

# Illinois State Board of Education

## Guide to Requirements for Certification, Endorsement and Assignment of Teachers, School Service Personnel, and Administrators

July 2005

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## **General Requirements for Professional Teaching Certificates for Applicants from Other States:**

### **Elementary (K-9), Secondary (6-12), Special (K-12), Early Childhood (Birth to Grade 3)**

Applicants from other states who have completed approved programs in their states, or who hold certificates from their states, comparable to the certificates they want in Illinois may obtain Illinois certificates when they

1. are of good character;
2. are U.S. citizens, or are legally present and eligible for employment and have forwarded Form 73-91, "Notice of Intent to Become a US Citizen";
3. have a bachelor's degree;
4. have completed pre-student teaching field experience;\*
5. have completed student teaching;\*\*
6. have completed coursework addressing the psychology of, the identification of and the methods of instruction for the exceptional child, including without limitation, the learning disabled child;
7. have a major specified on the transcript appropriate to the certificate sought (early childhood education, elementary education, art, music, etc.) or have 32 semester hours in content appropriate to the certificate sought; and
8. have passed the Illinois basic skills, and content area tests, where required, and the assessment of professional teaching test required for the grade level of the certificate.

#### \*Waiver Provided

*Elementary and secondary certificates* : Teaching experience at the grade level, as verified by the employer.

*Early childhood certificate*: Teaching experience at the K-3 level as verified by the employer.

*Special certificate*: Teaching experience in the area of specialization as verified by the employer.

\*\*Waiver Provided: Student teaching credit and three months' successful teaching experience as verified by the employer will permit a waiver of another student teaching experience. Those without student teaching credit may obtain a waiver of student teaching when they present proof of five years' teaching experience on a valid certificate.

## **Summary of Application Procedures**

### **1. Applicants completing an approved Illinois program (entitlement)**

- Complete a certificate application form appropriate for either alternative or traditional certification programs; the university officials will sign and seal it if all information is correct.
- The student can then file the application with a regional superintendent of schools along with the required \$30 fee in the appropriate form as directed by the regional superintendent. OR
- The student can file the application and \$30 fee with the university, if it is participating in our electronic certificate issuance process OR
- The student can go on-line to OTIS (<http://www.isbe.net/otis/default.htm>) and have the certificate issued by following the instructions and using a credit card.

### **2. Applicants for transcript evaluation**

- Complete the application for certificate form appropriate for the type of certificate sought (73-03C, Application for Teaching Certificate, or 73-03D, Application for School Service Personnel or Administrative Certificate).
- File the application with your regional superintendent of schools with the \$30 application fee in the form directed by the regional superintendent and include the following:
  - Official transcripts of all your work showing a degree and a major (b, c, d below are necessary only if you are applying for a professional certificate)
  - Either a completed State Approved Program Verification form (73-05) or a copy of your other state's current and valid certificate (required for professional certificates)
  - A letter of teaching experience signed by your district superintendent or other authorized district official. (Provisional vocational and temporary provisional vocational certificates also require a letter of experience from the employer verifying the required amount of work experience in the area.)
  - If you are coming from another state and have completed a test of basic skills and/or a content test for your certificate, please complete the top portion of form ISBE 73-99, "Confirmation of State Tests Taken" and forward it to the State Testing Authority of your state for confirmation of the test.

OR

- Go to the OTIS website "<http://www.isbe.net/otis/default.htm>" and file the application electronically using a credit card; follow the instructions for forwarding transcripts and other documentation.

# I. Teaching Certificate Types and Levels

Illinois issues teaching certificates in two broad groups:

- Professional certificates that require formal teacher education at the college/university level
- Certificates that do not require formal teacher education preparation

## Professional Teaching Certificates

Early Childhood:	Valid for teaching children birth to grade three
Elementary:	Valid for teaching children from kindergarten through grade nine
Secondary:	Valid for teaching children from grade six through grade twelve
Special	Valid for teaching children in the subject specified from kindergarten through grade twelve
Special/Special Education	Valid for teaching children with disabilities from pre-school to age 21

## Professional Teaching Certificate Levels

**Initial Level:** Issued to new teachers and registered for four years at a time, the Initial Certificate is valid until four years of teaching have been obtained and expires on June 30 of the fourth year of experience. Initial Certificate holders must complete one of the professional development options for obtaining a Standard Certificate during the time they hold the Initial Certificate.

**Standard Level:** Initial Certificate holders must qualify for the Standard level once they have completed four years of teaching on an Initial Certificate. Persons who held four-year standard certificates prior to the statutory change that took effect in 2000 were issued new five-year Standard certificates subject to renewal requirements when they next registered their certificates. The Standard Certificate is valid for five years and is renewable at the end of each registration period. Standard Certificate holders must complete continuing professional development requirements by the end of each registration period to renew the certificate for another five-year period. Once teachers obtain a Standard Certificate, any subsequent teaching certificates issued to them will also be Standard level. Teachers from other states with four years of teaching experience or with a certificate from another state equivalent to our Standard certificate are eligible to apply for a Standard Certificate.

**Master Level:** Valid for 10-year periods, the Master Certificate is issued to persons who have met the rigorous standards of the National Board for Professional Teaching Standards (NBPTS). The renewal requirement for this certificate is the same as the requirement for the five-year Standard certificate. There is no application fee or testing requirement for the Master level certificate.

## Obtaining a First Illinois Professional Certificate

To obtain a first professional certificate, an applicant **must complete** an approved teacher education program, either in Illinois or in another state. For Illinois students, an approved program requires the student to be admitted to a teacher education program for the certificate type and subject area of the student's interest at an Illinois institution that has been approved by the State Superintendent of Education and the State Board of Education. The student follows the program requirements and the university recommends the student for the certificate upon its determination that the student has completed all program requirements.

Persons from other states may demonstrate they have met the requirement by presenting either a valid certificate from another state that is comparable to the type they seek in Illinois or by presenting a State-Approved Program Verification form (ISBE 73-05) signed by the recommending institution's designated authority and bearing the college seal that shows the student is prepared for the same type of certificate sought in Illinois.

## II. Certification Programs

*Certification by Completing an Approved Program (Entitlement) and Certification by Transcript Evaluation*

**Completion of a traditional Illinois-approved program** requires students to attend a college or university that prepares teachers in the grade level and content area of the student's interest. The institution must have its programs for preparing teachers approved by the State Teacher Certification Board. When students have followed the program successfully and passed the required examinations, they are deemed to be qualified for an Illinois certificate, if all non-educational requirements have also been met.

Students who wish to complete an approved program are required to pass the **Illinois test of Basic Skills** prior to entry to the program, and they are required to pass a **content test relating to their program subject area**. Finally students must also pass the **Assessment of Professional Teaching** required for the grade level of the certificate they desire.

If students have no criminal convictions or other factors in their backgrounds that would bar them from certification and if they have met all other requirements, certificates are issued when the students file an application and the required fee.

In addition to the traditional education program, Illinois has established alternative processes for persons who already have a bachelor's degree from a regionally accredited institution and five years' experience in the area of their degrees. These programs expedite training compared to the traditional route. At present Illinois has three different alternative program types: the **alternative certification program**, the **alternative route program**, and the **resident teacher program**. All these programs require completion of the basic skills and content-area tests before the first certificate is issued to the students.

**Alternative program graduates complete certification in a two step process.**

1. Students who complete an alternative certification program or an alternative route program first obtain a **provisional alternative certificate** valid for one year for the grade level of the program.

- Applicants use the Alternative Certification Application form (ISBE 73-01) furnished by the entitlement college to obtain this certificate. Both the alternative route and alternative certification programs require teachers to obtain employment in a school district for a year using the provisional alternative certificate during which time they are treated as a fully qualified teacher and provided with mentoring and professional development. At the end of the year, the students' performance is assessed **AND**

2. If the experience is considered successful:

- The students in the *alternative certification program* obtain the second certificate, the Initial Alternative Certificate using application form ISBE 73-01 *upon recommendation by the institution.*
- Likewise, the students in the *alternative route program* are assessed and, if the assessment is successful, they obtain an Initial Teaching Certificate using application form ISBE 73-03C *upon recommendation by the institution.*

Students in *resident teacher programs* obtain a Resident Teacher Certificate valid for four years for the grade level and subject of the program completed. They apply on form ISBE 73-03C. At the end of the four years during which the students undergo mentoring *under the direction of a teacher (resident teachers may not teach in place of a certified teacher)*, the students who complete all requirements will be *recommended for a Standard Certificate by their university when they receive a master's degree.*

#### *Applying for an Entitlement Certificate*

Students who complete Illinois approved programs have several options for filing an application for certificate.

- Many Illinois universities have access to our on-line computer system and can issue a certificate authorization directly from their offices. Students file the appropriate application form and the university collects the required application fee, entering the data on our system and authorizing the certificate. The printed certificate is mailed by ISBE to the address the student enters on the application form. Students will also receive instructions on registering their certificates with an Illinois regional superintendent of schools.
- Some universities simply put a notice on the system that the students have completed a program for a certificate and the students then have two options.
  - First, students can apply on-line on our On-line Teacher Information System (OTIS) at <http://www.isbe.net/otis/default.htm> and, following the instructions, use a credit card to have the certificate issued. ISBE will mail the printed certificate to the address the student enters on the application screen. Students will also receive instructions on registering their certificates with an Illinois regional superintendent of schools.
  - Second, students can file the signed and sealed paper application form from the institution with one of the regional superintendents. The printed certificate will be mailed to the regional superintendent who will forward it to the applicant

### *Applying for an Entitlement Certificate*

Students who complete Illinois approved programs have several options for filing an application for certificate.

- Many Illinois universities have access to our on-line computer system and can issue a certificate authorization directly from their offices. Students file the appropriate application form and the university collects the required application fee, entering the data on our system and authorizing the certificate. The printed certificate is mailed by ISBE to the address the student enters on the application form. Students will also receive instructions on registering their certificates with an Illinois regional superintendent of schools.
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  - First, students can apply on-line on our On-line Teacher Information System (OTIS) at <http://www.isbe.net/otis/default.htm> and, following the instructions, use a credit card to have the certificate issued. ISBE will mail the printed certificate to the address the student enters on the application screen. Students will also receive instructions on registering their certificates with an Illinois regional superintendent of schools.
  - Second, students can file the signed and sealed paper application form from the institution with one of the regional superintendents. The printed certificate will be mailed to the regional superintendent who will forward it to the applicant

### **Transcript Evaluation**

Transcript evaluation is available only to persons who either have completed an approved program in another state or who hold another state's certificate comparable to the certificate they seek in Illinois. Applicants submit their application and official transcripts to the Illinois State Board of Education where the staff reviews the application, the applicant's courses and previous teaching experience to determine if the applicant meets minimum requirements for a certificate.

All persons applying for subsequent certificates after December 31, 2004, will be required to attend an Illinois college offering an approved program for the certificates they seek. Universities can develop focused programs for these persons by evaluating work previously done by the applicants and require only additional work that will allow the students to meet the standards for the new certificate and subject.

Transcript evaluation will continue to be available for certificates that do not require prior training in education, such as substitute certificates, provisional vocational certificates, transitional bilingual certificates, and others. Individuals who wish to obtain a certificate through transcript evaluation must complete an application for the certificate, either the paper 73-03C form or the electronic application on our On-Line Teacher Information System (OTIS) at <http://www.isbe.net/otis/default.htm>.

### Applicants for Transcript Evaluation

- Complete the application form appropriate for the type of certificate sought (73-03C, Application for Teaching Certificate, or 73-03D, Application for School Service Personnel or Administrative Certificate).
- File the application with your regional superintendent of schools with the \$30 application fee in the form directed by the regional superintendent. Include the following
  - A) Official transcripts of all your work showing a degree and a major (B & C below are necessary only if you are applying for a professional certificate)
  - B) Either a completed State Approved Program Verification form (73-05) or a copy of your other state's current and valid certificate (required for professional certificates)
  - C) A letter of teaching experience signed by your district superintendent or other authorized district official. Provisional vocational and temporary provisional vocational certificates require a letter of experience in the skill area from the employer verifying the required amount of work experience in the area.
    - If you are coming from another state and if you have completed a test of basic skills and/or a content test for your certificate, please complete the top portion of form ISBE 73-99, "Confirmation of State Tests Taken" and forward to the State Testing Authority of your state for confirmation of the test.
  - D) OR
- Go to the OTIS website and file the application electronically using a credit card.

### **Application Background Questions**

The application you complete for the certificate has several questions requiring that you respond "yes" or "no." See the following list.

#### **Have you in Illinois or any other state:**

1. Ever had a certificate denied, suspended or revoked in Illinois or any other state?
2. Ever been convicted of a felony, or **any** sex, narcotics or drug offense in Illinois or any other state?
3. Have you failed to file a tax return with the Illinois Department of Revenue, or failed to pay any tax, penalty, or interest owed or any final assessment of same for any tax as required by law administered by that Department that was not subsequently resolved to the Department's satisfaction?
4. Have you ever been named by a state agency responsible for child welfare as a perpetrator in an indicated report of child abuse or neglect if such report was not reversed after exhaustion of any appeal?
5. Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?

**Individuals who answer in the affirmative to any of these queries must provide a detailed explanation of the situation.** These cases will invariably result in some delay in determining the certification status of the applicant.

### **Certificate Denial, Suspension or Revocation**

A certificate denial, suspension or revocation should be explained in detail including the state where the action took place, the date, the reasons for the action, any penalties imposed and the date any penalty is lifted. ISBE will contact the state's education department for verification of the information.

### **Certification for Persons Who Have Been Convicted of a Crime**

Unless you have been convicted of first degree murder, attempted first degree murder, a Class X felony or certain enumerated narcotics and sex offenses, you may be able to obtain an Illinois certificate. Each application is reviewed on its own merits with attention paid to evidence of good character and rehabilitation in light of the nature of the offense. There are specific rules involved in these cases:

1. At least **one year must have elapsed** from the termination of sentence, including any incarceration or probation.
2. You must provide **a statement in your own words** describing the circumstances of the crime.
3. You must provide a **certified copy of the court record of conviction**.
4. You must provide **original** statements attesting to your good character and rehabilitation. These statements must come from employers, civic leaders, college instructors and others who have knowledge of the conviction and who are in a position to attest to your good character and rehabilitation.

These documents will be reviewed. A determination of whether to issue a certificate will be made on the basis of the degree to which the evidence of good character and rehabilitation outweighs the offense. You should also note that **each school district is required to do a fingerprint-based criminal background check on every employee**. Districts cannot hire individuals who have been convicted of certain offenses.

### **Tax Problems**

Tax problems with the Illinois Department of Revenue require

1. A detailed explanation including the tax year,
2. The amount owed and
3. The status of any disputed amount.
4. Resolved disputes require that the applicant forward a tax clearance form from the Department.

### **Child Abuse and Neglect**

Persons who answered "yes" in this category need to provide

1. A detailed explanation of their relationship with the child,
2. The child's age and sex,
3. The DCFS report number and date,
4. The status of the report (indicated, unfounded, undetermined).

