

<p>18. Professional Journal-Read, Wrote or Listened to DOCUMENTATION Report which includes the following:</p> <ol style="list-style-type: none"> 1) title of journal, 2) title of article, 3) author's name, 4) dates and times of reading/listening/ writing, and 5) brief description of content (at least four sentences)
<p>19. Formal Mentoring as Administrator - Received DOCUMENTATION Proof that the district/college/professional organization has established a mentoring program for new or all administrators, name of administrator providing the mentoring, and log showing dates and times of mentoring</p>
<p>20. College Course-Taught DOCUMENTATION Appropriate page of college catalog/brochure indicating administrator was teacher of specific course or letter from dean of college indicating administrator was teacher of specific course</p>
<p>AAC-Approved Administrators' Academy (May appear in PD list) When an administrator takes more than one approved Academy in a July 1 to June 30 year, the shortest Academy stays in the Academies section and all others drop into the professional development section on ECS. The placement is controlled by the number of hours and cannot be modified. This usually becomes evident during the submission of the Statement of Assurance.</p>

CERTIFICATE RENEWAL FOR ADMINISTRATORS

Certificate Renewal Process and Directions for Recording Professional Development Activities



ADMINISTRATOR CERTIFICATE RENEWAL

For further information, contact the
DuPage County Regional Office of Education
630 407-5800
www.dupage.k12.il.us
or
Your County's Regional Office of Education
Directory of ROEs: www.iarss.org

DuPage County
Regional Office of Education
Dr. Darlene J. Ruscitti,
Regional Superintendent of Schools
630 407-5800
www.dupage.k12.il.us

ADMINISTRATOR CERTIFICATE RENEWAL

Where Do I Begin?

All certificate renewal processes are completed by public school administrators on ECS (Educator Certification System) on the Illinois State Board of Education website. ECS can be found online at www.isbe.net/ECS. You can find the requirements the system thinks you need by clicking on Professional Development, then on Requirements.

ECS holds information about your certificate(s), your teaching history, your teaching assignment, your personal information, and your certificate renewal. The first time you log in, you will be asked to verify the information that is contained in your file. It is advised that you log on to ECS and take some time to familiarize yourself with the site.

Professional Development Status

Check your recorded professional development status (active or exempt) under Professional Development, Exemptions. Enter/Review Exemptions under your Administrative Certificate. If you disagree with your recorded status, click on Modify Exemption Status. You will submit this request on ECS for approval by your Regional Office of Education. If you also taught during the same cycle, verify or correct your teaching status under your teaching certificate.

Approved Required Administrators' Academy

You need to complete one Approved Required Academy for each year you have been active as an administrator in a public school or district beginning with July 1, 2003. These are recorded by the ROE or one of a handful of other entities that are authorized to post Administrators' Academies in ECS. You will find your completed required Academies listed on ECS under Professional Development, Academies. Always allow at least 6 weeks for an academy to be posted *after the date when the application/dissemination activities are due*. Additional approved academies taken in a given year will drop into your Professional Development activities, with the shortest Academy remaining in the Required Academies section. Academies cannot be banked to fulfill future years' requirements.

<p>9. Independent Research DOCUMENTATION Report showing outline of study/research/project which includes the following: 1) brief description (minimum of two paragraphs), 2) list of all related references (research, studies, etc.), and 3) log showing dates and times of work</p>
<p>10. Institute-Made Presentation DOCUMENTATION Institute brochure/flyer indicating administrator was a presenter</p>
<p>11. Seminar-Made Presentation DOCUMENTATION Seminar brochure/flyer indicating administrator was a presenter</p>
<p>12. National Conference-Made Presentation DOCUMENTATION Conference brochure/flyer indicating administrator was a presenter</p>
<p>13. Regional conference-Made Presentation DOCUMENTATION Conference brochure/flyer indicating administrator was a presenter</p>
<p>14. State Conference-Made Presentation DOCUMENTATION Conference brochure/flyer indicating administrator was a presenter</p>
<p>15. Workshop-Made Presentation DOCUMENTATION Workshop brochure/flyer/agenda indicating administrator was a presenter</p>
<p>16. Symposium-Made Presentation DOCUMENTATION Symposium brochure/flyer indicating administrator was a presenter</p>
<p>17. Read, Wrote or Listened to Professional Book DOCUMENTATION Report which includes the following: 1) title of book, 2) author's name, 3) dates and times of reading/listening/writing, and 4) brief description of content (at least four sentences)</p>

