

Renewing Your Certificate Online

For Teachers Already Holding A Standard Certificate

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

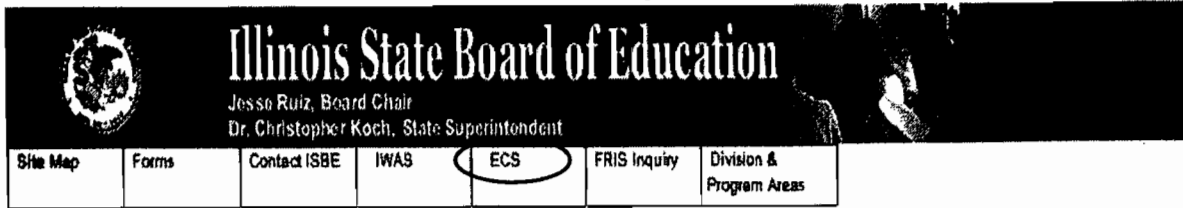
- 1 Log in to ECS
- 2 Verify and Correct your Information
- 3 Enter your Professional Development
- 4 Submit your Statement of Assurance (SOA)
SOA submitted: _____/_____/_____
SOA approved: _____/_____/_____
- 5 Register your Certificate
Certificate registered: _____/_____/_____

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)

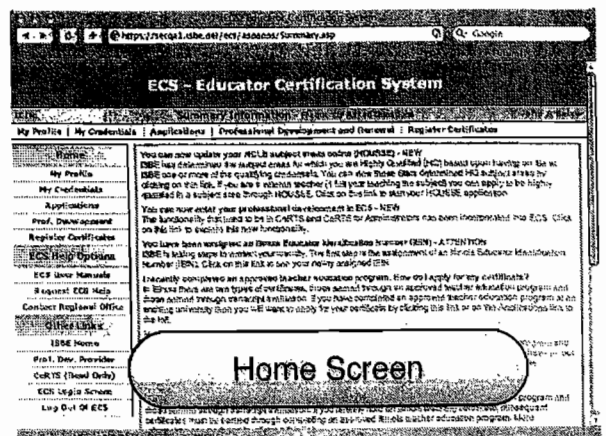
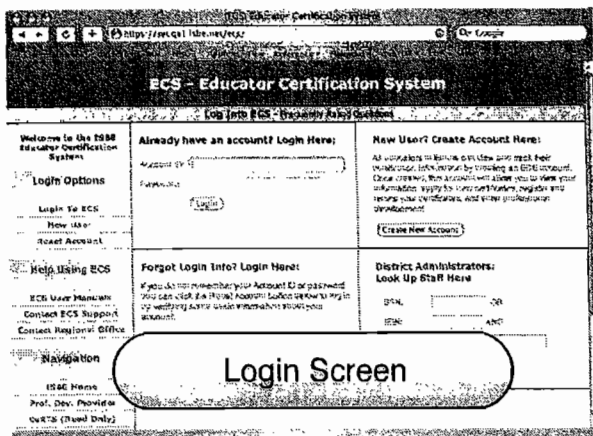
The Educator's Certification System (ECS) is a web-based system that allows educators and district administrators access to certification data from ISBE's Teacher Certification Information System (TCIS).

<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.

Step 4 - Verify/Correct Your Exemption Status

(Professional Development and Renewal > Exemptions)

If, during any of the 10 semesters in the last 5 years, you were in a position that did not require you to have a certificate, you should request to be "exempt" from professional development during those semesters.

If you hold more than one certificate (for example, a Type 03 Teaching Certificate and a Type 75 Administrative Certificate), you will want to make sure that the certificate you were not using during each given semester appear as "exempt".

To do this, click the "Enter/Review Exemptions" link underneath the certificate for which you need an exemption.

Standard and/or Master Certificates Held For Which Exemptions Can Be Entered					
Cert No	Cert Code	Cert Code Desc	Cert Level	Issue Date	Renewal Date
	09	Secondary Teaching	Standard	07/14/2000	July 1st, 2010
Enter/Review Exemptions					

This will bring you to a screen that shows the exemption status of that certificate for the five years covered by your certificate.