5. A detailed account of the circumstances,
6. An official copy of the report, and
7. The status of any request to expunge, amend or remove the record.

### **Student Loan Defaults**

Affirmative responses require that the applicant provide proof of an arrangement to repay the student loan that is satisfactory to the loaning agent.

#### **Child Support Statement**

The application complies with federal and state law in requiring **every applicant to sign** a statement that the applicant is not in arrears in child support payments. A separate signature and date are required for this statement by all applicants, **whether they are parents or not.**

*I certify, under penalty of perjury, that I am not more than 30 days delinquent in complying with a child support order. I understand that failure to so certify shall result in disciplinary action and making a false statement may subject me to contempt of court.*

### **Certification for Individuals Educated in Foreign Countries**

Applicants who have received their teacher education in a foreign country **must** have their transcripts reviewed by one of the **private evaluation services** listed on our website before we can evaluate their transcripts. These organizations will convert foreign credentials into equivalent American courses and semester credits and determine the equivalence of your credentials to an American degree.

By state law, applicants must have a bachelor's degree and 120 semester hours of college credit for any of the professional certificates. A bachelor's degree means the **equivalent of a United States bachelor's degree**. Many foreign countries grant bachelor's degrees after only fourteen years of elementary, secondary and college education; these degrees are not equivalent to United States degrees. Persons with such backgrounds will need to attend an Illinois college, complete an approved teacher education program and receive another bachelor's degree. If applicants' teacher training occurred during their high school experience or at a lower level, they will not be able to be certificated in Illinois unless they attend an Illinois college and complete a state-approved teacher education program.

Applicants must use one of the services listed; **we will not accept evaluations completed by other sources**. The evaluation must be a detailed evaluation, listing each course completed with its semester hours and including a statement of degree equivalence. Applicants may forward copies of the original foreign language documents made from the original and so **certified by the regional superintendent**, but the **original foreign credentials evaluation** must be sent to this office.

## **III. Professional Teaching Certificates: Requirements for Early Childhood, Elementary, Secondary and Special Certificates**

### **A. Applicants from Other States**

Applicants from other states and foreign countries who have completed approved programs in their states or countries or who hold certificates from their states or countries comparable to the certificates they want in Illinois may obtain Illinois certificates when they:

- are of good character;
- are U.S. citizens, or are legally present and have proof of their eligibility for employment and have forwarded form 73-91, “Notice of Intent to Become a US Citizen”;
- have a bachelor’s degree;
- have completed pre-student teaching field experience;\*
- have completed student teaching;\*\*
- have completed coursework addressing the psychology of, the identification of and the methods of instruction for the exceptional child, including without limitation the learning disabled child;
- have a major specified on the transcript appropriate to the certificate sought (early childhood education, elementary education, art, music, etc.) or have 32 semester hours in content appropriate to the certificate sought; and
- have passed the Illinois basic skills, and content-area tests, where required, and the assessment of professional teaching test required for the grade level of the certificate.

#### **\*Waiver Provided**

*Elementary and secondary certificates:* Teaching experience at the grade level, as verified by the employer.

*Early childhood certificate:* Teaching experience at the K-3 level as verified by the employer

*Special certificate:* Teaching experience in the area of specialization as verified by the employer

**\*\*Waiver Provided:** Student teaching credit and successful teaching experience as verified by the employer will permit a waiver of another student teaching experience. Those without student teaching credit may obtain a waiver of student teaching when they present proof of five years’ teaching experience on a valid certificate.

#### **Holders of Special Certificates May Obtain Additional Endorsements**

Teachers who obtain special certificates may now have endorsements at various grade levels added to the certificate by applying on the ‘Request for Endorsement of Issued Certificate,’ form ISBE 73-52.

### **Supervisory Endorsement on Special Certificates**

Individuals with special certificates who have two years of teaching experience, a master’s degree, with eight semester hours of graduate work in professional education that includes one course primarily and explicitly in the supervision of personnel and one course primarily and explicitly in the organization and administration of schools may,

upon application, be issued a certificate valid for teaching and for supervising teachers who are assigned to teach in the same subject area in which the Special certificate is endorsed.

### ***Application Requirements***

A person holding a special certificate may apply on the “Application for Endorsement of Issued Certificate”, ISBE 73-52, by enclosing transcripts and letters of experience showing the above requirements have been met.

Additionally, a person with a valid secondary certificate may receive a special K-12 certificate by submitting an application for a teaching certificate, along with the required fee and evidence of having passed

- the test of basic skills and
- the applicable content-area test and
- the assessment of professional teaching relevant to the special certificate.

An endorsement valid for Grades K-12 shall be affixed to the certificate, reflecting the area in which the individual has completed a major area of specialization. The holder may then seek to have a supervisory endorsement added by following the procedures for special certificates above.

### **Information on Special Education Requirements**

For persons wanting a Special, Pre-School to Age 21 certificate in special education, see the special education transition rules required by federal court action, Part 25 Final Transition Rules and Part 226, Final Transition Rules, as well as Part 25 Certification and Part 226 Special Education rules at <http://www.isbe.net/rules/archive/default.htm>.

#### **Applicants for Initial Special Certificates May Split to an Elementary and Secondary**

Applicants for an Initial Special certificate have been given the option by law to split the single special certificate into two certificates—an elementary certificate and a secondary certificate—each endorsed for the area of specialization for which the applicant qualified on the single special certificate.

- There is only one \$30 application fee charged.
- Each certificate may be given additional endorsements.
- The **choice** of splitting or not splitting **can be made only once**.
- Persons who move from an Initial to Standard certificate do not have the option of splitting.

### **B. Illinois Applicants Seeking Subsequent Professional Teaching Certificates: January 1, 2005**

Applications for subsequent certificates filed on and after January 1, 2005, will not be eligible for transcript evaluation for elementary, secondary, early childhood or special certificates. After December 31, 2004, applicants will be required to attend a university or college with an approved program for the type of certificate and teaching subject of interest to the applicant. The institutions with approved programs in Illinois are obligated to publish in their certification information any policies relative to mandatory requirements.

Institutions are authorized by the State Board of Education to assess previous work completed by teachers, including their teaching experience, for meeting the requirements of their program, but they are not obligated to do so. They are authorized to create programs tailor-made to the individual needs of each student. Persons seeking subsequent certificates are advised to carefully review the policies of any institution they might wish to attend to discern in advance the policies and requirements the institution may have adopted. Upon completion of these tailor-made programs, applicants are recommended for certification through the entitlement process.

### **C. Provisional Professional Certificates**

Applicants who hold current, valid certificates from other states or countries and apply for a comparable Illinois certificate may be issued a provisional version of the professional certificate when an evaluation indicates the applicant has some deficiency that must be removed before the Initial or Standard certificate may be issued. Provisional versions of elementary, early childhood, secondary, special, school service personnel and administrative certificates are valid for two fiscal years, **with the first fiscal year ending on June 30 following the issue date.** Individuals with testing deficiencies, however, must pass the tests within the first nine months of the certificate's validity or, by law, the certificate must be canceled.

No provisional certificate will be issued unless applicants submit form ISBE 73-63, "Request for Issuance of Provisional Certificate." Individuals with testing deficiencies may wish to have the provisional certificate issued after August 15 in order to have a full school year to complete the testing requirement.

## **IV. Endorsement of Teaching Certificates**

**An endorsement is a statement appearing on a certificate that identifies the specific subjects or grade level that the certificate holder is authorized to teach. It is not mandatory that certificates show all subjects for which a teacher is qualified. Teachers may ask to add additional areas of qualification as endorsements during the course of their careers or they may choose to become qualified in new subjects without obtaining additional endorsements. In either case the teacher is considered qualified in the subjects.**

### **New Endorsement Structure**

In July, 2004, a new system of endorsing teaching certificates was implemented. At the secondary level, the new system replaces specific secondary subject endorsements with broad field subject endorsements and allows applicants to use either majors, or 24 semester hours of coursework combined with testing, to meet state requirements. Several fields continue to have special provisions for endorsement. Additionally, persons adding endorsements to their previously issued certificates may use either the new structure or the old structure to obtain endorsements on endorsement applications received through June 30, 2005. Endorsement applications received on and after 7/1/05 will be evaluated by the new requirements. The new secondary (9-12) endorsement requirements meet the NCLB Highly Qualified criteria for subject-area knowledge.

Illinois elementary and secondary certificates must be endorsed at the time of issuance in all subjects for which the holder meets applicable requirements.

- These endorsements are labels of the subjects that the State Board has found the teacher qualified to teach and they may be at various grade levels.
- Teachers are not required to be endorsed in every subject for which they are qualified and they may continue to be placed in assignments where they met previous requirements for the subject, provided the requirements were in effect at the time the teacher met the requirements and held the required certificate.
- Teachers who do not meet the current requirements and who were not qualified for the subject in the past may be assigned to positions at the secondary level for a three-year period by having 24 hours of subject matter content in the area.
- Holders of certificates who later meet requirements for additional endorsements may also have the endorsements added to the certificates.
- Special certificates must be endorsed for the grade level of the certificate upon issuance in the area of specialization, but may later have endorsements added to them at other grade levels.

#### **Endorsements Available Through Completion of an Approved Program**

- Until June 30, 2006, universities may recommend students for endorsement based on the requirements in effect prior to July 1, 2004, if the institution feels the students did not have sufficient opportunity to complete new endorsement requirements.
- Individuals who passed the subject-matter knowledge examinations in effect prior to July 1, 2004, and whose test results are still valid may obtain corresponding endorsements under the new system if the individuals have completed a program designed to meet the standards of the new system.
- Individuals who complete pre-2004 requirements but who pass the new content-area tests may be given new endorsements.
- Individuals who complete a program under requirements in effect prior to July 1, 2004, and who also pass a corresponding subject matter examination offered prior to that date will be given endorsements under the system in place prior to July 1, 2004.

#### **Mandatory Requirements for Secondary (9-12) Endorsements through Transcript Evaluation Effective July 1, 2005**

Individuals who apply for endorsements on and after July 1, 2005, must comply with the endorsement requirements that became effective July 1, 2004. These endorsements are designed to meet the NCLB requirements for all core academic subjects in that the applicant must either:

- Have a major in the content area, either indicated on the transcript or demonstrated by having a total of 32 semester hours in the content area or
- Pass a content-area test in the endorsement area and have at least 24 semester hours of credit in the content area.

It is important to note the pre-July, 2004, secondary endorsement requirements do not meet the NCLB requirements for highly qualified teachers in that they do not require a test or a major area of concentration. Passing a state examination in each core academic subject, having a major in each subject, having an advanced degree in each subject or an advanced certificate in each subject are the only means by which teachers with secondary certificates issued after June 30, 2002, and teaching at the secondary level can be considered highly qualified.

NOTE: All applications for endorsement in Reading Teacher and Library Information Specialist, under the current 18-semester-hour requirement, must be received prior to July 1, 2006. On July 1, 2006, applicants will be required to meet the new requirements for Reading Teacher and Library Information Specialist that become mandatory as of that date.

**The following content areas are exceptions to the above general rules: Sciences, Social Sciences, Foreign Languages, Technology Specialist, Reading Teacher and Reading Specialist, Self Contained General Education, Safety and Driver Education.** To view the requirements for the new endorsements, see the section titled “Endorsements for Secondary Subjects Effective July 1, 2004”. This section also explains the new requirements to assign teachers to subjects when they do not hold or meet either the new endorsement requirements or the requirements previously in place.

#### **Endorsements at the Middle Grades Level**

Most requirements for teaching at the middle grades level were not changed in the new rules for endorsements. The middle grades encompass grades 5-8 for elementary certificates and 6-8 for secondary certificates. All middle grade endorsements require 18 semester hours of credit in content courses, plus six semester hours of credit in courses designed to acquaint the teacher with the special aspects of teaching at that level. These endorsement requirements alone will not make a teacher highly qualified in the core academic areas for NCLB purposes.

Elementary, secondary and special certificates may be endorsed for teaching at the middle grades level. Several subjects, media, reading, mathematics, bilingual and English as a Second Language have a specific distribution of content that must be met before a teacher may obtain these endorsements. For specific requirements see the section titled “Requirements for Endorsement at the Middle Grades Level.”

#### **Application Procedures to Add Endorsements to a Certificate**

- 1) Complete form 73-52, “Application for Endorsement of Issued Certificate.”
- 2) Attach official transcripts .
- 3) File the form with your \$30 fee with your regional superintendent of schools. The regional superintendent will inform you of the way in which to submit your fees. OR
- 4) Go to our on-line OTIS system and apply electronically using a credit card (<http://www.isbe.net/otis/default.htm>).
- 5) You may request an evaluation for up to three endorsement areas with one fee.
- 6) If you qualify for the endorsements, you will receive a new copy of the certificate with the new endorsements.

- 7) You will receive a deficiency statement for any endorsements for which you need additional work. A deficiency statement for an endorsement has a limited validity period which will be indicated on the deficiency statement.
- 8) Under certain circumstances endorsement applications for Self Contained General Education, Reading Specialist and Reading Teacher will require the signature of a university entitlement officer for an approved program in the content area.

## **V. Endorsement Requirements for Subjects and Requirements for Assignment**

### **A) Primary Level Endorsements**

Certificates are not usually endorsed at the primary level, since teaching at that level in most subjects requires only an appropriate certificate and formal training in the subjects taught. However, there are some subjects that require 18 hours, or more, to teach at the middle grades and primary level. Although teachers with middle grades endorsements are automatically qualified in those subjects at the primary level, it is possible a teacher who has the content hours required may wish to have the endorsement at the primary level because they do not have the necessary middle grades pedagogy courses required for a middle grades endorsement. The primary level is K-4 for elementary certificates and K-3 for early childhood certificates.

We therefore will issue primary level endorsements in the following subjects when the applicant does not have the required middle grades pedagogy coursework: English as a Second Language, Bilingual Education, Reading Teacher, Media, Library Information Specialist, and Technology Specialist. Except for the middle grades pedagogy courses, the requirements in the content area are identical with those for the middle grades for each subject.

### **Middle Grades Endorsements**

Endorsements at the middle grades level require **18 semester hours of coursework** in the endorsement areas. In addition, all middle grades teachers must have the following pedagogy courses:

- 3 semester hours of coursework that includes middle-grade philosophy, middle-grade curriculum and instruction, and instructional methods for designing and teaching developmentally appropriate programs (i.e., addressing the cognitive, emotional and physical development of each child) in the middle grades, including content-area (e.g., science, social sciences) reading instruction.
- 3 semester hours of coursework, approved by the college of education or other institutional unit governing teacher education that includes educational psychology focusing on the developmental characteristics of early adolescents,

the nature and needs of early adolescents, and the role of the middle-grade teacher in assessment, coordination and referral of students to health and social services.

