

2007 STANDARD/MASTER CERTIFICATE RENEWAL FOR PUBLIC SCHOOL TEACHERS
Step-by-step directions for Submitting Statement of Assurance on ECS

DU PAGE COUNTY REGIONAL OFFICE OF EDUCATION

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GENERAL INFORMATION

ECS replaced Certs and OTIS on September 5, 2006. ECS is based on a Wizard system that walks you through each step of the processes you need to complete.

You can find a User's Manual under ECS Help Options, ECS User Manuals in the left column of the screen. The User's Manual shows screen shots and it walks you through the details of all of the steps.

USING ECS

1. On the internet, go to www.isbe.net/ecs.
2. Click on "Click here to access ECS."
3. To log in, use your OTIS login and password or try your CeRTS login and password in the top left screen. If that doesn't work or you don't have an Account ID and Password, use either the "Reset Account" or "Create New Account" button. Most users are having no difficulty getting in to the system. If you had an account on CeRTS or OTIS and you can't remember the answer to your secret question, you will need assistance from the ROE or ISBE to get in to your account.
4. If this is your first time using ECS, the system will ask you to choose from their list of 4 secret questions, and then supply your secret answer.
5. If this is your first time using ECS, the system will walk you through reviewing and updating your personal information and your Educator Profile. Be sure to read the screens carefully.
6. To renew your certificate at the end of your renewal cycle:
 - a. Click on Professional Development. (If you need assistance, use the User's Manual for Standard/Master Certificate Holders mentioned above.)
 - i. Record your professional development activities following the prompts on the screen.
 1. Note that ECS is programmed to accept exactly the number of CPDUs available under the law for particular activities. You will only be able to enter the allowable CPDUs for your activities.
 2. Many activities are programmed to accept the activity per semester. For example, if you were a department chair, you can only claim 5 CPDUs per semester, and you must enter each semester separately.
 3. ECS is programmed to accept only whole cpdus. Educators are advised to round down.
 - ii. Submit your Statement of Assurance by clicking on Statement of Assurance. This is an eleven step process. Currently (10/11/06) Step 7 is confusing to people. This step shows your Uniquely Qualifying Activity, such as a master's degree completed during the cycle, obtaining another certificate, or qualifying for an endorsement. If you have completed CPDUS or coursework, you will see No Activities on this screen. Just click that you agree that this is correct and continue. On the next step (Step 8) you will see your CPDUs, and on Step 9, you will see you coursework. *(In the near future, the system will be programmed to skip any type of activity that is empty, in which case you will only see the screens that are appropriate to you.*
 - iii. Wait until your LPDC (if you have one) and the ROE and ISBE/STCB approve your Statement of Assurance.
 - iv. Click on Register/Renew. When you see that ROE and ISBE/STCB have a YES under them, you can click on the Register/Renew Certificates link on that page and complete the 11 step renewal/registration process.

- v. Remember that you must complete the requirements that we applicable to your assignment for each year of the cycle. If you were an administrator and a teacher during the cycle, you must complete proportionately reduced requirements for each certificate.
 - vi. If you retire during the cycle, you are responsible for the requirements for the years you were working.
7. You can check on the status of your Statement of Assurance by logging on to ECS and clicking on the Statement of Assurance or Register/Renew. You need to see N/A or YES in all categories before you can complete the renewal.
 8. You will NOT be able to complete your 2007-2012 registration until your Statement of Assurance is accepted by the State Certification Board. If, on ECS, you are able to register your certificate, and no fee is required, you have only re-registered your certificate until June 30, 2007.

If you have questions, concerns, or problems, contact Certification at 630 407-5800.

Every certificate holder has been assigned an Individual Educator Identification Number (IEIN). The IEIN will eventually replace your social security number as your unique identifier in CeRTS. You will find out your IEIN at the top left of your ECS screens.