Current Standard/Master Certificate Exemption Status	
Semester	CPD Status
2005 FALL	Full Exemption
2006 SPRING	Full Exemption
2006 FALL	Full Exemption
2007 SPRING	Active - No Exemption
2007 FALL	Active - No Exemption
2008 SPRING	Active - No Exemption
2008 FALL	Active - No Exemption
2009 SPRING	Active - No Exemption
2009 FALL	Active - No Exemption
2010 SPRING	Active - No Exemption
Modify Exemption Status	

Click on the Modify Exemption Status link to make changes. The ECS Wizard will ask you several questions to help you change your status.

Note - changes you make will appear as "pending" until someone at the Regional Office of Education approves the change. (This will effect the amount of professional development requirements showing on your requirements screen.)

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 5 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)

Standard/Master Requirements To Submit A Statement Of Assurance							
Professional Development Requirements (Must Meet One)							
Req Unique PDA	1	Submitted	0				
OR							
Req Coursework PDA	6	Submitted	0	Req Purpose A	2	Submitted	0
OR							
Req CPDU PDA	84	Submitted	40	Req Purpose E	0	Submitted	0

This screen shows you the professional development you are required to complete, as well as your progress toward meeting that goal. There are 3 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:

- During the validity period of this certificate, have earned a Masters Degree or a Doctoral Degree. You may begin working on the degree at any point, but it must have been awarded during this certificate's 5-year period.
- 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 the National Board for Professional Teaching Standards (NBPTS) certificate process.
- Earn a subsequent Illinois certificate or endorsement (which you would not have qualified for prior to the current validity period.)
- Complete four semester hours of graduate coursework in Assessment of Teaching Performance or NBPTS Preparation.

Option 2: Required Coursework PDA - This is the option you want to choose if you will complete your professional development obligation entirely with college coursework related to education or to your teachable areas. The requirement is 8 Semester Hours of college coursework. Those who have earned Masters or Doctoral degrees during prior validity periods are required to take less, but those degrees must be posted and accepted (see above) before the requirement shown is reduced. Note - if you are going to combine college coursework with CPDU's, you do not want this option.

Option 3: Required CPDU PDA - Use this option to use a variety of activities (including workshops and college courses) to acquire the professional development hours. This is the most common option. The standard requirement for CPDU's is 120 for a 5-year period. Your amount may be less if you have exemptions or if you have a graduate degree.

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.

Standard Certificates Requiring Professional Development To Renew								
Cert No	Cert Code	Description	Cert Level	Issue Date	Renewal Date	LPDC	ROE	ISBE / STCB
	09	Secondary Teaching	Standard	07/14/2000	July 1st, 2010	N/A	N/A	N/A
Enter/Review Professional Development								

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

Standard/Master Cycles On File For Current Teacher and Certificate Type				
Click Here For Printer Friendly Version				
Select	PDA Type	Beg FY	End FY	Status
<input checked="" type="radio"/>	S - Standard	2006	2010	A - Active
<input type="radio"/>	S - Standard	2001	2005	I - Inactive

Enter/Review Professional Development Activity

- 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 Salzer, 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.

- Completed National Board of Professional Teaching Standards (NBPTS) Certification Process
- Advanced Education Related Degree
- Eight Semester Hours of Education-Related Coursework (or Penalty Coursework)
- Subsequent Illinois Teaching Certificate Or Endorsement
- Meet Requirements for Becoming Highly Qualified in a New Teaching Area
- 4 Semester Hour Course Approved for NBPTS Preparation
- 4-Semester Hour coursework Approved for Self-Assessment of Teaching Performance
- Continuing Professional Development Units (CPDUs) or Continuing Education Credits (CEUs)

 Previous Next 

- e) Depending on the option you selected above, the appropriate Wizard will appear to walk you through adding individual professional development activities. 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 - 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

- a) Verify that your Professional Development Requirements have been met. (Professional Development and Renewal > Requirements)
- b) If you recently added a graduate degree to your list of degrees, make sure that it has been accepted (or that you have enough PD credits to meet your requirements even without the degree.)
- c) If you recently added exemptions to your record, make sure that they have been accepted.

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.

Standard/Master 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
	09	Secondary Teaching	Standard	07/14/2000	July 1st, 2010	N/A	N/A	N/A
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 3 groupings of ways to meet your professional development requirements. Do not let it bother you that 2 of these 3 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"

Standard/Master 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
	09	Secondary Teaching	Standard	07/14/2000	July 1st, 2010	N/A	N/A	N/A
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.