The Elementary certificate may be endorsed in middle grades 5-8; the Secondary certificate may be endorsed in middle grades 6-8 in the following areas:

Agricultural Education	Media (Until 6/30/06)
Art	Library Information Specialist (After 6/30/06)
Bilingual Education	Music
Biological Science	Physical Education
Business/Marketing/Management	Physical Science
Computer Applications	Reading Specialist (Requires Approved Program)
Computer Science	Reading Teacher
Dance	Safety & Drivers Education
English as a Second Language	Self Contained General Education (Requires Approved Program)
Family & Consumer Science	Social Science
Foreign Languages	Speech
General Science	Speech/Theatre
General. Geography	Technology Specialist
Health Education	Theatre/Drama
Industrial Technology Education	
Language Arts	
Mathematics	

**The following middle grades subjects require a distribution of the 18 semester hours of work in the content area:**

### **Requirements for Middle Grades Bilingual Endorsement:**

Persons seeking this endorsement must have a total of 18 semester hours of coursework required below and meet the other requirements:

- A valid professional Illinois teacher certificate.
- Bilingual clinical experience totaling 100 clock hours or three months teaching experience in bilingual programs.
- Successful completion of a language examination in the non-English language to be taught.
- Credits totaling 18 semester hours distributed among the following course areas:
  - a) Foundations of Bilingual Education
  - b) Assessment of Bilingual Students
  - c) Methods and Materials for Teaching Limited-English-Proficient Students in Bilingual Programs
  - d) Cross-Cultural Studies for Teaching Limited-English-Proficient Students
  - e) Methods and Materials for Teaching English as a Second Language.

(Note: these endorsement requirements are identical to the approval requirements)

### **Requirements for Middle Grades English as a Second Language Endorsement**

Persons seeking this endorsement must have a total of 18 semester hours of coursework required below and meet the other requirements:

- A valid professional Illinois teaching certificate.
- ESL clinical experience equal to 100 clock hours or three months teaching experience with ESL students.
- Credits totaling 18 semester hours distributed among the following course areas.
  - a) Linguistics
  - b) Theoretical Foundations of Teaching ESL
  - c) Assessment of the Bilingual Student
  - d) Methods and Materials for Teaching ESL
  - e) Cross-Cultural Studies for Teaching Limited-English-Proficient Students

### **Requirements for Middle Grades Endorsement in Foreign Languages**

18 semester hours of content courses in a specific language; see also the requirements for secondary language endorsement that provides several other options for endorsement.

### **Requirements for Middle Grades Mathematics Endorsement**

A three-semester hour course in methods of teaching mathematics in the middle grades and 15 semester hours selected from four of the topics below

- A) Math content courses for elementary teachers,
- B) Calculus,
- C) Modern algebra or number theory,
- D) Geometry,
- E) Computer science,
- F) Probability and statistics,
- G) History of mathematics.

### **Requirements for Middle Grades Media Endorsement**

**Until June 30,2006**

Persons first employed on or after September 1, 1978, as media professionals or library information specialists serving any of grades 5 through 8 are required to have completed 18 semester hours in the field that address

- administration,
- organization (cataloging and classification),
- reference, and
- selection of materials

### **Library Information Specialist On July 1, 2006**

Individuals seeking the middle grades endorsement in Library Information Specialist will be required to complete either a major in the content area or they must have 24 semester hours of content and pass the content test for Library Information Specialist.

### **Requirements for Reading Specialist Endorsement**

See the chart in the secondary level endorsement requirements for this subject; persons completing the approved program may have the endorsement added to cover the grade level of any certificate the applicant holds.

### **Requirements for Middle Grades Reading Teacher Endorsement**

Until June 30, 2006 18 semester hours, including a practicum, selected from five of the following topics:

- A) Foundations of reading,
- B) Content-area reading,
- C) Assessment and diagnosis of reading problems,
- D) Developmental and remedial reading instruction and support,
- E) Developmental and remedial materials and resources, and
- F) Literature appropriate to students across all grade ranges

OR

Until June 30, 2006 18 semester hours of graduate-undergraduate level work in the field, including preparation in the following areas:

- 1) Foundation or survey of reading fundamentals including reading in the content areas
- 2) Testing procedures and diagnosis of reading disabilities
- 3) Diagnostic teaching techniques and materials
- 4) Clinical or laboratory practicum in reading
- 5) Literature appropriate for the age of students included in the program.

This standard does not apply to those individuals employed prior to September 1, 1978.

**Effective 7/1/06, the middle grades and primary level reading teacher requirements become identical with those for the secondary level reading teacher; see the chart in that section of endorsements.**

### **Requirements for Endorsement in Self-Contained General Education**

On **July 1, 2005**, and thereafter endorsements for Self Contained General Education on any certificate will **only be available to persons who complete an approved program** for the endorsement and who pass the elementary/middle grades content test. On a secondary certificate, this endorsement will be limited to grades 6-8.

### **Requirements for Middle Grades Technology Specialist Endorsement**

24 semester hours of content and passing the Technology Specialist content test.

## Secondary Level Endorsements

New Rules effective July 1, 2004, changed the requirements for endorsing new certificates and for adding new endorsements to previously issued certificates.

### Secondary-Level Endorsement Requirements (General):

- A major in the content area indicated on the transcript or 32 semester hours in the content area; OR
- 24 semester hours in content courses completed at one or more institutions and passing the relevant content area test.
- If a person seeks an endorsement in a subject where there is no content test, the default requirement is a major or 32 semester hours of content.

### Endorsements with Special Provisions

1. Bilingual Education
2. Driver Education & Safety
3. English as a Second Language
4. Foreign Languages,
5. Library Information Specialist
6. Reading Specialist
7. Reading Teacher,
8. Sciences
9. Self Contained General Education
10. Social Sciences
11. Technology Specialist

## Secondary Level Endorsements Available

Agricultural Education  
Bilingual Education  
Business Marketing & Computer Education  
**Optional Designation:**  
    Business Computer Programming  
Computer Science  
Dance  
Drama/Theater Arts  
English Language Arts  
English as a New Language  
**Optional Designation**  
    Bilingual Languages  
English as a Second Language  
Family & Consumer Sciences  
**Designation Required**  
    Apparel & Textiles  
    Living Environments  
    Nutrition, Wellness, and Hospitality  
Foreign Languages  
**Language Designation Required**  
Health Careers  
**Occupation Licensure Required**  
Health Education  
Library information Specialist

Mathematics  
Music  
Physical Education  
Reading Specialist  
Reading Teacher  
Safety and Driver Education  
Sciences-  
**Designation Required**  
    Biology  
    Chemistry  
    Earth and Space  
    Environmental  
    Physics  
Social Sciences-  
**Designation Required**  
    Economics  
    Geography  
    History  
    Political Science  
    Psychology  
    Sociology & Anthropology  
Technology Education (Vocational Field)  
Technology Specialist  
Visual Arts

## Designations

Some endorsements at the secondary level also have an additional requirement or option of obtaining a specific designation within the broad field of the endorsement.

### A) Required Designations

Sciences, Social Sciences: Generally requires a content examination in the designation area; see the additional requirements for each designation below.

Foreign Languages: A content area test is required for each language designation. There are exceptions, see the specific requirements for endorsement.

Family & Consumer Sciences: Requires endorsement including one of the three designations indicated above. *Designations can be obtained by*

- Being recommended for the endorsement and designation by a university with an approved program in the subject area
- Having 9 semester hours in the designation
- Having a year's experience teaching in the subject on a valid certificate.

Health Careers: No designation is offered but the applicant must have licensure in the career specialty sought.

### B) Optional Designations

Business Marketing & Computer Education: Optional Designation in *Business Computer Programming* can be obtained through any of the means available under Family & Consumer Sciences above.

English as a New Language: ENL endorsement follows the general rules for endorsements, but bilingual language designations can be added to this endorsement by universities operating approved programs in the field.

## Secondary Endorsements with Special Provisions

### Requirements for Secondary Level Endorsement in Bilingual Education

Persons seeking this endorsement must have a total of 18 semester hours of coursework required below and meet the other requirements:

- A valid professional Illinois teacher certificate.
- Bilingual clinical experience totaling 100 clock hours or three months teaching experience in bilingual programs.
- Successful completion of a language examination in the non-English language to be taught.
- Credits totaling 18 semester hours distributed among the following course areas:
  - a) Foundations of Bilingual Education
  - b) Assessment of Bilingual Students
  - c) Methods and Materials for Teaching Limited-English-Proficient Students in Bilingual Programs
  - d) Cross-Cultural Studies for Teaching Limited-English-Proficient Students
  - e) Methods and Materials for Teaching English as a Second Language.

NOTE: The endorsement requirements are identical with the approval requirements.

## **Requirements for Secondary Level Endorsement in Driver Education & Safety**

This endorsement requires 16 semester hours in the field of driver education and safety, including preparation as follows:

- 1) 3 semester hours in general safety
- 2) 5 semester hours in driver education and advanced traffic safety
- 3) 8 semester hours chosen from two or more of the following areas:
  - A) General safety, including traffic and industrial safety
  - B) Advanced psychology and sociology
  - C) First aid and health education
  - D) Instructional materials
- 4) Teachers assigned to either simulation or multiple-car programs shall have preparation in the use of these methods which shall consist of a minimum of 1 semester hour or its equivalent in each area.

## **Requirements for Secondary Level Endorsement in English as a Second Language**

Persons seeking this endorsement must have a total of 18 semester hours of coursework required below and meet the other requirements:

- A valid Illinois teaching certificate.
- ESL clinical experience equal to 100 clock hours or three months teaching experience with ESL students.
- Credits totaling 18 semester hours distributed among the following course areas.
  - a) Linguistics
  - b) Theoretical Foundations of Teaching ESL
  - c) Assessment of the Bilingual Student
  - d) Methods and Materials for Teaching ESL
  - e) Cross-Cultural Studies for Teaching Limited-English-Proficient Students

NOTE: The endorsement requirements are identical with the approval requirements.

## **Requirements for Secondary Level Endorsement in a Foreign Language**

- 1) An endorsement in a foreign language can be obtained by
  - Completing a major in the foreign language as identified on a transcript, or one that consists of 32 semester hours of credit in a specific language obtained from regionally accredited institutions OR
  - Completing 20 semester hours of a language and passing the relevant content-area examination OR
  - Persons *who already hold an endorsement in a foreign language* may add endorsements in the same language *at additional grade levels* to their certificate by applying for the endorsement and passing the appropriate Assessment of Professional Teaching corresponding to the additional grade level.
  - Persons who have less than the 20 semester hours of content in a language but who hold an early childhood, elementary, special or secondary certificate can obtain an endorsement by passing the content-area test in the specific language, or, if there is no content-area test provided by ISBE, the appropriate language

proficiency test listed under transitional bilingual education. If there is no test in either of these categories, ISBE will determine the appropriate test.

- *Special Provisions for Endorsement in a Foreign Language for Persons Trained as Teachers in Foreign Countries* Applicants trained as teachers in foreign countries may obtain an endorsement in a foreign language when they qualify for Illinois certification; they **must also pass the content-area test** in the specific language, or, if there is no content-area test provided by ISBE, the appropriate language proficiency test listed under transitional bilingual education examinations or, if no test is listed, a test determined by ISBE.
  - ✓ The language proficiency test required will be either in English or the foreign language sought or both.
    - If the language of instruction used throughout the institution where the individuals earned their degrees is English, the applicants will need to take the test in the foreign language.
    - If the language of instruction used throughout the institution where the individuals earned their degrees is the foreign language, the applicants will need to take the English language proficiency test.
    - If the language of instruction used throughout the institution where the individuals earned their degrees is neither English nor the language endorsement sought, the applicant will need to take the language proficiency tests in both English and the foreign language.

### **Requirements for Secondary Level Endorsement in Media** **Until June 30,2006**

Persons first employed on or after September 1, 1978, as media professionals or library information specialists serving any of grades 9 through 12 are required to have completed 18 semester hours in the field that address

- administration,
- organization (cataloging and classification),
- reference, and
- selection of materials

### **Library Information Specialist On July 1, 2006**

Individuals seeking the secondary level endorsement in Library Information Specialist will be required to complete either a major in the content area or they must have 24 semester hours of content and pass the content test for Library Information Specialist.

### **Requirements for Endorsement in Reading Specialist**

The reading specialist endorsement on the Special certificate is available to persons

- who complete an approved reading specialist program,
- who have a master's or higher degree,
- who pass the reading specialist content-area examination **and**
- who pass any other applicable examinations required for certification.

This endorsement requires two years of teaching experience. It may also be issued as an endorsement on an existing Early Childhood, Elementary, Special or Secondary

certificate for service at the grade level of the certificate. Except as noted under the reading teacher requirements, the reading specialist is the only person authorized to teach reading and to provide technical assistance or professional development to teachers. All persons who were previously issued special certificates in reading were given the new Reading Specialist endorsement.

**Grade Level Endorsement Requirements for Adding Reading Specialist to Existing Certificate**

<b>Grade Level</b>	<b>Requirement</b>	<b>Test</b>	<b>Effective Date</b>
Birth to Grade 3	Complete approved program	Reading Specialist	7/1/04
Elementary K-9	Complete approved program	Reading Specialist	7/1/04
Secondary 6-12	Complete approved program	Reading Specialist	7/1/04
K-12	Complete approved program	Reading Specialist, APT (where needed), Basic Skills (if needed)	7/1/04

Note: Language arts teachers are not qualified to teach reading unless they meet reading teacher/reading specialist requirements.

**Requirements for Secondary Level Endorsement in Reading Teacher**

The Reading Teacher endorsement is the minimum requirement for anyone assigned to teach reading who is not teaching reading as part of general classroom instruction. Teachers who have the endorsement by June 30, 2006, or meet the endorsement requirements in place through June 30, 2006, are also qualified to provide technical assistance to other teachers and to provide professional development to teachers.

**A. Until June 30, 2006**

- 18 semester hours of graduate-undergraduate level work in the field, including preparation in the following areas:
- 1) Foundation or survey of reading fundamentals including reading in the content areas
  - 2) Testing procedures and diagnosis of reading disabilities
  - 3) Diagnostic teaching techniques and materials
  - 4) Clinical or laboratory practicum in reading
  - 5) Literature appropriate for the age of students included in the program.
- b) This standard does not apply to those individuals employed prior to September 1, 1978.

**B. Effective July 1, 2006, applicants must**

- Pass either the Reading Teacher or Reading Specialist exam **and**

- Complete at least 24 semester hours of coursework, including a practicum, through an approved reading teacher program and be recommended for the endorsement by the university **OR**
- Pass the Reading Teacher or Reading specialist exam and complete 24 hours of credit in reading, including a practicum, distributed through the following areas:
  1. Foundations of reading,
  2. Content-Area Reading,
  3. Assessment and diagnosis of reading problems,
  4. Developmental and remedial reading instruction and support,
  5. Developmental and remedial materials and resources, and
  6. Literature appropriate to students in all grade levels.

