

DU PAGE COUNTY REGIONAL OFFICE OF EDUCATION

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2007 Standard/Master Certificate Renewal for Exempt Certificate Holders

If you have been exempt for your cycle, which includes the 2006-07 school year, you must wait until after April 1, 2007, to renew your certificate(s). All certificates renew together for one fee, which is usually \$25.

If you are currently exempt, but have professional development requirements for earlier years of the cycle, you will need to complete the professional development requirements for all years you were active.

Use ECS at www.isbe.net/ecs to renew your certificate(s).

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.

1. Wait until after April 1, 2007.
2. On the internet, go to www.isbe.net/ECS.
2. Click on "Click here to access ECS."
3. To log in, use your OTIS or 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. 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 process, which ends with an online payment of \$26.75.
7. Once your renewal is completed, you can print out the Register/Renewal Screen which will be proof that your certificate is valid and registered. You or an employer or potential employer can access ECS to verify your certificate's validity and registration dates.

Other options for renewing, AFTER April 1, 2007, are:

1. Call the ROE at 407-5800 and request a preprinted registration form from the receptionist. You will need to supply your current address and your social security number or your IEIN or certificate number. The ROE will mail you a pre-printed form which you will sign and return with a \$25 check.
2. Walk in to the ROE between 8:00 am and 4:00 pm with a check, money order, VISA or Master Card or \$25 in cash. A Certification Specialist will print a registration form for you. You will sign the form and complete the registration at our Certification Counter.

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

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