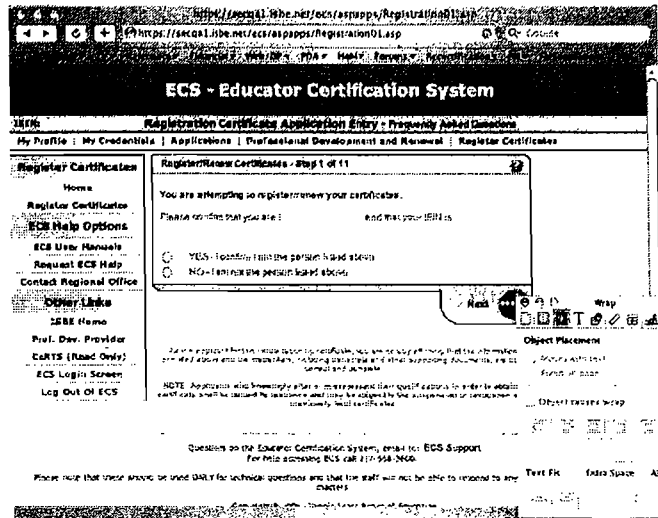
Standard/Master Statement of Assurance			
SOA No	Submitted	Status	Action
19652	3/6/2007 9:42:42 AM	Approved	VIEW

GOAL 5 - REGISTER YOUR CERTIFICATE

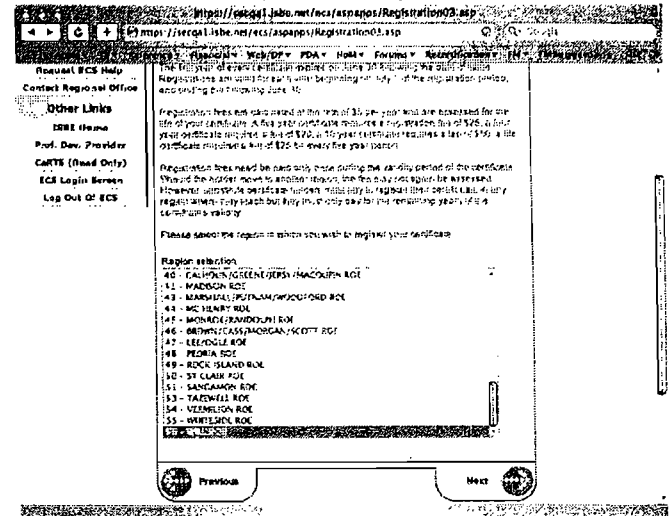
Once your Statement of Assurance has been approved, you are able to register your certificate for another 5 years.

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

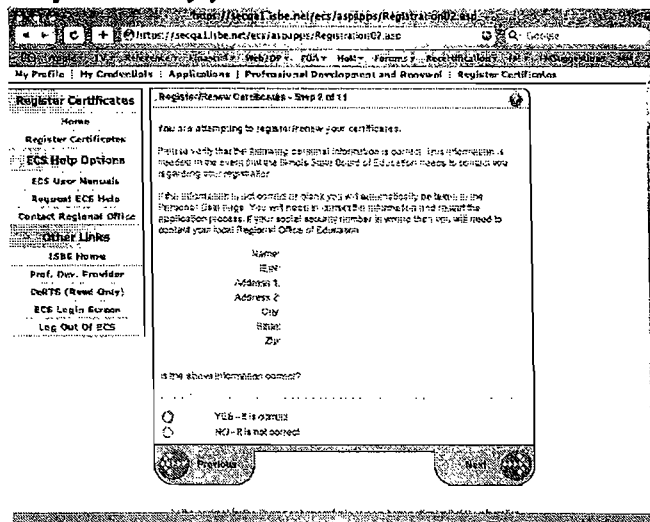
Step 2 - Verify that you are who you say you are.
Select "Yes" and click "Next".