**Grade Level Requirements for Reading Teacher Endorsement**

<b>Grade Level</b>	<b>Requirement</b>	<b>Effective Date</b>
Birth to Grade 3	18 semester hours in (A) above, including a practicum;	Available on applications through 6/30/06
Birth to Grade 3	24 semester hours described in (B) above and the reading teacher examination	7/1/06
Primary K-4	18 semester hours in (A) above, including a practicum	Available on applications through 6/30/06
Primary K-4	24 semester hours including a practicum described in (B) above and the reading teacher examination	7/1/06
Middle Grades 5-8	18 semester hours in (A) above, <b>or</b> 18 semester hours in (B) including a reading practicum selected from five of the six topics in (B) above, <b>and</b> the six semester hours of middle grades courses, if not already completed	Available on applications through 6/30/06
Middle Grades 5-8	24 semester hours including a practicum described in (B) above and the reading teacher examination and the six semester hours of middle grades courses, if not already completed	Required 7/1/06
Secondary 9-12	18 semester hours in (A) above, including a practicum	Available on applications through 6/30/06
Secondary 9-12	24 semester hours in the six areas in (B)above, including a practicum, and passage of the Reading Specialist or Reading Teacher content area test	Required 7/1/06

Applications received prior to a change in requirements will be honored under the requirements then in effect.

**Requirements for Endorsement in Self-Contained General Education**

On **July 1, 2005**, and thereafter endorsements for Self Contained General Education on any certificate will **only be available to persons who complete an approved program** for the endorsement and who pass the elementary/middle grades content test. On a secondary certificate, this endorsement will be limited to grades 6-8.

## **Requirements for Secondary Level Endorsement in the Social Sciences and Sciences**

These areas were once issued in discrete secondary level subjects such as economics and history or physics and chemistry and the teacher was limited to teaching only the subject of endorsement or qualification at the secondary level. The new structure requires extensive knowledge of a core of the entire field of science or social science as well as a specific area of designation where a test is required. An applicant with a designation may teach all subjects included in the field, so a science designation allows the teacher to teach all sciences, but the designation also permits the teacher to teach the subject of designation at the advanced placement or honors level as determined by the district.

Applicants who wish to add endorsements in the social sciences and sciences may be classed in two categories: those who have never held a designation or endorsement and those who hold prior endorsements or designations. .

### **Applicants seeking a first designation**

Applicants seeking a first designation must

- complete an approved Illinois program and pass the content area examination for the designation or
- must have 32 semester hours in the field with at least
  - ✓ 12 semester hours in the designation and
  - ✓ some work covering at least two other designations in the field and
  - ✓ pass the content area examination for the designation.

### **Applicants who already have a designation in the field (science or social science)**

Applicants who have a previous designation in either field may obtain an additional designation in the same field by either

- Passing the content area examination for the designation or
- Having 32 semester hours in the designation.

### **Applicants with an endorsement before 7/1/04 in one of the fields seeking a designation**

Applicants who have an endorsement under the pre-July, 2004, requirements in the field of science or social science may obtain a designation by passing the new content area test for the designation. They may then obtain subsequent designations as indicated in the preceding paragraph.

## **Requirements for Secondary Level Endorsement in Technology Specialist**

This endorsement is applicable to individuals who teach computer science and who serve as the district technology expert for hardware, networking and programming. It requires a minimum of 24 semester hours of work in the content area and passing the technology specialist content test.

## **Assignment to Teaching Positions after July 1, 2004**

Assignment to a teaching position requires generally that the teacher have a certificate valid for the grade level and hold the requirements for teaching the subject at that grade level. **No person is required by law to have an endorsement on a certificate that indicates the subjects the individual is qualified to teach.**

### **Primary level teachers**

Teachers at the primary (K-4) level must hold a certificate appropriate to the grade level and have formal training in each subject taught.

### **Middle grades teachers**

Teachers at the middle grades level (5-8) may either be purely self contained elementary teachers or they may be departmentalized; a teacher assigned to self contained for a portion of the day and who is then assigned to teach a specific subject or subjects to a variety of children is serving in a departmentalized situation and needs to hold a certificate valid for the grade level and must comply with the middle grades requirements for the departmentalized subject, or he/she must comply with prior requirements if the teacher met them at a time when they were in effect.

The No Child Left Behind Act, however, does not distinguish between self contained teachers in grades 5-8 or departmentalized teachers; all must meet the same NCLB requirements by passing an examination in the subjects they teach, or having a major in the subjects they teach, or an advanced certificate in the subjects they teach or an advanced degree in the subjects they teach; veteran teachers have additional options.

### **Secondary level teachers**

Beginning with the fall 2004 semester, districts have new options for assignment of appropriately certificated staff to teaching positions.

- Teachers can hold either the requirements for a new endorsement or the requirements for a pre-July 2004 endorsement, *provided the teachers held the required certificate and met the requirements for the endorsement at a time when the requirements were still applicable.*

Or

- Teachers can hold either a new endorsement that qualifies them for the position or one of the old endorsements that apply to the position.

The pre-July 2004 secondary requirements/endorsements were more narrowly focused in that the endorsement limited the teacher to a specific course, for instance, physics or chemistry. The new endorsements are designed to make the teacher more broadly prepared and allow a teacher with an endorsement, such as Business, Marketing and Computer Education or English/Language Arts, to teach all the subjects subsumed under the broad umbrella of the endorsement. An English/Language Arts endorsement for example, allows the teacher to teach speech, journalism, literature, grammar, composition, etc., and the Business, Marketing and Computer Education endorsement allows the teacher to teach all the business courses. For a comparison of the preceding endorsements and the 2004 endorsements, see the Appendix .

- New Science and Social Science endorsements have designations that allow the teacher to teach all sciences or all social sciences, but the teacher must pass a test in one designation area of concentration; for example, Social Science-Economics. The designations authorize the science or social science teacher to teach those designations at the honors or advanced placement level, as defined by the district.
- Teachers who have not met the endorsement requirements for the secondary level but who have at least 24 semester hours of content courses may be assigned to the subject for a period of three years during which time they must complete the requirements for an endorsement or they may no longer be assigned to the subject. Teachers employed on this basis are not considered Highly Qualified in the subject for NCLB purposes.
- Teachers who have been granted authorization for assignment to an otherwise unfilled position (see below) may also be assigned for a period of three years

### **Authorization to Employ Teachers in Positions Otherwise Unfilled**

Districts that find it impossible to fill a position that is not a special education position with a person meeting the requirements for assignment may assign an individual, provided the following requirements are met:

- a) Short-term authorization shall be issued only when the individual identified by the employing entity:
  - 1) holds an initial, standard, or master certificate that is valid for the grade level of the proposed assignment;
  - 2) has successfully completed at least nine semester hours of college coursework in the subject area to be taught; and
  - 3) has filed the statement of intent called for in (b)(7) below
  
- b) The employing entity shall file form ISBE 73-96 with the regional superintendent, including:
  - 1) a description of the vacant position, including the subject area and the grade level;
  - 2) evidence of inability to fill the position with a fully qualified individual, including a list of the candidates who applied, a list of those who were interviewed, and the reason each was not interviewed or was not selected, as applicable;
  - 3) a statement that the employing entity has not honorably discharged anyone in the past year who was fully qualified for the position;
  - 4) the name and Social Security Number of the individual the entity wishes to employ for the position, as well as a list of the certificate number(s) and type(s) held by that individual;
  - 5) a written assurance that the district will provide the teacher to be employed with mentoring and high-quality professional development each year in the subject area to be taught;
  - 6) A) a written assurance from an institution of higher education that operates an *approved* program that leads to certification in the subject area to be taught that the individual who will be

- employed is enrolled in courses that are designed to meet the standards applicable to that subject area; **or**
- B) a written assurance from the certification officer of another institution of higher education that offers one or more approved educator preparation programs that the individual is enrolled in courses that will enable him or her to qualify for the endorsement, **or**
  - C) other evidence of enrollment in relevant coursework supplied by the individual who will be employed; **or**
  - D) a written assurance signed by the individual who will be employed, indicating his or her intention to enroll in one or more identified courses at a specified institution of higher education in the next semester;
- 7) a statement of intent, signed and dated by the individual who will be employed, stipulating that he or she will complete all requirements for an endorsement in the subject to be taught within three school years.
- c) When the requirements have been met, the State Superintendent of Education shall issue to the employing entity a letter granting short-term authorization for the named individual to teach in the specific position for which the application was made.
- 1) Such a letter shall constitute an authorization to the employing entity and not a credential issued to the individual. As such, it shall not be transferable to any other individual, employing entity, or teaching assignment.
  - 2) Each employing entity that receives an authorization shall maintain the State Superintendent's letter on file and make it available for inspection by representatives of the State Board of Education upon request.
- d) Short-term teaching authorization shall be issued with respect to a specific school year and shall expire on June 30 of the third school year following the date of issuance.
- e) After the end of the validity of authorization received, the individual shall not be eligible to teach in the subject area for which approval was granted unless he or she has received an endorsement for that subject.

This request must be made on form ISBE 73-96, "Request for Authorization to Employ Teacher in Position Otherwise Unfilled" and must be filed with the responsible regional superintendent.

## VI. Testing for Certificates

Since 1988, all applicants for early childhood, elementary, secondary and special teaching certificates and all applicants for school service personnel and administrative certificates have been required to pass a test of basic skills and content knowledge applicable to the endorsement on the certificate sought. Beginning October 1, 2003, applicants have also been required to pass an Assessment of Professional Teaching appropriate to the grade level of the certificate sought.

Beginning July 1, 2004, one option to meet requirements for endorsements at the secondary level at the time a certificate is issued is to pass the content test for the subject and demonstrate 24 semester hours in the content area. Some designations, however, will require a test regardless of the number of content-area credits the applicant has. For details on these requirements, see the section entitled "Endorsements for Secondary Subjects Effective July 1, 2004."

Detailed information about testing, including frequently asked questions, test dates, and study guides, is available on our website at [www.isbe.net/certification/html/testfee.htm](http://www.isbe.net/certification/html/testfee.htm).

Those persons who attempt to pass examinations through deception will, when discovered, be denied all current and future requests for certification.

### TESTS REQUIRED FOR CERTIFICATES JULY 2004

#### TEACHING CERTIFICATES

Initial or Standard - Type 04, **Early Childhood**; Type 03, **Elementary**; Type 09; **Secondary**; Type 10, **Special Certificate**.

#### TESTS REQUIRED:

##### **Basic Skills Test**

- Required prior to issuance of the certificate.
- Effective July 2002, required of candidates prior to entering teacher education programs leading to any of these certificates (PA 92-734).

##### **Content Test**

- The appropriate test of content knowledge is required prior to issuance of the certificate.
- Effective Fall 2004, candidates in Illinois approved programs may be required by the university to pass the appropriate test of content knowledge prior to student teaching
- Beginning July 2003, new special education content tests replaced existing special education tests.
- Beginning July 2004, new content tests for all other teaching certificates replaced existing content tests.

##### **Assessment of Professional Teaching (APT)**

- Individuals who apply for one of above certificates on or after October 1, 2003, are required to take the APT prior to the issuance of any of these certificates.
- There are four levels of this test, one for each certificate type: Early Childhood (birth to grade 3), Elementary (K-9), Secondary (6-12), Special (K-12/P-21).

#### PROVISIONAL TEACHING CERTIFICATES

- Issuance is limited to individuals who hold comparable, valid teaching certificates from other states or countries: Type 05, **Provisional Early Childhood**; Type 30, **Provisional Elementary**; Type 31, **Provisional Secondary**; Type 33, **Provisional Special**.
- The holder must pass the tests required for issuance of the corresponding Initial or Standard Certificate no later than nine months from the issue date of the provisional certificate.

- Failure to do so results in cancellation of the certificate.

## **SCHOOL SERVICE PERSONNEL CERTIFICATES**

Type 73, School Service Personnel (Includes endorsements: School Nurse, School Psychologist, School Social Worker, School Counselor and Speech Language Pathologist-Non Teaching).

### **TESTS REQUIRED:**

#### **Basic Skills Test**

- Required prior to issuance of the certificate.

#### **Content Test**

- Required prior to issuance of the certificate.
- Beginning July 2003, a new Speech Language Pathologist –Non Teaching test replaced the existing test required for that endorsement.
- Beginning July 2005, new content tests will replace all other existing School Service Personnel tests.

### **PROVISIONAL SCHOOL SERVICE PERSONNEL CERTIFICATES**

- Issuance is limited to individuals who hold comparable, valid school service personnel certificates from other states: Type 74, **Provisional School Service Personnel**.
- The holder must pass the tests required for issuance of the corresponding Type 73 School Service Personnel Certificate no later than nine months from the issue date of the provisional certificate.
- Failure to do so results in cancellation of the certificate.

## **ADMINISTRATIVE CERTIFICATES**

Type 75, **Administrative Certificates** include current endorsements: Director of Special Education, General Administrative, Chief School Business Official, and Superintendent.

### **TESTS REQUIRED:**

#### **Basic Skills Test**

- Required prior to issuance of the certificate.

#### **Content Test**

- Appropriate test of content knowledge required prior to issuance of the certificate.
- Beginning July 2004, new content tests replaced existing tests.
- Beginning July 2004, new Director of Special Education test became available. The test will be required for the endorsement beginning July 2005.

### **PROVISIONAL ADMINISTRATIVE CERTIFICATES**

- Issuance limited to candidates who hold comparable, valid administrative certificates from other states: TYPE 76, **Provisional Administrative**.
- The holder is required to pass the tests required for issuance of the corresponding certificate no later than nine months from the issue date of the provisional certificate.
- Failure to do so results in cancellation of the certificate.

## **ALTERNATIVE ROUTE PROGRAM CERTIFICATES**

Issuance limited to candidates enrolled in approved alternative route teacher education programs: Type 23, **Provisional Alternative Elementary**; Type 25, **Provisional Alternative Secondary**; Type 26, **Provisional Alternative Administrative**; Type 27, **Provisional Alternative Special**; Type 38, **Resident Teacher Certificate**; Type 43, **Provisional Alternative Early Childhood**.

### **TESTS REQUIRED:**

#### **Basic Skills Test**

- Required prior to issuance of the certificate.

#### **Content Test**

- Required prior to issuance of the certificate.
- Beginning July 2003, new special education content tests replaced existing special education tests.
- Beginning July 2004, new content tests for all other teaching certificates replaced existing tests.

## **TRANSITIONAL BILINGUAL CERTIFICATE**

Type 29, **Transitional Bilingual Certificate**, endorsed in target language.

**TESTS REQUIRED:**

**Language Proficiency Test**

- Required prior to issuance of the certificate.
- A test of language proficiency in the target language is required unless the applicant received a degree from an institution where the target language was the medium of instruction.
- A test in English Language Proficiency is required unless the applicant received a degree from an institution where English was the medium of instruction.

