

Recertification Workshop
April 5 and 10, 2007
4-6PM

Topics:

- Helpful Hints for Recertification Paperwork
 - “Don’t Panic”
 - Get Organized
 - Start with CPDU Evidence of Completion Forms
 - Sort by the number of CPDUs
 - Write Purpose (A, B, C, D, E) on each form
 - See Purposes Listed on Page...
 - You do not have to follow your LPDC plan
 - You can (should) mark multiple purposes for each form
 - Calculate other CPDU events (curriculum work, early release professional development days, school improvement work)
 - See CPDU Values One Pager
- Introduction to Educator Certification System (ECS) website
 - Creating a Login
 - Checking your personal information
 - Using ECS for Recertification

Additional handouts:

- Standard Certificate Renewal
- Initial to Standard Certificates

Educator Certification System (ECS)

Start Here:

<http://www.isbe.net/ECS>

From this page, you will have to “Click here to access ECS.”

This will take you to the Login page. If you have not created a login, you will need to do this first. Please do not lose your password.

After you have logged in to the ECS, take a few minutes to check your personal information.

To begin the recertification process, click on the “Professional Development and Renewal” link in the top menu bar.

You will see a history of your certificates (see Figure 1).

Figure 1: ECS – Professional Development.

The screenshot shows the ECS - Educator Certification System interface. At the top, there is a blue header with the text "ECS - Educator Certification System". Below this, there is a navigation bar with "Professional Development - Frequently Asked Questions" and "Donald D Owen". The main content area has a breadcrumb trail: "Applications | Professional Development and Renewal | Register Certificates". Below the breadcrumb trail, there is a table with the following content:

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 type="radio"/>	S - Standard	2006	2010	A - Active
<input type="radio"/>	S - Standard	2001	2005	I - Inactive

Below the table, there is a button labeled "Enter/Review Professional Development Activity".

Select your current certificate. This is the one you will be renewing.

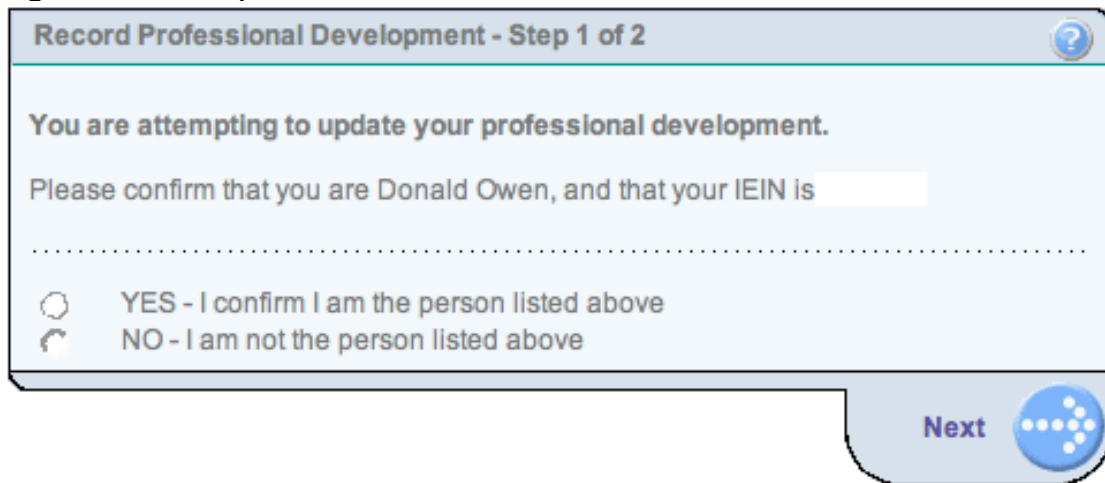
You will begin by entering professional development activities. Click on “Enter/Review Professional Development Activity.” Don’t Panic. You can always undo and remove any mistakes you make at this point.

Recording Professional Development Activities:

You will be repeating several of these steps over and over. You will get faster as you enter CPDU after hard earned CPDU. The next few figures are very important. It will be helpful if you review them before you start.