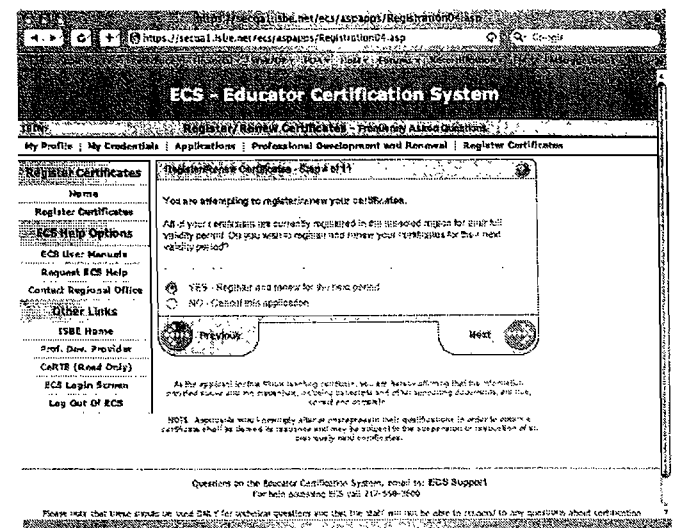
Step 4 - Choose your ROE/County.
If you are currently employed as a teacher, select the ROE/County in which your district is located. If you are not currently employed as a teacher, select the ROE/County in which you live.



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—STANDARD/MASTER

No.	ACTIVITY	CPDU VALUE PER SEMESTER <i>(unless otherwise noted)</i>
001	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
004	Site-based management or decision-making teams/committees related to school improvement plans	3-5 meetings attended = 8 6 or more meetings = 11
005	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
008	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)
009	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
014	Training as external reviewers	First training sequence completed = 10 Subsequent training (one per cycle) = 5
015	Training as reviewers for accreditation of university teacher preparation programs	First training sequence completed = 10 Subsequent training (one per cycle) = 5
016	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
018	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
020	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
024	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

CPDU VALUES FOR PROFESSIONAL DEVELOPMENT ACTIVITIES

Standard/Master Certificate Renewal

Collaboration and partnership activities related to the improving the teacher's knowledge and skills as a teacher, including the following:

ACTIVITY	EVIDENCE OF COMPLETION	CPDUs
<p>1. Participation on collaborative planning and professional improvement teams and committees.</p> <p>DEFINITION: Attendance at and participation in no fewer than two-thirds of the meetings of a group whose function is planning for professional development activities that will benefit groups of teachers and/or the school.</p>	<ul style="list-style-type: none"> • Written description of the purpose and intended product of the team or committee; • a record of the team's meetings demonstrating the member's attendance; • and the plan, activity description or other product that results from the group's work. 	<p><u>CPDUs per semester:</u></p> <p>3-5 meetings attended: 5</p> <p>6 or more meetings attended: 8</p>
<p>2. Peer review and (peer) coaching.</p> <p>DEFINITIONS: 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:</p> <p>3-5 observations: 9</p> <p>6 or more observations: 11</p> <p>For peer coaching:</p> <p>3-5 observations: 5</p> <p>6 or more observations: 8</p>

ACTIVITY	EVIDENCE OF COMPLETION	CPDUs
<p>3. 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: 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. 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. 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 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>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><u>CPDUs per semester :</u></p> <p>For a mentor, recipient or remediating teacher:</p> <p>3-5 observations: 9</p> <p>6 or more observations: 11</p> <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>

ACTIVITY	EVIDENCE OF COMPLETION	CPDUs
<p>4. Participating in site-based management or decision-making teams, relevant committees, boards, or task forces related to school improvement plans.</p> <p>DEFINITION: Attendance at and participation in no fewer than two-thirds of the meetings of a group whose function is formulating recommendations or plans related to budgeting or resource allocation, textbook choice, curriculum modification, scheduling, or other aspects of school operations related to issues noted in the school improvement plan.</p>	<ul style="list-style-type: none"> • Written description of the purpose and intended product of the team or committee; • record of the team's meetings; and • a copy of the product or recommendation developed by the team or committee. 	<p><u>CPDUs per semester:</u></p> <p>3-5 meetings attended: 8</p> <p>6 or more meetings attended: 11</p>
<p>5. Coordinating community resources in schools, if the project is a specific goal of the school improvement plan.</p> <p>DEFINITION: Working with representatives of community agencies to structure or facilitate their interaction with the school's or district's staff or students for the purpose of meeting one or more needs identified in the school improvement plan; must include more than the class(es) directly taught by the certificate-holder.</p>	<ul style="list-style-type: none"> • Excerpt from school improvement plan highlighting the need(s) being met; • written statement prepared by the certificate-holder indicating the purpose or desired outcome of the external entities' involvement; • statement signed by the district administrator or designee responsible for corroborating the individual's assignment to or performance of this function. 	<p><u>CPDUs per semester:</u> 4</p> <p>(or 2 CPDUs per quarter)</p>
<p>6. 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: 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>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><u>CPDUs per semester (divisible per quarter):</u></p> <p>For facilitating: 4 (or 2 per quarter)</p>