**Requirement to Take Test of Basic Skills  
for Out-of-State Applicants**

Individuals who are applying for an Illinois certificate after July 1, 2004, and who already hold a valid and comparable certificate from another state, possession, or territory of the United States are required to take the Illinois test of basic skills except when one of the following conditions is met:

- Their other state's certificate was issued before June 30, 2004, OR
- Their other state's certificate was issued on or after July 1, 2004, and the individual was required to pass a test of basic skills to obtain the certificate.

However, if an applicant has already attempted and failed the Illinois test of basic skills, then he or she is still required to pass the test to obtain the first Illinois certificate. Further, an applicant who qualifies for a first Illinois certificate without taking the Illinois test of basic skills who then seeks a subsequent Illinois certificate requiring the test of basic skills must take and pass the test of basic skills.

**Requirement to Take Content-Area Test for Out-of-State Applicants**

Individuals who are applying for an Illinois certificate and who hold a valid and comparable certificate from another state, possession, or territory of the United States are required to pass an Illinois content-area test unless they have passed a certification test that would be applicable to a subject area of endorsement for which they qualify in Illinois. Acceptance of content tests in other states will be determined by ISBE.

**Documentation that Applicants Have Met Testing Requirements**

To document out-of-state testing, applicants should complete the top portion of form ISBE 73-99, "Confirmation of State Tests Taken" and forward it to the State Testing Authority of your state for confirmation of the test.

## **VII. Teaching Certificates That Do Not Require Completion of an Approved Program**

### **Substitute Certificate**

A substitute certificate, valid for four fiscal years, may be issued for teaching in all grades of the common schools when no appropriate fully certified teacher is available to teach in a substitute capacity. A person holding a substitute certificate **may teach only in place of a certified teacher under contract for a maximum of 90 school days in any single district in any single year**; the City of Chicago is excluded from this limitation. Applicants **may obtain a Temporary Employment Authorization** from their regional superintendent who will determine if the applicant qualifies for certification. Requirements for this certificate are as follows:

1. The applicant holds a regular certificate; or
2. The applicant holds a bachelor's degree either from an institution accredited by the North Central Association of Schools or other comparable regional accrediting agency, or from a recognized teacher education institution; or
3. The applicant can provide proof of two years of teaching experience in an elementary or secondary school and 60 semester hours of credit, including six semester hours in professional education from a recognized institution of higher learning.

A substitute certificate is valid for four years and may not be renewed. Upon its expiration the holder must apply for a new certificate.

An individual who holds an elementary, secondary, early childhood or special certificate may serve as a substitute teacher for 120 days per district per year in all grades (K-12).

### **Provisional Vocational and Temporary Provisional Vocational Certificates**

A provisional vocational certificate or a temporary provisional vocational certificate may be issued to individuals who have work experience in specific skill areas for which school districts have state-approved reimbursable vocational programs. These certificate types are valid in grades K-12 when issued prior to July 1, 2004; when issued on or after July 1, 2004 the provisional vocational certificates are valid in grades 7-12, while the temporary provisional vocational is valid only at grade 11-12 in the skill endorsement.

Applicants who seek either of these certificates must complete the ISBE Form 73-03C, "Application for Certificate," indicating the program title for which they are being employed, and the employing school district must sign the application form indicating their interest in employing the applicant. In addition, the applicant must attach ISBE Form 73-23, "Application for Provisional Vocational Certificate," and forward original letters of experience from employers, or notarized statements if the applicant has been self-employed, outlining the work experience relating to the skill area. The following are the specific requirements for each certificate type:

***Requirements for the Provisional Vocational Certificate***

1. Official transcripts showing 60 semester hours of credit from a recognized teacher education institution and
2. Documented evidence of 2,000 hours of work experience in the skill area.

This certificate has a five year period of registration and may be renewed upon payment of registration fees.

***Requirements for the Temporary Provisional Vocational Certificate***

1. This certificate may be issued only when the employing board certifies to the satisfaction and approval of the regional superintendent of schools that no qualified teacher holding a regular certificate or a provisional vocational certificate is available and that actual circumstances and need require such issuance.
2. Applicants must have documented evidence of 8,000 hours of work experience in the specific skill area to be taught.

This certificate is valid for one year and may be renewed. Renewal requires proof that the holder has completed three semester hours of credit during the previous year.

**Part-Time Provisional Certificate**

Individuals may qualify for a renewable part-time provisional certificate valid for two years for teaching no more than two courses of study at the 6-12 level. The certificate may be issued to professionals and crafts persons who meet one of the following requirements:

- 1) 60 semester hours of credit from a recognized institution of higher learning, 9 semester hours of which are to be in the skill to be certified for teaching, or
- 2) 4,000 hours of work experience in the skill to be certified for teaching.

To be issued in a skill area, the skill area must be part of a school district's curriculum, and the skill area for which the applicant has coursework or experience must be taught in grades 6-12. This certificate will not be issued in subjects for which there are existing secondary subject area requirements listed under "Staff Qualifications".

**Visiting International Teacher Certificate**

School districts participating in teacher exchange programs and in other programs that recruit foreign teachers to teach in their districts may choose to require a Visiting International Teacher Certificate, valid for three years and non-renewable, if the district wants to ensure the employee meets NCLB requirements for highly qualified teachers. This certificate will be issued for early childhood, elementary, secondary and special grade levels. To qualify for this certificate, the district must be certain the teacher

- 1) holds the equivalent of a bachelor's degree issued in the U.S.;

- 2) has been prepared as a teacher at the grade level for which he or she will be employed;
- 3) has adequate content knowledge in the subject matter to be taught, through possession of a major in the content area to be taught or by passing one or more examinations in the content area;
- 4) has an adequate command of the English language; and.
- 5) does not have a criminal history that would bar the individual from employment as specified in Section 10-21.9(c) of the School Code.

To ascertain the degree equivalence, grade-level equivalence and knowledge of the subject matter, the district may initially utilize published analyses of foreign education systems from the National Association of Foreign Student Affairs and from the American Association of Collegiate Registrars and Admissions Officers. An initial determination of English language competence may be made through administration of the Nelson-Denny reading examination requiring a passing score in English equivalent to grade level 10.7 and an oral proficiency interview in the English language described by the American Council on Teachers of Foreign Languages (ACTFL) with an oral proficiency rating of 2+. The recruiting district will also provide a description of the background check done for each teacher and assure that each teacher had such a review performed with results indicating that the applicant has no disqualifying criminal violation described in the statutes.

The applicant will apply for the Visiting International Teacher Certificate appropriate to the grade level or subject matter to be taught. To provide substantiation of the conclusions reached by the district in its initial review, the application and fee must be forwarded with the district's own determination of the applicant's qualifications and the evaluation of the applicant's foreign credentials. The foreign credentials evaluation must be completed by one of the acceptable sources listed on the ISBE web site. We also require diplomas, degrees, professional titles and examination results from the terminal or periodic examinations required by the applicant's degree-granting institution, and English language translations of those documents.

Applicants for this certificate will not be required to pass the examinations of the Illinois Certification Testing System. Those persons who wish to teach their native language will be considered qualified if the language of instruction used by the degree-granting institution is the teacher's native language.

Individuals wishing to apply for this certificate must file form ISBE 73-03F, "Application for Visiting International Teacher Certificate," with the appropriate regional superintendent of schools.

### **Transitional Bilingual Certificate**

The transitional bilingual certificate is valid for a period of six years for teaching subject matter using the languages of endorsement in approved bilingual education programs in grades K-12 of the common schools. The certificate must be registered with the regional

superintendent of the county wherein the holder is teaching. Upon the expiration of a transitional bilingual certificate, a regional superintendent may grant a single two-year renewal of that certificate, provided that the individual furnishes evidence of enrollment in an approved teacher education program or of enrollment in coursework designed to qualify the holder for a standard certificate.

#### General Requirements.

The applicants must be legally present in the United States and possess legal authorization for employment.

#### Requirements of Prior Education or Certification.

Applicants must:

- 1) Possess a current and valid certificate issued by the State of Illinois, or
- 2) Have possessed within five years prior to the date of application a valid teaching certificate or comparable legal authorization issued by a foreign country or by a state or possession or territory of the United States, or
- 3) Hold a degree from an institution of higher learning in a foreign country which the Certification Board determines to be the equivalent of a bachelor's degree from a recognized institution of higher learning in the United States. Applicants must submit a certified transcript from the foreign institution. The Certification Board will determine equivalency by comparing the applicants' courses of study to that required for a bachelor's degree from a recognized institution of higher learning in the United States on factors including:
  - A) the applicants' length of study at the foreign institution (which shall be equivalent to four years of postsecondary study after the age of eighteen);
  - B) the number of credit hours or similar units of instruction which the applicants have successfully completed (which shall be the equivalent of 120 semester hours);
  - C) the content of the applicants' courses and the distribution of courses among the various disciplines constituting a bachelor's degree program in the United States (which shall include the equivalent of a 32-semester-hour major field of study);
  - D) the applicants' grades or similar evidence of successful academic performance;
  - E) the foreign institution's accreditation status, if any.

#### Language Requirements

- 1) Applicants must demonstrate adequate speaking, reading, writing, and grammar skills in a non-English language in which transitional bilingual education is offered in Illinois. This requirement may be fulfilled in one of the following ways:

- A) The applicants present evidence of having graduated from a teacher preparation institution or an institution of higher education in which the medium of instruction was a non-English language in which transitional bilingual education is offered in Illinois and for which certification is sought.
  - B) The applicants successfully complete the required examination in the non-English language in which transitional bilingual education is offered in Illinois and for which certification is sought. If no examination for transitional bilingual education in the target language is provided in the list of available bilingual proficiency examinations, the required examination shall be another examination administered by the State Board of Education. The selection, development, and administration of each such examination shall conform to the requirements of the Illinois Administrative Rules to the extent feasible in light of the rate of incidence of the target language in Illinois.
- 2) The applicants must demonstrate adequate speaking, reading, writing, and grammar skills in English. This requirement may be fulfilled in one of the following ways:
- A) Applicants present evidence of having graduated from an institution of higher education in which the medium of instruction was English.
  - B) Applicants successfully complete the English Language Proficiency Examination.
- 3) Individuals enrolled in an approved bilingual certification program who passed the Spanish language proficiency examination required by the program prior to July 1, 2001, shall be exempt from retaking a Spanish language proficiency test after that date, provided that:
- A) the university that operates the program forwards to the State Board of Education no later than November 1, 2001, a list of the names and Social Security Numbers of those persons in its program who have passed the examination;
  - B) the individuals' names appear on the list submitted by the university in whose program they are enrolled; and
  - C) the individuals submit an application for bilingual certification based upon the institution's recommendation for certification no later than June 30, 2006.

#### Appeals - Re-scoring

A limited appeal shall be available to applicants found ineligible for certification because of failure to meet the language requirements on the basis of an examination in a language not listed in the schedule of language proficiency assessments. An affected individual wishing to initiate such an appeal shall notify the State Board of Education in writing within six weeks after release of the test results to candidates. The appeal shall be limited to a request for re-scoring. The State Board of Education shall honor each such request

unless no individual who has the necessary language competency and who was not involved in the original scoring is available.

### **Bilingual and ESL Teacher Approval**

Teachers in approved bilingual education programs may possess either a Transitional Bilingual Certificate or a valid Illinois teaching certificate and a statement of approval authorizing employment as a bilingual education teacher issued by the State Board of Education or an endorsement on their full certificates for a bilingual program. A statement of approval is a letter indicating the teacher has met the minimum requirements to serve in a bilingual or ESL position at the grade level of the certificate the teacher holds; the approval is also recorded on the Teacher Certification Information System.

Since the bilingual certificate is valid for only six years and may only be renewed for a single two-year period, it is anticipated that current holders will seek to obtain an Initial or Standard certificate and qualify for approval or endorsement as a bilingual teacher or teacher of English as a Second Language. Approvals will only be issued to applicants who already possess a regular teaching certificate and will be limited to the grade levels or subjects for which the teaching certificate is valid.

#### A. Approval to teach Bilingual Education

Approval as a bilingual teacher may be obtained by first making application through a Regional Office of Education on ISBE Form 73-49, "Request for Approval as a Bilingual or ESL Teacher." A statement of approval will be issued to individuals meeting the following requirements:

1. A valid Illinois teacher certificate;
2. Bilingual clinical experience totaling 100 clock hours or three months teaching experience in bilingual programs;
3. Successful completion of a language examination in the non-English language to be taught;
4. Credits totaling 18 semester hours distributed among the following course areas:
  - a) Foundations of Bilingual Education,
  - b) Assessment of Bilingual Students,
  - c) Methods and Materials for Teaching Limited-English-Proficient Students in Bilingual Programs,
  - d) Cross-Cultural Studies for Teaching Limited-English-Proficient Students,
  - e) Methods and Materials for Teaching English as a Second Language.

#### B. Approval to teach English as a Second Language

Approval to teach ESL in the context of a state-approved bilingual education program may be obtained by making application through a Regional Office of Education on ISBE Form 73-49, "Request for Approval as a Bilingual or ESL Teacher." The same

requirements apply to the ESL endorsement on a full certificate. The requirements for obtaining this approval are as follows:

1. A valid Illinois teaching certificate;
2. ESL clinical experience equal to 100 clock hours or three months teaching experience with ESL students;
3. Credits totaling 18 semester hours distributed among the following course areas.
  - a) Linguistics,
  - b) Theoretical Foundations of Teaching ESL,
  - c) Assessment of the Bilingual Student,
  - d) Methods and Materials for Teaching ESL,
  - e) Cross-Cultural Studies for Teaching Limited-English-Proficient Students.

Individuals who obtain an ESL approval may teach in this capacity only at the grade level for which their regular certificate is valid. Individuals who hold an elementary certificate and who qualify for bilingual approval, however, may teach ESL in grades K-6, as well as all other subject areas of a bilingual education program in the language for which they have approval.

### **Paraprofessional Approvals (Teacher Aides)**

#### NCLB Requirements for Paraprofessionals

- All persons newly hired in an instructional capacity in programs funded by Title I funds after January 8, 2002, must be highly qualified by
  - having 60 semester hours of credit or
  - having at least an associate's degree or
  - passing a state examination covering instruction in reading, writing and mathematics.
- Persons employed as paraprofessionals before 1/8/02 have until January 8, 2006, to meet this requirement

#### State Requirements for Paraprofessionals (Excluding Title I Funded)

All persons serving as paraprofessionals must have a statement of approval to serve as a paraprofessional (teacher aide) that is granted when the applicants are

- U.S. citizens or non-citizens who are legally present and authorized for employment;
- Of good character;
- Free from communicable disease;
- High school graduates or possession of an equivalent to a high school degree and
- In possession of one of the following credentials:
  - A) 30 semester hours of college credit from a regionally accredited institution or
  - B) Proof of completing a paraprofessional training program approved by the Illinois Community College Board or ISBE in consultation with the State Teacher Certification Board or

- C) Passing score on the ETS ParaPro test or
- D) Passing score on the ACT WorkKeys test and
  - o A satisfactory rating for observation of classroom performance or
  - o A district letter attesting to effective classroom performance in employment.

