEFINITION: Participation in a structured program that pairs the certificate-holder with an employer or other entity under whose auspices the certificate-holder can acquire knowledge or skills for use in his or her future teaching or position.</p>	<ul style="list-style-type: none"> • Signed letter from the employer or other entity verifying the nature of the program or internship and stating the length and frequency of the certificate-holder's direct contact with other individuals from whose knowledge or experience he or she was to benefit. 	<p><u>CPDUs per semester (divisible by quarter):</u></p> <p>1-10 contact hours: 5</p> <p>11-20 contact hours: 8</p> <p>21 or more contact hours: 11</p>
<p>022. Participating in curriculum development or assessment activities at the school, district, regional office of education, state, or national level.</p> <p>DEFINITION: Assisting in the planning, development, or refinement of curriculum or assessments, or in their alignment with applicable standards; the activity must be one sanctioned or structured either by the employing school or district or by a statewide, national, or international educational agency or organization. Requires participation in no fewer than two-thirds of the working sessions of any group for which CPDUs are claimed.</p>	<ul style="list-style-type: none"> • Membership list and meeting summaries showing the certificate-holder's presence and participation; and • the product of the group's work, such as a curriculum guide or new assessment. 	<p><u>CPDUs per semester (divisible by quarter):</u></p> <p>3 -5 meetings attended: 8 (or 4 CPDUs per quarter for 3 meetings)</p> <p>6 or more meetings attended: 11 (or 5.5 CPDUs per quarter for more than 3 meetings)</p>

ACTIVITY	EVIDENCE OF COMPLETION	CPDUs
<p>023. Participating in team or department leadership in a school or school district.</p> <p>DEFINITION: Service in a position of leadership established by a school or district as part of its formal structure and lasting no less than one semester; limited to those activities that relate to instruction in the area of assignment; shall not include tasks unrelated to teaching knowledge, skills, performance, or competence.</p>	<ul style="list-style-type: none"> Job description or other document created by the district or the administrator responsible for assigning a leadership role to the incumbent that is specific in terms of responsibilities to be carried out within particular periods of time relative to the instructional goals of the department, school, or district. 	<p><u>CPDUs per semester of service:</u> 5</p>
<p>025. Publishing educational articles, columns, or books relevant to the certificate area being renewed.</p> <p>DEFINITION: Writing about educational research, experiences, issues, approaches, systems, or another topic that is related to the effective practice of teaching.</p>	<ul style="list-style-type: none"> Copy of each item published, showing the date, publication, and publisher. In the case of an artistic work or other creative endeavor such as development of a curriculum unit or software package, the copyright shall serve as the evidence of "publication." 	<p>For a book that is technical or research-based: 40</p> <p>For a book of any other type: 20</p> <p>For one or more chapters of a book or for an article published in a refereed journal: 15</p> <p>For a column published at the statewide level: 8</p> <p>For a column published at the local level: 5</p> <p>In cases of multiple authorship, the CPDUs earned will be divided among the authors as they agree, provided that no more than 100% of the available CPDUs will be awarded for any publication.</p>
<p>026. Participating in non-strike related professional association or labor organization service or activities related to professional development.</p> <p>DEFINITION: Service on local professional development committees, regional professional development review committees (including service by certificate-holders in districts without exclusive representatives) or other bodies constituted by professional associations or labor organizations for specified purposes related to the profession of teaching. Requires formal selection by the organization. Examples include positions on committees planning for or formulating educational or professional policies, standards, and structures. Activities related to the operations or functioning of the professional association or labor organization shall not be eligible.</p>	<ul style="list-style-type: none"> Written description of the position or activity; if the purpose of the activity includes the preparation of a tangible product, a copy of that product. 	<p><u>CPDUs per semester:</u></p> <p>3-5 meetings attended: 8</p> <p>6 or more meetings attended: 11</p>

ACTIVITY	EVIDENCE OF COMPLETION	CPDUs
<p>027. Portfolio of student and teacher work.</p> <p>DEFINITION: Preparation of at least five portfolio “artifacts” or “entries,” each of which relates to a different assignment</p>	<ul style="list-style-type: none"> • Samples of at least three students’ work that responds to the specified assignment and • A written analysis prepared by the certificate holder that describes <ul style="list-style-type: none"> – The assignment to which the work responds and the teacher’s goal(s) for that assignment, – The instructional strategies and materials used and the reasons for their selection; – What the students’ work reveals about whether the teacher’s goal(s) for the assignment were met; and – The successful and less-than-successful elements of the assignment and changes the teacher might make in the assignment or in his or her teaching in order to reach the specified instructional goals(s). 	<p>15 CPDUs</p>