ACTIVITY	EVIDENCE OF COMPLETION	CPDUs
<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 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:</u></p> <p>For presenting: 8 (or 4 per quarter)</p>
<p>7. 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>8. Supervising a student teacher or teacher education candidate in clinical supervision.</p> <p>DEFINITION: Student teacher or teacher education candidate in clinical supervision: Service (as determined by the teacher preparation institution in conformance with Section 25.620) as a supervising teacher for a student teacher or teaching candidate in clinical supervision who is enrolled in an approved teacher preparation program.</p> <p>Teacher education candidate in pre-service teaching clinical experience: Provision of at least 40 hours of supervisory service connected with the pre-student-teaching practicum to one or more candidates enrolled in an approved teacher preparation program.</p>	<ul style="list-style-type: none"> The written agreement between the school district and teacher preparation institution naming the certificate holder as a supervising teacher for candidates of that institution; For supervision of candidates in pre-student-teaching clinical experience, a log showing the dates and times of service and the names of the candidates involved. 	<p><u>CPDUs:</u></p> <p>30 for supervising a student teacher or a teaching candidate in clinical supervision.</p> <p>12 for supervising one or more candidates in pre-student-teaching clinical experience.</p> <p>Limitation: each may be counted only once in any five-year renewal cycle, with one exception. In the case of a student whose receipt of supervision is split between two supervising teachers, each such teacher may count one-half a period of service and may count service to two such candidates.</p>

College or university coursework related to improving the teacher's knowledge and skills as a teacher as follows:

ACTIVITY	EVIDENCE OF COMPLETION	CPDUs
<p>9. Completing undergraduate or graduate credit (regionally accredited institution; relevant to certificate area being renewed; meets professional teaching standards).</p> <p>DEFINITION: Successful completion of college or university coursework that is related to the individual's certificate(s) and addresses the professional standards set forth in Subpart B of this Part relative to the certificate-holder's field(s) of teaching or assignment.</p>	<ul style="list-style-type: none"> Grade report or official transcript showing that the certificate-holder has passed the course and indicating the credit received. 	<p>CPDUs: 15 per semester hour of credit earned</p>
<p>10. 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>CPDUs: 20</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>

Conferences, workshops, institutes, seminars and symposiums related to improving the teacher's knowledge and skills as a teacher, including the following:

ACTIVITY	EVIDENCE OF COMPLETION	CPDUs
<p>12. 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>Activity attended outside of Illinois or a national-level conference held in Illinois:</p> <ul style="list-style-type: none"> the program and/or agenda with sessions attended circled. 	<p>For attendance and participation: 1 per hour</p>
<p>13. 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 assignment. 	<p>For making presentations:</p> <p>First presentation of a given topic: 8</p> <p>Subsequent presentation of the same topic: 3</p>
<p>14. Training as external reviewers for Quality Assurance.</p> <p>DEFINITION: Participation in a complete training sequence regarding the quality assurance process used by ISBE pursuant to the rules for Public Schools Evaluation, Recognition and Supervision (23 Ill. Adm. Code 1).</p>	<ul style="list-style-type: none"> Certificate of completion issued by ISBE. 	<p>First training sequence: 10</p> <p>Subsequent training sequences (limit one per five-year cycle): 5</p>
<p>15. Training as reviewers of university teacher preparation programs.</p> <p>DEFINITION: Participating in a complete training sequence regarding the process used by the State Board in approving teacher preparation programs or accrediting teacher preparation institutions.</p>	<ul style="list-style-type: none"> Certificate supplied by ISBE. 	<p>First training sequence: 10</p> <p>Subsequent training sequence (limit one per five-year cycle): 5</p>

Other educational experiences related to improving the teacher's knowledge and skills as a teacher, including the following:

ACTIVITY	EVIDENCE OF COMPLETION	CPDUs
<p>16. Participating in action research and inquiry projects.</p> <p>DEFINITION: Conducting a teacher-developed study at least one quarter of the school year in length that is based upon a written protocol identifying the aspect of education that will be investigated, the approach to be used, and the desired or expected outcome of the project.</p>	<ul style="list-style-type: none"> The written protocol and a written summary of the inquiry and its results that describes what the certificate-holder has learned and identifies the implications of the experience for the individual's future teaching. 	<p><u>CPDUs per semester:</u></p> <p>For a project involving the certificate-holder's own class(es): 8</p> <p>For a project involving or affecting classes other than or in addition to the certificate-holder's own class(es): 11</p>
ACTIVITY	EVIDENCE OF COMPLETION	CPDUs
<p>17. 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): 5</u></p> <p>(or 2.5 per quarter)</p>
<p>18. Traveling related to one's teaching assignment, directly related to student achievement or school improvement plans and approved at least 30 days prior to the travel experience, provided that the traveling shall not include time spent commuting to destinations where the learning experience will occur.</p> <p>DEFINITION: Travel lasting no less than three consecutive, full days that the LPDC, if applicable, or regional superintendent has approved. The travel shall relate to one or more of the individual's improvement goals, identify the activities or aspects of the travel that will contribute to his or her professional development, and describe what is to be accomplished through the travel experience. (Approval shall be understood to mean that CPDUs will be awarded upon submission of the required evidence of completion.)</p>	<ul style="list-style-type: none"> The travel itinerary and A written journal prepared by the certificate-holder that summarizes the experience and reflects on how he or she plans to use what was learned in the context of his or her teaching. 	<p>12 per year in which the teacher engages in an episode of qualifying travel.</p> <p>15 per year in which a teacher of a foreign language engages in an episode of qualifying travel to a destination where the foreign language he or she teaches is commonly spoken in public.</p> <p>Additional episodes of qualifying travel in a year in which the maximum number of CPDUs has been awarded may be carried over and claimed in a subsequent year if the maximum number of CPDUs per year is not exceeded.</p>

ACTIVITY	EVIDENCE OF COMPLETION	CPDUs
<p>19. Participating in study groups related to student achievement or school improvement plans.</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 education 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>20. Serving on a statewide education-related committee, including but not limited to the State Teacher Certification Board, State Board of Education strategic agenda teams, or the State Advisory Council on Education of Children with Disabilities.</p> <p>DEFINITION: Attendance at and participation in no fewer than two-thirds of the meetings.</p>	<ul style="list-style-type: none"> • Minutes of the group demonstrating the individual's attendance during the period for which CPDUs are claimed. If submission of minutes would breach confidentiality, a record of attendance shall be sufficient. 	<p>CPDUs per year of qualifying service (divisible by semester): 15 (or 7.5 per semester)</p>
<p>21. 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>

Professional Leadership--Experiences related to improving the teacher's knowledge and skills as a teacher, including the following:

ACTIVITY	EVIDENCE OF COMPLETION	CPDUs
<p>22. 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>
<p>23. 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: 5</u></p>
<p>24. Participating on external or internal school or school district review teams.</p> <p>DEFINITION: Participating as an external or internal reviewer in a complete cycle of the quality assurance process used by the State Board pursuant to the Board's rules for Public Schools Evaluation, Recognition and Supervision (23 Ill. Adm. Code 1).</p> <p>Participating on a curriculum review panel convened pursuant to Section 25.125 (c) with respect to approval of a teacher preparation program.</p> <p>Participating on a review team convened pursuant to Section 25.125 (e) with respect to the accreditation of an institution of higher education and its approval to provide teacher preparation programs.</p>	<ul style="list-style-type: none"> Documentation of the individual's assignment by State Board staff (for an external review team, curriculum review panel, or institution review team) or by a school district administrator (for an internal review team); and a statement signed by the team's chair or convenor verifying the certificate-holder's participation for the duration of the review process. 	<p>For an external quality review visit, for service on a curriculum review panel, or for service on an institutional review team: 15 (limit one per semester)</p> <p>For service on an internal quality review team: 8 per semester of service; 4 per quarter.</p>

ACTIVITY	EVIDENCE OF COMPLETION	CPDUs
<p>25. 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>26. 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>21. 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>