Those assigned to students with disabilities in positions not funded under Title I on or before June 30, 2005, have until July 1, 2007, to meet the requirements for approval as a paraprofessional.

State Requirements for Service in Title I Funded Positions

Persons employed in programs supported by Title I funds must have

- 1) An associate’s degree **or**
- 2) 60 semester hours **or**
- 3) An acceptable score on the ParaPro or WorkKeys test **or**
- 4) 30 semester hours of credit or must have completed an approved paraprofessional training program and earned 300 professional training points (PTP).

Professional Training Points can be earned by

- Work experience as a paraprofessional — 30 PTPs per year of service, maximum 150 points
- College credits beyond the required 30 semester hours —15 PTPs per credit hour
- Completion of the Paraprofessional Test Preparation Curriculum developed by the Illinois Community College Board in partnership with the Illinois State Board of Education — 15 PTPs
- Professional development activity — 1 PTP per hour

This application may be made on a form ISBE 73-95, “Request for Paraprofessional Approval/Approval for Paraprofessional Employment in Title I Positions”. There is no fee for this approval, but the form must be filed with a regional superintendent of schools. A paraprofessional approval statement will be issued and will indicate whether the holder meets the NCLB requirements.

**Approval of Educational Interpreters: Sign Language Interpreters and Cued Speech Interpreters**

Each educational interpreter in the public schools shall

- be of good character and
- be a citizen of the United States or legally present and authorized for employment and
- be physically fit and freedom from tuberculosis.
- hold a high school diploma or its recognized equivalent.

Beginning July 1, 2006, assignment as an educational interpreter in the public schools shall require a statement of approval from the State Superintendent of Education valid either for sign language interpreting or for cued speech interpreting. Each individual who is required to hold a statement of approval shall submit an application to the State Superintendent, accompanied by the \$30 fee required under Section 21-12 of the School

Code and evidence that he or she meets the requirements applicable to the type and level of approval sought.

### **Initial Approval**

- 1) Each applicant shall have:
  - A) completed 30 semester hours of college credit from one or more regionally accredited institutions of higher education; or
  - B) passed the Educational Interpreter Knowledge Assessment (EIKA); or
  - C) passed the written examination administered by the Registry of Interpreters for the Deaf (RID); or
  - D) achieved the score identified as passing by the Illinois State Board of Education on either the ParaPro test or the WorkKeys test.
  
- 2) **Sign Language Interpreters:** Each applicant for initial approval as a sign language interpreter shall have:
  - A) attained a rating of Level 3.0 or above on the Educational Interpreter Performance Assessment (EIPA); or
  - B) received a certificate issued by the RID; or
  - C) scored at the “passing” level or above on the examination of the American Consortium of Certified Interpreters (ACCI).
  
- 3) **Cued Speech Interpreters:** Each applicant for initial approval as a cued speech interpreter shall have:
  - A) attained a rating of Category 4 or above on the Basic Cued Speech Proficiency Rating administered by Testing, Evaluation and Certification Unit, Inc. (TEC Unit); or
  - B) attained Transliteration Skills Certification from TEC Unit at level 3 or above.

### **Standard Approval**

- 1) Each applicant shall:
  - A) have completed 60 semester hours of college credit from one or more regionally accredited institutions of higher education; or
  - B) hold an associate’s degree issued by a regionally accredited institution of higher education; or
  - C) have passed one of the examinations required for initial approval
  
- 2) **Sign Language Interpreters:** Each applicant for standard approval as a sign language interpreter shall:
  - A) have attained a rating of Level 3.5 or above on the EIPA; or
  - B) provide evidence that he or she was employed as a sign language interpreter in the Illinois public schools during the 2005-06 school year and holds certification from the RID.

- 3) **Cued Speech Interpreters:** Each applicant for standard approval as a cued speech interpreter shall have attained Transliteration Skills Certification at Level 3 or above.

### **Master Approval**

- 1) Each applicant shall have met the requirements for a Standard Approval
- 2) **Sign Language Interpreters:** Each applicant for master approval as a sign language interpreter shall have attained a rating of Level 4.5 or above on the EIPA.
- 3) **Cued Speech Interpreters** Each applicant for master approval as a cued speech interpreter shall have attained Transliteration Skills Certification at Level 4 or above.

### **Emergency Approval**

- 1) Each applicant shall have completed 10 semester hours of college credit from one or more regionally accredited institutions of higher education.
- 2) **Sign Language Interpreters:** Each applicant for approval as a sign language interpreter shall have:
  - A) attained a rating of Level 3.0 or above on the EIPA; or
  - B) received a certificate issued by the RID; or
  - C) scored at the “passing” level or above on the examination of the ACCI.
- 3) **Cued Speech Interpreters:** Each applicant for approval as a cued speech interpreter shall have:
  - A) attained a rating of Category 4 or above on the Basic Cued Speech Proficiency Rating; or
  - B) attained Transliteration Skills Certification at level 3 or above.

### **Validity; Renewal**

- 1) **Initial approval** shall be valid for four years of interpreting within the eight-year period following its issuance, provided that the approval of an individual who completes four years of interpreting shall continue to be valid through the immediately following June 30. Initial approval shall not be renewable. An individual need not have Initial approval to qualify for standard or master approval.
- 2) **Standard approval** shall be valid for five years, with the first year ending on June 30 following the issue date, and shall be renewable upon presentation of evidence that, during the five-year period of the approval’s validity, the individual has:
  - A) completed 40 hours of continuing education; or
  - B) completed 25 hours of continuing education and received certification from RID or from ACCI.

- 3) **Master approval** shall be valid for ten years, with the first year ending on June 30 following the issue date, and shall be renewable upon presentation of evidence that, during the ten-year period of the approval's validity, the individual has:
  - A) completed 80 hours of continuing education; or
  - B) completed 65 hours of continuing education and received certification from RID or from ACCI.
- 4) Emergency approval shall be valid for two years, with the first year ending on June 30 following the issue date, and shall not be renewable.

### **Continuing Education**

- 1) An individual may accrue hours of continuing education by participating in conferences, workshops, institutes, seminars, symposia, or other, similar training events that:
  - A) are designed to improve the skills and knowledge of interpreters for the deaf; or
  - B) are organized by an entity that is approved pursuant to Section 25.855 or 25.860 of Part 25 of the 23 Illinois Administrative Code and address educational concerns.
- 2) An individual may accrue the required credit for continuing education by completing college coursework that is part of an interpreter training program offered by a regionally accredited institution of higher education or an Illinois community college.
  - One course of at least three semester hours may be used to fulfill 100 percent of the requirement for renewal of standard approval or
  - 50 percent of the requirement for renewal of master approval.
  - Two courses totaling at least six semester hours may be used to fulfill 100 percent of the requirement for renewal of master approval.
- 3) Holders of approval at the master level only may accrue up to 20 hours of continuing education for mentoring provided to holders of initial or standard approval.
- 4) Each individual shall be required to accrue at least 60 percent of the required hours of continuing education in activities under (1)(A), (2), or, if applicable, (3) above, in any combination.
- 5) Evidence of Completion
  - A) Along with his or her statement of approval, each individual who will be required to complete continuing education as a condition of renewal shall be furnished with a log format enabling him or her to record the activities completed. For any activity completed under (1) above, the individual shall present the attendance form provided by the entity organizing the event, except that the organizer's signature on the log form shall suffice in cases where participants receive no other written verification of their attendance.

- B) As evidence of completion for college coursework, the individual shall present a grade report or official transcript issued by the institution indicating that he or she has passed the course or courses.
- C) As evidence of completion for mentoring, the individual shall present the signature of an authorized representative of the employing entity on the log format provided, documenting the formal mentoring arrangement and the time spent.

**Revocation**

The provisions of revocation of paraprofessional approvals shall apply to the revocation of approval for educational interpreters.

## **VIII. Procedures for Moving from Initial to Standard-Level Certification**

Public Act 093-0679 that went into effect June 30, 2004, significantly changed the requirements for moving from Initial- to Standard-level certification, simplifying the application process and adding several professional development options. Teachers submit forms directly to their Regional Office of Education or Local Professional Development Committee (LPDC) if the employing district and its exclusive representative, if any, agree to keep the LPDC. Teachers are still required to complete four years of teaching experience and an eligible professional development option; however, teachers can now hold the Initial indefinitely until the four years of experience are completed.

Applicants from other states with proof of four years of teaching experience and applicants who hold another state's second tier certificate equivalent to Illinois' standard level may be issued the Standard certificate.

### **Application Process**

Teachers who have four years of teaching experience on an Initial certificate and have completed one of the professional development options must:

- Complete ISBE Form 73-03C, Application for Teaching Certificate, (one application and fee for each Initial teaching certificate if more than one is held);
- Complete ISBE Form 73-97, Assurance Statement for Initial to Standard-Level Teaching Certification, which verifies completion of one of the professional development options and submit to the LPDC if applicable;
- Complete ISBE Form 73-10 Certificate Registration (only one regardless of how many certificates are held);
- Request statement(s) verifying completion of four years of teaching from their chief school administrator or designee;
- Submit the application, assurance statement, registration form, statements verifying teaching experience, and fees to the regional superintendent; and
- Maintain the evidence of completion for the professional development activity or activities completed in preparation for the possibility of a random audit.

**NOTE:** Any applications that have already been submitted to the Regional Office of Education will be processed, and if all requirements have been met, the certificates will be issued. Forms can be obtained at <http://www.isbe.net/certification/html/forms.htm>

### **Professional Development Options (complete one)**

- Advanced education-related degree, earned any time prior to application
- Approved Induction and Mentoring Program (one-year program permitted if certified before September 1, 2007, two-year program required if certified on or after September 1, 2007)
- National Board for Professional Teaching Standards (NBPTS) certification process
- 12 semester hours of graduate-level coursework towards an advanced, education-related degree

- a 12-hour, post-baccalaureate, education-related professional development certificate issued by an Illinois institution of higher education
- Subsequent Illinois certificate or endorsement
- Requirements for becoming “highly qualified” in another teaching area for NCLB purposes
- Exam
- Four semester hours of approved graduate-level coursework in one of the following:
  - Assessment of teaching performance
  - National Board for Professional Teaching Standards (NBPTS) certification preparation
- Continuing Professional Development Units (CPDUs)

**Continuing Professional Development Units (CPDUs)**

Teachers who choose CPDUs as their professional development option may use X-type CPDUs but are not required to earn any from this category. (“X-type CPDUs” are earned through workshops specifically designed for beginning teachers.)

The number of CPDUs is prorated for individuals who held Initial certificates on August 10, 2002. The CPDUs are prorated based on the number of years of teaching time remaining on the Initial certificate as of July 1, 2003. For example, a teacher issued an Initial Certificate in 2000 but who never taught would be required to meet the full 60-CPDU requirement. A teacher who had already taught two years would need only 30. The CPDU requirement for out-of-state teachers with less than four years of teaching experience on comparable certificates is prorated based on the number of years left to teach in Illinois.

<b>Years of teaching experience needed</b>	<b>Number of CPDUs Required</b>
Up to 1 year	15
More than 1 and up to 2 years	30
More than 2 and up to 3 years	45
More than 3 and up to four	60

**CREDITABLE CPDU ACTIVITIES**

- Action research and inquiry projects
- Business, school or community partnerships
- Curriculum development or assessment activities
- Facilitating parent education programs
- Mentoring (mentor or recipient), including consulting teachers in remediation process
- Non-strike related professional association or labor organization service or activities related to professional development (LPDC/RPDR)
- Observing programs or teaching in schools, business or industry
- Peer review and/or peer coaching
- Portfolio of teacher and student work
- Publishing education articles, columns or books
- Study groups

- Teaching college or university courses
- Team or department leadership in a school or district
- Training as reviewer of university teacher preparation programs
- Work/learn programs or internships
- Workshops, seminars, conferences, institutes, symposiums (presenting or attending)

### **Teaching Experience**

“Four years of teaching experience” means the equivalent of four years’ full-time employment, i.e., eight semesters of full-time teaching on a valid teaching certificate. Experience does not have to be accumulated through full-time teaching. For example, a teacher who teaches half-time for a full year could accumulate four years of teaching over eight school years. The years do not need to be consecutive.

A valid teaching certificate for this purpose is a certificate equivalent to an Illinois Master, Standard, Initial or Provisional, early childhood, elementary, secondary, or special certificate. Teaching on a comparable certificate from another state counts toward the requirement.

Teaching experience is verified by a statement that documents the nature and duration of the teaching. The statement(s) must be on official school or district letterhead and signed by the chief school administrator or designee.

Time spent teaching or substituting in public or private schools on a valid teaching certificate other than a substitute certificate counts towards the four years of experience. Teaching in a home school or on a substitute certificate (Type 39) or a Transitional Bilingual (Type 29) is not applicable.

### **Validity of Initial Certificate**

Initial teaching certificates become invalid on June 30 after the fourth year of teaching experience is completed. Teachers who do not complete the professional development requirements by the time they have completed their four years of teaching may request reinstatement for one year and must complete the professional development option by the end of the reinstatement period. (The certificates of individuals whose registration expired June 30, 2004, have automatically been reinstated for the 2004-05 school year.)

If teachers do not meet the requirements by the end of the year of reinstatement, the certificate is no longer valid and cannot be reissued. Teachers may apply for an Initial teaching certificate of a different type if they meet the requirements for it.

## **IX. Renewing Standard Certificates**

Legislation that went into effect June 30, 2004, significantly changed the requirements for renewing the Standard/Master certificate, simplifying the application process and adding several professional development options. Teachers will submit forms directly to their Regional Office of Education or Local Professional Development Committee (LPDC) if the employing district and its exclusive representative, if any, agree to keep the LPDC. Teachers are still required to complete professional development.

### **Renewal Process**

Teachers who are required to maintain their certificates as valid and active for any part of their validity period must submit the following:

- ISBE Form 73-98, Assurance of Completion of Professional Development for Renewal of Standard/Master Certificates;
- ISBE Form 73-10, Certificate Registration Form; and
- appropriate registration fee.

### **Important Changes to Procedures**

Teachers are no longer required to:

- create or submit Certificate Renewal Plans,
- submit Claims for Credit, or
- request approval from an LPDC for activities.

Teachers are required to:

- complete creditable professional development activities;
- maintain evidence of completion;
- request approval for travel from their Regional Office of Education, or LPDC, if applicable;
- submit assurance statement.

### **LPDCs ARE NOT REQUIRED.**

A district may continue to have an LPDC by agreement between the teachers' exclusive representative and the administration. The LPDC's function will be to review Statement of Assurance forms at the end of teachers' validity cycle and recommend teachers for renewal.

Teachers in districts that no longer have an LPDC do not need an LPDC recommendation and must apply for renewal directly to the Regional Office of Education.

### **TEACHERS WITH ADVANCED DEGREES OR MASTER CERTIFICATES**

Beginning with the certificate holder's second renewal cycle, reductions in professional development requirements apply to teachers who held their degrees or certificates prior to beginning their second cycle requiring professional development for renewal as follows:

- Teachers with a master's degree in an education-related field need to complete two-thirds of the professional development requirement.
- Teachers with more than one master's degree, an educational specialist, or doctorate need to complete one-third of the professional development requirement.