Administrator Professional Development Activities and Required Documentation
1. College course-Completed DOCUMENTATION Grade slip or transcript (originals or copies)
2. Institute—Participate In DOCUMENTATION Proof of institute registration or participation (issued by institute provider) AND institute brochure/flyer/agenda
3. Seminar-Participate In DOCUMENTATION Proof of seminar registration or participation (issued by seminar provider) AND seminar brochure/flyer
3. National Conference—Participate In DOCUMENTATION Proof of conference registration or participation (issued by conference provider) AND conference brochure/flyer/agenda
4. Regional Conference-Participate In DOCUMENTATION Proof of conference registration or participation (issued by conference provider) AND conference brochure/flyer/agenda
5. State Conference-Participate In DOCUMENTATION Proof of conference registration or participation (issued by conference provider) AND conference brochure/flyer/agenda
6. Workshop-Participate In DOCUMENTATION Proof of workshop registration or participation (issued by conference provider) AND workshop brochure/flyer/agenda
7. Symposium-Participate In DOCUMENTATION Proof of symposium registration or participation (issued by symposium provider) AND symposium brochure/flyer
8. Formal Mentoring to Administrator-Provided DOCUMENTATION Proof that district/college/professional organization has established a mentoring program for new or all administrators, name(s) of administrators receiving mentoring, and log

Missing the Yearly Academy Requirement

If you miss the yearly Academy requirement, (July 1 to June 30), you must take the current year's Academy, plus the missed Academy, PLUS a make-up Academy before your cycle ends. Failure to do so will cause you to reinstate your certificate for one year to complete ALL requirements through that reinstated year. One penalty Academy is assigned for each year in which a required Academy is not taken by June 30. If you reach the end of the reinstated year (ending on June 30) without completing all requirements, you cannot work as an administrator until all requirements are met.

Professional Development Activities/Hours

In a 2007 renewal, you need 80 hours of Professional Development Activities for the 4 year period since July 1, 2003. Eventually every administrator will need 100 hours, but we are currently in a phase in period. 2007 is 80 hours, 2008 and beyond are 100 hours.

There are 20 choices of type of activity listed on ECS under your administrative certificate. There is no choice of "Other." Each of your activities must be one of those types of activities. For the 2007 renewal, you will need 80 hours of activities. You can have no less than 4 activities listed. They may all be the same type of activity, or they can be different types of activities. There is no required distribution of dates of the activities, except that the dates of your activities must be completed during the current cycle, between July 1, 2003 and June 30, 2007.

Your professional development activities must represent *LEARNING ACTIVITIES* for you. Your professional development activities are NOT synonymous with administrative responsibilities such as running curriculum committees or attending athletic conference meetings or meeting with teachers to discuss school improvement plans or district administrator meetings. The State Board does not look kindly on "meetings" of any sort as they are considered part of your job, and are not considered to represent learning situations for you as an administrator. Keep the word meeting out of your professional development activities list.

If you list attending or presenting at a conference, workshop, symposium, you must list the title and the presenter and entity that sponsored the event. If you attended a local conference, list it as a regional conference as there is not a local conference choice. When ECS says "I attended a workshop on..." and leaves space for you to fill in, it is looking for the topic or title, not the dates, which are listed on a different screen.

If you list a book, you must list the full title of the book and the author's full name. You can count the hours you spent reading the book. It must be a leadership or education related book.

If you take a graduate course, you can count 15 hours for each semester hour of graduate credit.

Types of Statements of Assurance

Your certificate renewal requirements are tied to your professional assignment during each year of the cycle. If you were an administrator for the entire cycle, complete the Academies, the Activities and the Statement of Assurance for your Administrative Certificate. If you were a teacher and an administrator during the same cycle, you must submit two Statements of Assurance: one under your teaching certificate that will cover your teaching years AND one under your administrative certificate that will cover your administering years. Your renewal will not be processed if you omit one of these parts of the requirement.

Department Chairs Using a Type 75 Certificate

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

tions on ECS under Professional Development, Exemptions. If you BECAME a department chair during the cycle, please remember that the preceding paragraph applies to you. i.e. you are responsible for the requirements that applied to you for EACH YEAR of the cycle.

Submitting a Statement of Assurance: A Separate Step on ECS

Once Professional Development activity hours are recorded and the required Academies are completed for all years in the cycle, and after September 1 of the school year in which the certificate expires, **you must submit your Statement of Assurance** by clicking on "Statement of Assurance" and clicking through the submission steps on ECS. Check back on ECS under Statement of Assurance to determine when your SoA has been approved or if it has been returned to you for correction. The system does not notify you by email when your Statement of Assurance is accepted or returned to you. Look for YES/YES under ROE and ISBE/STCB on Statement of Assurance or Register/Renew.

Completing Register/Renew

Once all requirements are met and the ROE and ISBE/State Teacher Certification Board (STCB) have approved your Statement of Assurance, you can complete your renewal by paying your registration fees. This is easily accomplished on ECS under Register/Renew. The renewal fee is usually \$25. Online it is \$26.75, using a credit card. If you do not wish to enter a credit card online, contact your Regional Office of Education. You will not be issued a new certificate when your renewal is completed. Your certificate's registration period can be accessed on ECS at any time.

Audits

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