

## Educator Certification System Entering Professional Development



- Go to [www.isbe.state.il.us](http://www.isbe.state.il.us).
- Click—ECS (middle of the navigation bar).
- Click to enter the **Educator Access** area.
- The Log-in screen is divided into four parts. If you have been here before enter your Account ID and password to log-in. If you have not been here before, Click--**Create New Account**.
- Once you are in ECS, Click—**Professional Development and Renewal** (upper-middle of screen).
- Click—**Professional Development Activity** (2<sup>nd</sup> option in box).
- Click—**Enter/Review Professional Development** (middle of screen under the certificate you are currently using).
- Repeat click—**Enter/Review Professional Development**.
- Step 1: Confirm that you are the person listed.
- Step 2: Choose what you did for professional development (CPDUs are the last choice).
- After selecting which professional development activity, follow the prompts to enter your data.
- If you select CPDUs as your activity, you will be asked to select your activity's purpose. Choose all purposes that apply to the activity. Remember regular education teachers need 20% in Purpose E and special education teachers need 50% in Purpose E. (The Purpose E requirement only applies to those who are doing CPDUs.)
- If your activity addresses any NCLB core subject area, you can select the area here. If not, choose not applicable.
- Repeat these steps until you have entered sufficient activities to meet your professional development responsibility.

### Submitting Statement of Assurance

- Sign-on to the Educator Certification System (ECS) in the same manner as above.
- Click—Statement of Assurance (left middle of screen).
- Click—Submit/Review Statement of Assurance (middle of screen).
- Verify that your personal information is correct.
- Verify your certificates.
- Verify your employment information.
- Verify teaching history.
- Verify exemption information.
- Verify your requirements for renewal.
- Verify your professional development activities.
- The last item in **Bold** font should read, “Based on this information we have determined that you **DO MEET** the criteria to submit your Statement of Assurance for approval.” If that statement is there, choose yes. If not, go back and add more professional development activities or adjust purposes. Then repeat these steps to submit your Statement of Assurance.
- If the statements you read are true, select yes. You have now submitted your Statement of Assurance.
- Wait 1-2 weeks and login to ECS.
- Click on Professional Development and Renewal.
- Click Professional Development Activity.
- If there is a “Yes” in both the ROE and ISBE/STCB boxes (upper right of screen) you may pay your fees for the next cycle.