- Teachers with a Master Certificate obtained as a result of NBPTS certification need to complete one-third of the professional development requirement.

### **Professional Development Options That Meet Requirements for Renewal**

Teachers may use one of the following or a combination of college coursework and CEUs/CPDUs to qualify for renewal of their teaching certificates:

- Complete an advanced degree
- Meet Illinois criteria for becoming highly qualified in another teaching area\*
- Complete National Board for Professional Teaching Standards (NBPTS) certification process
- Earn eight semester hours of college coursework in education-related program
- Earn subsequent Illinois certificate or endorsement\*
- Complete four semester hours of graduate coursework in Assessment of Teaching Performance or NBPTS preparation\*
- Earn CEUs/CPDUs in activities listed below (For definitions, CPDUs earned and evidence, click on Certificate Renewal Update on our website at [www.isbe.net](http://www.isbe.net) or see CeRTS.)

\*Indicates new options.

### **Creditable Activities for CPDUs/CEUs**

**Regular education teachers using CPDUs/CEUs for all or part of their professional development must have 20% pertaining to serving students in the least restrictive environment; special education teachers must have 50%.**

- |  |  |
|--|--|
| 1. Collaborative planning and professional improvement teams                                     | 16. Observing programs or teaching in schools, business or industry                                  |
| 2. Peer review and peer coaching   | 17. Travel ( <b>requires prior approval of LPDC or Regional Superintendent</b> )                     |
| 3. Mentor, recipient or remediating teacher  | 18. Study groups   |
| 4. Site-based management or decision-making teams, boards or task forces                         | 19. Statewide education-related committee  |
| 5. Coordinating community resources  | 20. Work-learn programs or internships   |
| 6. Facilitating parent education programs  | 21. Portfolio of student and teacher work  |
| 7. Business, school or community partnerships  | 22. Curriculum development or assessment activities  |
| 8. Supervising a student teacher   | 23. Team or department leadership  |
| 9. College coursework  | 24. External/internal school or district review teams  |
| 10. Teaching college courses   | 25. Publishing education articles, columns or books  |
| 11. Workshops, seminars, conferences, institutes, symposia ( <b>require approved providers</b> ) | 26. Non-strike related professional association or union service related to professional development |
| 12. Presenting at workshops, seminars, conferences, etc.   | 27. "Other" activities aligned to one of the above activities  |
| 13. Training as external reviewers   |  |
| 14. Training as reviewers of university teacher preparation programs                             |  |
| 15. Action research and inquiry projects   |  |

### **Important Changes for Professional Development Activities**

New legislation made the following changes in approval and crediting of professional development activities:

- No credit may be earned for activities or events that are designed for entertainment, promotional or commercial purposes or those that are solely inspirational or motivational. The State Superintendent of Education or a Regional Superintendent of Education will investigate complaints and review the activities, which may result in a recommendation to disapprove them.
- If there is no responsible LPDC, a Regional Superintendent or his/her designee must approve travel 30 days prior to the travel experience.
- The State Teacher Certification Board and the State Board of Education have the authority to jointly disapprove professional development activities and events offered by providers of conferences, workshops, institutes, seminars, symposia and similar training activities.

#### **Additional Notes**

Holders of Master Certificates can now qualify for certificate renewal by completing the NBPTS recertification process. Holders of Master Certificates in science or social science can teach in any of the subject areas within those fields, including those taught at an advanced level.

## **X. Master Teaching Certificates**

Individuals who complete the rigorous requirements of the National Board for Professional Teaching Standards (NBPTS) and receive a Board Master Teacher certificate may apply through their regional superintendent's office for an equivalent Illinois Master Certificate. There is no fee for the application and the individual is not required to pass the state examinations. The certificate is valid for a period of 10 years and is renewable on the same basis as a five-year Standard certificate. The application form is ISBE 73-03E, "Application for Master Teaching Certificate."

## **XI. School Service Personnel Certificates**

School Service Personnel certificates have five-year periods of validity and may be renewed upon registration. Each certificate is endorsed for an area of service for which the holder is qualified: School Social Worker, School Nurse, School Counselor, School Psychologist, or Speech/Language Pathologist (Non-Teaching). Persons who hold only school service personnel certificates may not be employed as teachers.

Applicants interested in any of the endorsements on the School Service Personnel Certificate must apply on form ISBE73-03D, "Application for School Service or Administrative Certificate." Applicants may download the form from the website at <http://www.isbe.net/certification/html/forms.htm>, or they may apply over the internet using a credit card at <http://www.isbe.net/otis/>.

### **Provisional Certificates**

Applicants from other states who hold such certificates with comparable endorsements in their states may obtain a provisional version of the school service personnel certificate valid for two fiscal years, with the first year ending on June 30 following the issue date. The holder of a provisional certificate may use the time to complete testing requirements or remove other deficiencies found during the evaluation. A holder of a provisional certificate with testing deficiencies must pass the test during the first nine months of the certificate's validity or the certificate will be canceled.

### **A. Certification of School Social Workers**

Candidates for the School Service Personnel Certificate endorsed for school social work shall

- a) Hold a master's degree in social work with a specialization in school social work awarded by a graduate school of social work accredited by the Council on Social Work Education;
- b) Have completed an Illinois program approved for the preparation of school social workers or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country;
- c) Have completed both a supervised field experience of at least 400 contact hours, supervised by a field instructor holding a master's or higher degree in social work, and a school social work internship of at least 600 contact hours in a school setting;
- d) Be required to pass the applicable content-area test, as well as the test of basic skills if its passage would be required for receipt of a standard certificate.

## **B. Certification of School Counselors (2004)**

Applicants for the school service personnel certificate endorsed for school counseling shall

- a) Hold a master's degree awarded by a regionally accredited institution of higher education in school counseling, another counseling or related field (e.g., social work or psychology), or an educational field;
- b) Have completed an Illinois program approved for the preparation of school counselors or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country;
- c) Have completed a supervised counseling practicum of at least 100 clock hours that provided interaction with individuals and groups of school age and included at least 40 hours of direct service work. Except as provided in subsection (e), each applicant shall have completed a structured and supervised internship that is part of an approved program.
  - 1) The internship shall be of a length that is determined by the approved program to be adequate to enable candidates to meet the standards but shall entail at least 600 hours and last no less than one semester, during which candidates shall engage in the performance of various aspects of the counseling role and shall be gradually introduced to the full range of responsibilities associated with that role. However, the internship for an individual with at least two years of teaching experience may, at the discretion of the institution offering the approved program, consist of no fewer than 400 hours. In each case at least 240 hours of the internship shall involve direct service work with school-age individuals and groups.
  - 2) The internship shall occur in a school setting except that, at the discretion of the institution, a maximum of one-third of the hours required may be credited for experiences in other related settings such as hospitals or day care settings that, in the judgment of the institution, expose the candidates to the needs of school-aged children and prepare the candidates to function as school counselors.
  - 3) An institution may recommend certification of candidates who were enrolled in an approved program prior to July 1, 2004, and have completed an internship meeting the requirements applicable at the time of their enrollment.
- d) Except as provided in subsections (e) and (f), either:
  - 1) hold or be qualified to hold a teaching certificate; or
  - 2) have completed, as part of an approved program, coursework addressing:
    - A) the structure, organization and operation of the educational system, with emphasis on P-12 schools;

- B) the growth and development of children and youth, and their implications for counseling in schools;
  - C) the diversity of Illinois students and the laws and programs that have been designed to meet their unique needs; and
  - D) effective management of the classroom and the learning process.
- e) Applicants who hold another state's certification in school counseling shall not be subject to the requirements of completing a practicum or internship or subsection (4) if he or she presents evidence of at least two years' full-time experience as a school counselor.
  - f) An applicant who has completed an approved school counseling program in another state that includes an internship meeting the requirements of subsection (c) shall not be subject to the requirements of subsection (d).
  - g) Candidates shall be required to pass the applicable content-area test as well as the test of basic skills if its passage would be required for receipt of a standard certificate.
  - h) Applicants who hold a master's degree in any field other than school counseling, or who hold a bachelor's degree only, shall be required to complete the equivalent of all requirements of an approved school counseling preparation program. The Illinois institution offering the program shall review the individual's educational and experiential background and identify any of the standards or other applicable requirements that the individual's preparation has not addressed. Upon successful completion of the coursework and experiences offered by the institution that address the identified standards, the applicant shall be eligible to be recommended for certification by entitlement.

**C. Interim Certification of School Counselor Interns (2004)**

- a) Individuals who wish to participate in internships enabling them to meet the requirements for certification as school counselors may obtain interim certification as school counselor interns. Applicants for this certification shall either:
  - 1. have completed, as part of an approved program coursework covering,
    - the structure, organization and operation of the educational system, with emphasis on P-12 schools
    - the growth and development of children and youth, and their implications for counseling in schools;
    - the diversity of Illinois students and the laws and programs that have been designed to meet their unique needs; and
    - effective management of the classroom and the learning process

OR

- 2) hold a master's degree in a field of counseling other than school counseling and be working toward completion of all requirements necessary for certification as a school counselor.
- b) Applicants shall be in good health and of sound moral character and shall be citizens of the United States or be legally present in the United States and possess legal authorization for employment.
- c) Each applicant shall submit the required fee along with an application to the State Board of Education and a transcript indicating compliance with (a)(1) and (a)(2).
- d) Interim certification as a school counselor intern shall be valid for three years and shall not be renewable.

**D. Certification of School Psychologists (2004)**

- a) Candidates for the school service personnel certificate endorsed for school psychology shall hold a master's degree in psychology or educational psychology with a specialization in school psychology.
- b) Each candidate shall have completed an Illinois program approved for the preparation of school psychologists or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country.
- c) Candidates shall have completed both a supervised field experience of at least 250 hours in a school setting and/or child study center and an internship of at least 1200 contact hours and lasting a full school year under the direction of an intern supervisor.
- d) Candidates shall be required to pass the applicable content-area test, as well as the test of basic skills unless meeting the waiver described on page 33.

**E. Certification of School Nurses (2004)**

- a) Candidates for the school service personnel certificate endorsed for school nursing shall hold a bachelor's degree.
- b) Candidates shall be licensed as registered professional nurses in Illinois pursuant to the Nursing and Advanced Practice Nursing Act.
- c) Each candidate shall have completed an Illinois program approved for the preparation of school nurses or a comparable approved program in another

- state or country or hold a comparable certificate issued by another state or country
- d) Candidates shall have met the requirements of either subsection (d)(1) or subsection (d)(2) of this Section.
- 1) Completion of an internship that
    - A) was determined by the approved program to be sufficient in length for the candidates to meet the standards set forth at 23 Ill. Adm. Code 23.120, but in no case consisted of fewer than 300 hours of experiences; and
    - B) was supervised by a certified school nurse with at least two full school years of full-time experience as a school nurse and at least one full school year of full-time experience with the current employer.
  - 2) Completion of two years of experience as a school nurse prior to July 1, 1972.
- e) Candidates shall be required to pass the applicable content-area test, as well as the test of basic skills if its passage would be required for receipt of a standard certificate.

#### **F. Certification of Non-Teaching Speech-Language Pathologists**

Certain individuals may qualify for a school service personnel certificate with a non-teaching speech-language pathologist's endorsement, as provided in Section 14-1.09b of the School Code [105 ILCS 5/14-1.09b].

- a) Applicants shall hold one of these licenses
  - o an Illinois Speech-Language Pathology License OR
  - o a current Certificate of Clinical Competence from ASHA & a license from another state and application for Illinois licensure OR
  - o a temporary Illinois speech language pathologist license and has completed an approved program
- b) Applicants shall hold a master's or doctoral degree earned through completion of a program that has been accredited by ASHA for speech language pathology
- c) Applicants shall meet the requirements of Section 14-1.09b(b)(3) of the School Code [105 ILCS 5/14-1.09b(b)(3)] by:
  - 1) having completed an Illinois approved program that leads to certification as a speech-language pathologist; or

- 2) having completed a program in another state or country that is comparable to the Illinois programs described in subsection (c)(1) or holding a comparable certificate issued by another state or country ); or
  - 3) having completed an Illinois program of preparation in speech-language pathology that was not approved for certification but was offered by a regionally accredited institution (see also subsection (d)); or
  - 4) having completed a program in another state or country that is comparable to the Illinois programs described in subsection (c)(3) of this Section (see also subsection (d) of this Section).
- d) For purposes of subsection (c) of this Section, a comparable out-of-state program is one that leads to qualification as either a teaching or a non-teaching speech-language pathologist, and a comparable out-of-state certificate is one authorizing employment in the public schools in either capacity.
- e) Prior to submitting an application to the State Board of Education, applicants who wish to qualify for the school service personnel certificate based on the requirements of subsection (c)(3) or (c)(4) of this Section and whose professional preparation was completed prior to July 1, 2002, shall submit their transcripts and descriptive material for each relevant course completed to an Illinois institution that offers a program of preparation for speech-language pathologists that is approved pursuant to Subpart C of this Part.
- 1) Professional personnel of the institution familiar with its approved program shall review the evidence submitted by the applicants and may request such additional information as may be needed in order to determine whether they have completed:
    - A) coursework leading to an understanding of the needs of students with various disabilities and an awareness of appropriate procedures for directing learning; and
    - B) a supervised field experience involving diagnostic and therapeutic work with school-aged children leading to an understanding of the specific problems, methods, and procedures relevant to serving school-aged children.
  - 2) If the individuals have completed coursework and field experience fulfilling the requirements of subsection (e)(1) of this Section, the

institution shall issue a letter of recommendation for the certificate, which shall be submitted to the State Board of Education along with the individual's application.

- 3) If the individuals lack required coursework and/or field experience, the institution shall identify the courses and/or practica that the individual must complete in order to qualify for the certificate. Upon the individuals' successful completion of any such requirements, the institution shall recommend the individuals for certification.
- f) Prior to submitting an application to the State Board of Education, applicants who wish to qualify for the school service personnel certificate based on the requirements of subsection (c)(3) or (c)(4) of this Section and whose professional preparation was completed on or after July 1, 2002, shall submit his or her transcripts and descriptive material for each relevant course completed to an Illinois institution that offers an approved program of preparation for speech-language pathologists.
- 1) Professional personnel of the institution familiar with its approved program shall analyze the applicants' preparation and may request such additional information as may be needed to determine whether the individuals have achieved an understanding of the aspects of practice addressed in the content-area standards for speech-language pathologists (see the policies of the State Board of Education related to certification in special education under the federal court order of February 27, 2001, in the matter of Corey H., et al., v. Board of Education of the City of Chicago, et al.) with respect to:
    - A) planning and intervention;
    - B) the learning environment;
    - C) service delivery;
    - D) professional conduct and ethics; and
    - E) facilitation and advocacy.
  - 2) If the individuals' preparation has covered the aspects enumerated in subsection (f)(1) of this Section, the institution shall issue a letter of recommendation for the certificate, which the individuals shall submit to the State Board of Education along with their application.