There are many steps that you must follow to enter professional development activities – if you look closely, the ECS site tries to fool you into thinking that there are only two steps. You will realize that the site keeps adding steps. (See Figure 2.)

Figure 2: “Step 1 of 2”



Record Professional Development - Step 1 of 2

You are attempting to update your professional development.

Please confirm that you are Donald Owen, and that your IEIN is

.....

YES - I confirm I am the person listed above

NO - I am not the person listed above

Next

Please note that you are not “Donald Owen” and if your screen looks like the figure above, please click “NO.”

After you have confirmed that you are you, you get to begin actually entering your professional development. You have eight choices of types of professional development. Remember that you are to check one of these at a time and only if you completed the listed activity during your last recertification cycle (5 years for standard certificate holders). The majority of people will check the last choice, “Continuing Professional Development Units – CPDUs” (see Figure 3).

Figure 3: Professional Development Options:

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**

If you are selecting the CPDU option, you will be prompted to enter information about how you earned the CPDUs (see Figure 4). The CPDU Values one page sheet is extremely helpful at this step (see Handout). Remember that it is advantageous to enter larger CDPU activities first. If you hosted a student teacher or student observers, begin by entering that information first. Next you will begin entering information found on your CPDU Evidence of Completion forms. It is critical that you have these forms well organized before you begin the next step.

For the majority of people, you will be entering CPDUs that were earned through item number 012 – Participated at workshops, seminars, conferences, institutes, symposiums.

Early release, building based staff development is recorded under item 001- Collaborative planning/professional improvement teams/committees.

Figure 4: CPDU Activities

Record Professional Development - Step 1 of 1 

You are attempting to update your professional development.

You have indicated that you have completed a continuing professional development activity.

Please indicate below which continuing professional development activity you have completed.

- 001-Collaborative planning/professional improvement teams/committees
- 002-Peer review and (peer) coaching
- 003-Mentor, mentoring recipient, remediating teacher, consulting teacher
- 004-Site-based management or decision-making teams/committees
- 005-Coordinating community resources in schools
- 006-Parent education programs
- 007-Business, school or community partnerships
- 008-Supervising a student teacher or candidate
- 009-College coursework
- 010-Teaching college or university courses
- 012-Participated at workshops, seminars, conferences, institutes, symposiums
- 013-Presenting at workshops, seminars, conferences, institutes, symposiums
- 014-External reviewers for Quality Assurance
- 015-Review team for accreditation of institution of higher education
- 016-Action research and inquiry projects
- 017-Observing programs or teaching in schools, business or industry
- 018-Travel
- 019-Study groups
- 020-Statewide education-related committee
- 021-Work/learn programs or internships
- 022-Curriculum development or assessment activities
- 023-Team or department leadership
- 024-External or internal school or district review team
- 025-Publishing education articles, columns or books
- 026-Non-strike related professional association or union service (LPDC/RPDR)
- 027-Portfolio of student and teacher work

 **Previous** **Next** 

The second step asks you to enter the beginning and end date of the activity. Please note, you must to enter the dates in the format:

MM/DD/YYYY

If you enter a date in any other format, you will be rudely asked to re-enter the date.

Depending on the type of activity you are entering, you will be prompted to enter the number of CPDUs and the "Professional Development Provider." Both of these can be found on your CPDU Evidence of Completion form. Please note that the "Professional Development Provider" can be a confusing category, because the provider may have used a slightly different on the CPDU form than is used on the ECS website. Please use care when identifying the provider.

The next step (step #3 or #4 depending on your activity) requires that you write a brief description of the activity (see Figure 5). Don't panic. Write a short description that includes the date and a sentence or two about what you learned. If the activity included information about meeting the needs of special needs students, differentiation, or adaptations for special education students, be sure to include that information in your description.

Figure 5: The Essay

Record Professional Development - Step 4 of 6

You are attempting to update your professional development.

