

Steps to Record/Edit/Submit Statement of Assurance Initial Certificate

http://www.isbe.net/certification/html/new_teacher.htm

Important message: You must have four years of teaching experience and have met the professional development requirement to obtain the Standard certificate.

Record your professional development activities:

- Create a login or log into existing ECS account <https://sec1.isbe.net/ecs/>
- Click on professional development
- Click on activities
- Click on enter/review
- Click select on the cycle in which your activity was taken if applicable to 2 cycles
- Enter each activity individually

How to change/edit/remove activities once recorded in ECS:

- Log into ECS system
- Click on professional development
- Click on activities
- Click on enter/review
- Scroll down to see activities
- On the right of each activity select edit/remove
- Click on either edit or remove and follow the prompts
- ECS will guide you the process

Submit statement of assurance:

- Click on the Statement of Assurance (on the left side of the screen).
- Click on Submit/Review Statement of Assurance
- Follow the 11 step wizard to Submit Statement of Assurance.
- You will receive a prompt that your Statement of Assurance has been submitted.
- To review status of your Statement of Assurance click on Statement of Assurance.

If you receive notice from the Regional office to edit your statement of assurance follow the steps to re-submit statement of assurance after corrections are made.

Make application for the Standard certificate:

- Submit application ISBE 73-03C for each initial certificate moving to Standard certificate
- Submit the four year experience letter
- Submit a \$30.00 money order for each certificate moving to the Standard certificate
- The new Standard certificate will be issued after July 1st granting the five fiscal year certificate
- The new Standard certificate will be mailed to your home address along with a registration form if fees are applicable.

Important message: If you have not submitted a statement of assurance along with the application, money order and four year experience letter this process will not be complete.