- 3) If the individuals' preparation has not covered all the aspects enumerated in subsection (f)(1) of this Section, the institution shall identify the coursework and/or field experience that the applicants must complete in order to do so. Upon the individuals' successful completion of any such coursework or field experience, the institution shall issue a letter of recommendation for the certificate.
- g) Candidates shall be required to pass the applicable content-area test), as well as the test of basic skills if its passage would be required for receipt of a standard certificate.
- h) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

#### **Interim Certification of Speech-Language Pathologist Interns**

An individual who wishes to participate in an internship enabling him or her to complete the supervised, school-based professional experience described in Section 14-1.09b(b)(3) of the School Code may obtain interim certification as a speech-language pathologist intern when he/she has:

- an Illinois Speech-Language Pathology License OR
  - a current Certificate of Clinical Competence from ASHA & a license from another state and application for Illinois licensure OR
  - a temporary Illinois speech language pathologist license and completion of an approved program
  - AND
  - A master or doctor degree in speech pathology from an ASHA accredited institution
- a) Each applicant for this certification shall be in good health and of sound moral character and shall be a citizen of the United States or be legally present in the United States and possess legal authorization for employment.
- b) Each applicant shall submit an application to the State Board of Education along with:
- 1) the required fee;
  - 2) evidence that he or she meets the above licensing requirements ; and
  - 3) evidence that he or she holds the required advanced degree in conformance with
- c) Interim certification as a speech-language pathologist intern shall be valid for three years, subject to Section 21-22 of the School Code, and shall not be renewable.

#### **G. Supervisory Endorsement on the School Service Personnel Certificate**

The holder of the School Service Personnel Certificate may have the added endorsement for supervision upon presentation of evidence of:

- A. Possessing a master's degree or higher from a regionally accredited institution of higher learning;
- B. Possessing eight semester hours of graduate professional education which shall include at least one course related primarily and explicitly to the supervision of personnel and one course primarily and explicitly related to the administration and organization of schools; and
- C. At least two years of appropriate school service personnel experience.

## **XII. Administrative Certificates**

Administrative certificates are required for persons serving in administrative roles. These certificates are valid for five-year periods and may be renewed. The certificate is available by transcript evaluation only to persons who have completed an approved school administrator program in another state or who hold another state's comparable certificate.

Renewals of these certificates for persons serving in public school administrative positions require completion of professional development for administrators. Applicants interested in any of the endorsements on the administrative certificate must apply on form ISBE 73-03D, "Application for School Service or Administrative Certificate." Applicants may download the form from the website at <http://www.isbe.net/certification/html/forms.htm> or they may apply over the internet using a credit card at <http://www.isbe.net/otis/>.

### **Provisional Administrative Certificates**

Should applicants from other states who hold valid comparable certificates from their states not meet all of Illinois' requirements, they can be issued a provisional Illinois certificate. The first year of the two year certificate expires on June 30 following the date of issue. When a provisional certificate has been issued and the holder has not passed the required Illinois examinations within nine months after the issue date, the certificate will be canceled.

### **A. General Administrative Endorsement (2004)**

This endorsement is required for principals, assistant principals, assistant or associate superintendents, and staff filling other similar or related positions as indicated in 23 Ill. Adm. Code 1. Appendix B. (See also 23 Ill. Adm. Code 29.120.)

- a) Candidates for the general administrative endorsement shall hold a master's degree awarded by a regionally accredited institution of higher education that encompasses the coursework in educational administration and supervision.
- b) Candidates shall have completed an Illinois program approved for the preparation of administrators or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country.
- c) Candidates shall have two years' full-time teaching or school service personnel experience in public schools, schools under the supervision of the Department of Corrections, schools under the administration of the Department of Human Services, or nonpublic schools recognized by the State Board of Education or meeting comparable out-of-state recognition standards.

- d) Candidates shall be required to pass the applicable content-area test, as well as the test of basic skills if its passage would be required for receipt of a standard certificate.
- e) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

**B. Chief School Business Official (2004)**

This endorsement is required for chief school business officials.

- a) Candidates for the chief school business official's endorsement shall hold a master's degree awarded by a regionally accredited institution of higher education.
- b) Candidates, whose master's degrees were earned in *business administration, finance, or accounting*, shall be required to pass the basic skills and content area tests.
- c) All other candidates shall
  - 1) have completed an Illinois program approved for the preparation of school business officials or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country; and
  - 2) have two years' administrative experience in school business management.
- c) Each candidate shall be required to pass the applicable content-area test, as well as the test of basic skills if its passage would be required for receipt of a standard certificate.
- d) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

**C. Superintendent (2004)**

This endorsement is required of school district superintendents.

- a) Candidates for the superintendent's endorsement shall hold a master's degree awarded by a regionally accredited institution of higher education.
- b) Candidates shall have completed an Illinois program approved for the preparation of superintendents or a comparable approved program in

another state or country or hold a comparable certificate issued by another state or country.

- c) Candidates shall have at least two years' administrative or supervisory experience in schools, on at least a half-time basis, on a general supervisory, general administrative, or all-grade supervisory endorsement on an administrative certificate, or a comparable out-of-state credential; the superintendent's endorsement shall not be issued as an individual's first endorsement on the administrative certificate unless issued on the basis of a comparable out-of-state credential.
- d) Candidates shall be required to pass the applicable content-area test, as well as the test of basic skills if its passage would be required for receipt of a standard certificate.
- e) Nothing is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

#### **D. Director of Special Education**

This endorsement shall be required for directors and assistant directors of special education beginning July 1, 2005. This endorsement is available to certain individuals based on qualifications earned on or before June 30, 2005, in accordance with subsection (e). All other candidates shall be subject to the requirements of subsections (a) through (d).

- a) Candidates for the director of special education endorsement shall hold a master's degree awarded by a regionally accredited institution of higher education.
- b) Candidates shall have completed an Illinois program approved for the preparation of directors of special education or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country.
- c) Candidates shall have two years' full-time teaching experience or school service personnel experience in a field other than school nursing in public schools, schools under the supervision of the Department of Corrections, schools under the administration of the Department of Human Services, or nonpublic schools recognized by the State Board of Education or meeting comparable out-of-state recognition standards.
- d) Candidates shall be required to pass the applicable content-area test, as well as the test of basic skills if its passage would be required for receipt of a standard certificate.

- e) Certain individuals may receive the director of special education endorsement as specified in this subsection (e).
  - 1) Individuals who have received a letter of approval as an administrator of special education from the State Board of Education at any time may receive an endorsement for director of special education by submitting an application for the endorsement accompanied by the applicable fee and a copy of their letter of approval.
  - 2) Individuals who hold an administrative certificate and the teaching or school service personnel experience required by subsection (c), but who have never been approved as an administrator of special education may receive endorsement for director of special education at any time by submitting an application for the endorsement accompanied by the applicable fee and evidence of having completed 30 semester hours of coursework, distributed among all the areas listed in subsections (e)(2)(A) through (e)(2)(E) of this Section. These requirements must have been met on or before June 30, 2005.
    - A) Survey of exceptional children
    - B) Special methods courses covering at least three areas of disability
    - C) Educational and psychological diagnosis and remedial techniques
    - D) Guidance and counseling
    - E) Supervision of programs for children with disabilities
- f) Nothing is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

### **XIII. Renewing Administrative Certificates**

Effective June 30, 2004, Public Act 093-0679 changed the administrative certificate renewal requirements for Illinois *public school administrators* who hold positions that require administrative certification. There are no administrative certificate renewal requirements for non-public school administrators in Illinois.

The administrative rules will be amended to reflect the changes, providing details for implementing the new law. Emergency rules were established in August. Proposed rules were available for public comment until October 18, 2004.

Based on these changes, public school administrators **will no longer be required to:**

- create or submit a professional development plan,
- complete activities associated with a plan,
- submit evidence that activities were completed (with the exception of an audit), and
- submit anything to a district or co-op reviewer.

Based on these changes, public school administrators **will be required to**

- complete professional development activities;
- maintain evidence that activities were completed for audit purposes;
- complete a minimum of 30 hours of Administrators’ Academy courses, rather than 36 hours;
- complete, if required, the “Introduction to Evaluation of Certified Staff” course above and beyond the 30 hours/1 course per year requirement;
- complete a verification form and certify the appropriate amount of continuing professional development activities and Administrators’ Academies were completed;
- submit the verification form to the Regional Superintendent of Schools; and
- submit evidence that activities were completed if chosen for audit.

The entire certificate renewal process for administrators is conducted electronically on the Certificate Renewal Tracking System (CeRTS). CeRTS is available on-line at <https://sec1.isbe.net/CeRTSAA/Default.htm>. All public school administrators, who have not already done so, must create a profile on CeRTS and use the electronic system to:

- 1) maintain documentation,
- 2) verify completion, and
- 3) submit a verification form indicating completion of the renewal requirements.

### **XIV. Certificate Registration**

Illinois' law requires that all certificates must be registered with a regional superintendent of schools. Certificates may be registered at a regional superintendent's office or they may be registered on-line on our OTIS system using a credit card. Each certificate has a specific validity period; the registration fee is computed at \$5 per year of the validity period.

- One registration fee applies to all certificates held in all regional offices; however persons who hold substitute certificates must pay a separate registration fee to each regional superintendent with whom they register.
- No certificate may be registered beyond its next renewal date.
- When persons hold more than one type of certificate with varying renewal dates, the fees required for registration and the time period of registration for the certificates will vary according to the certificate selected for the basis of registration.
- The renewal dates of all Standard certificates held by the same person will coincide with the renewal date of the first Standard certificate received.
- The renewal dates of certificates of individuals who hold both Standard and Master certificates will coincide with the renewal date of the Master certificate.
- Administrative certificates will also renew at the same renewal date as any previously issued Standard or Master certificate.
- Certificates that are not registered for more than five consecutive years are considered to have lapsed. State law specifies that lapsed certificates may be reinstated for **one fiscal year ending on June 30 after the date of reinstatement** by paying the fees owed for each year of non-registration. Reinstated certificates may only be renewed by
  1. providing proof on an official transcript that the holders have earned, within the six-year period that encompasses the certification year of reinstatement and the five-year period immediately prior to the year of reinstatement, five semester hours of college credit from one or more regionally accredited institutions of higher learning in the field of professional education or in courses related to the holder's contractual teaching duties, or
  2. present evidence of holding a valid regular certificate of some other type, whether issued by Illinois or by another state, territory, or possession of the U.S.
- The status of "lapsed certificate" also applies to persons who fail to do the required continuing professional development for a Standard, Master or Administrative certificate or who fail to complete one of the options for moving from an Initial to the Standard certificate. In all cases the reinstatement period is one fiscal year ending on June 30 after the reinstatement date, during which the holder must meet all outstanding obligations related to the validity of the certificate.

## Appendix: Endorsement Structure Beginning July 1, 2004

Section 25.100 of this Part explains the applicability of “designations” where shown as required in the following table. An asterisk next to the name of an endorsement or designation indicates that there is no content-area test for that credential. The relevant provisions of Section 25.100(e) of this Part shall apply in those cases.

<b>Endorsements Available as of July 1, 2004</b>	<b>Designations</b>	<b>Endorsements Previously Issued</b>
Fundamental Learning Areas		
English Language Arts	None	English Journalism Language Arts Speech
Reading Teacher	None	Reading
Reading Specialist	None	Reading
Mathematics	None	Mathematics
Sciences – Designation Required	Biology  Chemistry Earth and Space Science  Environmental Science  Physics	Biological Science Botany Physiology Zoology Chemistry Aerospace Astronomy Earth Science Geology Physical Geography Biological Science Physical Science General Science Physics

<b>Endorsements Available as of July 1, 2004</b>	<b>Designations</b>	<b>Endorsements Previously Issued</b>
Social Sciences – Designation Required	Economics Geography History  Political Science Psychology Sociology and Anthropology	Economics Geography History U.S. History World History Political Science Psychology Anthropology Sociology
Physical Education	None	Physical Education
Health Education	None	Health Education
Dance	None	Dance
Drama/Theatre Arts	None	Theatre and Drama
Music	None	Music Instrumental Music Vocal Music
Visual Arts	None	Art
Foreign Languages – Designation Required	Chinese French German Hebrew Italian Japanese Korean Latin Russian Spanish Others, As Applicable	None French German Hebrew Italian None None Latin Russian Spanish

<b>Endorsements Available as of July 1, 2004</b>	<b>Designations</b>	<b>Endorsements Previously Issued</b>
Additional Teaching Fields		
Agricultural Education	None	Agricultural Business and Management Agriculture Agricultural Power and Machinery Horticulture Agricultural Resources
Business, Marketing, and Computer Education – Designation Optional	Business Computer Programming*	Accounting Basic Business Business Computer Programming Business/Marketing/Management Information Processing Information Processing/Secretarial Marketing
Family and Consumer Sciences – Designation Required	Apparel and Textiles* Living Environments* Nutrition, Wellness, and Hospitality*	Child and Day Care Services Consumer Education and Resource Management Fashion and Clothing Services Food and Nutrition Services Home Economics Institutional and Home Management Services Interior Furnishings Services/Living Environments Interpersonal, Family Relationships, Parenting

<b>Endorsements Available as of July 1, 2004</b>	<b>Designations</b>	<b>Endorsements Previously Issued</b>
Health Careers	None, but licensure in a specific occupation is required	Health Occupations
Technology Education	None	Industrial Technology Education Construction Electronics Graphic Communications Transportation Manufacturing Industrial Technology Public Service Drafting/Design Autobody Repair Heating, Ventilation, and Air Conditioning
Technology Specialist	None	Computer Technology Instructional Technology
Library Information Specialist	None	Media
Safety and Driver Education*	None	Safety and Driver Education
English as a New Language (ENL) – Designation Optional	Bilingual Education (language-specific)	Bilingual Education English as a Second Language
Middle-Level	Subject-specific	Middle-Grades
Elementary		
Self-Contained General Elementary Education	None	Self-Contained General Education

<b>Endorsements Available as of July 1, 2004</b>	<b>Designations</b>	<b>Endorsements Previously Issued</b>
Early Childhood		
Early Childhood	None	Early Childhood
Early Childhood Special Education	None	
Administrative		
Chief School Business Official		Chief School Business Official
Director of Special Education		Director of Special Education
General Administrative Superintendent		General Administrative Superintendent
School Service Personnel		
School Counselor		Guidance
School Nurse		School Nurse
School Psychologist		School Psychologist
School Social Worker		School Social Worker
Non-Teaching Speech-Language Pathologist		Non-Teaching Speech-Language Pathologist
Supervisory	None; see Sections 21-4 and 21-25 of the School Code and Section 25.497 of this Part.	Supervisory

(Source: Added at 28 Ill. Reg. 8556, effective June 1, 2004)