You have indicated that you have completed the following continuing professional development activity:

Participated at workshops, seminars, conferences, institutes, and symposiums

Please describe this **development activity** in the area below. In order to facilitate the approval process, be sure to include all necessary information regarding your activity. **The description in many cases has been started to assist you in entering the required information but in most cases you will still need to add additional detail.** You have 250 characters.

Description of Activity:

I participated at URBANA SCHOOLS #116 on |

Previous Next

The next step is CRITICAL (see Figure 6). You are asked to indicate the purpose that your activity meets. Remember to read the purposes carefully, and select ALL THAT APPLY. Regular education teachers must have 20% of their CPDUs in Purpose E. Special education teachers must have 50% of their CPDUs in Purpose E.

Figure 6: Purposes A-E

Record Professional Development - Step 5 of 6

You are attempting to update your professional development.

There are several areas of professional development. Please select the areas that match your professional development activity.

Purpose A
Advance both the certificate holder's knowledge and skills as a teacher consistent with the Illinois Professional Teaching Standards and the Illinois Content Area Standards in the certificate holder's areas of certification, endorsement, or teaching assignment in order to keep the certificate holder current in those areas.

Purpose B
Develop the certificate holder's knowledge and skills in areas determined to be critical for all Illinois teachers, as defined by the State Board of Education, known as "State Priorities". Following are the "State Priorities":



- * Integrating technology into teaching and learning
- * Mathematics
- * Reading
- * Special Education
- * Standards and assessment

Purpose C
Address the knowledge, skills, and goals of the certificate-holder's local school improvement plan if the teacher is employed in an Illinois public or State-operated elementary school, secondary school or cooperative or joint agreement with a governing body or board of control.

Purpose D
Expand the certificate holder's knowledge and skills in an additional teaching field or toward the acquisition of another teaching certificate, endorsement, or relevant education degree.

Purpose E
Address the needs of serving students with disabilities, including adapting and modifying the general curriculum related to the Illinois Learning Standards to meet the needs of students with disabilities and serving such students in the least restrictive environment. Teachers who hold certificates endorsed for special education must devote at least 50% of their continuing professional development activities to this purpose. Teachers holding other certificates must devote at least 20% of their activities to this purpose.

Please check all the purposes that are appropriate for the course that you have taken and then press the submit button.

 **Previous**  **Next**

The very last step only applies if your activity specifically increases your content knowledge in areas that are not considered "Core Content Areas" by NCLB, for example, "Welding" or "Cosmetology."

After you click "Next" from this screen, you will be brought back to the "Professional Development" page! Your professional development activity will appear. You can edit or remove it at any time.

Now, you start over and do it again. You enter CPDUs until you have reached your required number (120, 80, 40).

Statement of Assurance:

After you have entered you CPDUs, return to the Professional Development and Renewal main page. Then click on the "Statement of Assurance" link (just above the "Register Your Certificate" link). During the next 11 steps, you will be asked multiple times to confirm that you are who you are, that you swear that you really did everything you listed, and that have proof of your CPDU activities. When you have finished your Statement of Assurance, you will receive the following message (in red):

Your Statement of Assurance has been submitted for approval. Return to ECS weekly to check the status; once your Statement of Assurance has been approved you will be able to register and renew your certificates.

After you receive notification (either by email, or by checking the ECS site weekly) that your Statement of Assurance has been approved, you will be able to complete the registration process.

Register Certificates:

There are two ways to register your certificate and finish this process (Pick ONE)

1. You can write a check and return it to HR by April 16 or mail it to ROE by June 30 along with your Certificate Registration Form (the pre-printed one you received from HR).
2. You can register your certificate online! Once your Statement of Assurance has been approved, you can now click on the "Register Certificate" link in the menu bar at the top of the ECS screen. This will take you through an 11 step process to register your certificate and pay online with a credit card. Due this prior to June 30!

Congratulations!

You are DONE!

If you run into problems at any time or have questions about your certificate contact one of the following people/offices>

Urbana School District Office of Human Resources 384-3641
Urbana School District Office of Staff Development 384-3680

Regional Office of Education #09 Certification Specialist:

Barbara Keil

barbekeil@roe9.k12.il.us

893-3219