

School Service Personnel (Type 73) Certificate Renewal

Implemented July 2008

Renewal of School Service Personnel Certificates

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Renewal of School Service Personnel Certificates

Renewal Requirements

On July 1, 2008, Illinois implemented renewal requirements for individuals who hold School Service Personnel Certificates and who are employed in positions requiring the certificates in Illinois public schools during the five-year (Type 73) or ten-year (Master) validity cycle of those certificates.

The law does not require anyone in nonpublic schools to participate in professional development activities to renew certificates. If you are employed by a nonpublic school or you are employed as a substitute on a part-time basis or a day-to-day basis, you are only required to pay the registration fee in order to renew your certificate.

For this purpose, "employment" in a public school is defined as performing services in an Illinois public or state-operated elementary or secondary school, or cooperative or joint agreement with a governing body or board of control in a certificated position or in a charter school in compliance with the Charter Schools Law. If employed under these circumstances, you must maintain your certificate(s) as valid and active and must complete continuing professional development in order to "renew" them. Successfully completing the renewal process allows you to pay registration for the next validity cycle.

On or after September 1 of the final year of your validity cycle, you submit a "Statement of Assurance" in which you list sufficient professional development to cover the timeframe you were actively employed during the validity cycle. Once that Statement is approved by your Regional Superintendent (a locally elected official authorized to make recommendations for renewal and register certificates for educators in the county or counties served by the Regional Office of Education) and the State Teacher Certification Board (as opposed to the State Board of Education), you may reregister with your Regional Office of Education for the next validity cycle.

Professional Development Options

You must complete either the National Board for Professional Teaching Standards (NBPTS) certification process or at least 80 Continuing Professional Development Units (CPDUs) that address three of the four purposes (see below) outlined in the legislation to renew your certificate. (The CPDUs may be reduced due to periods of exemption (see section on exemptions below.) In addition, if you

- hold an active license issued by the State as a clinical professional counselor, a professional counselor, a clinical social worker, a social worker, or a speech-language pathologist;
- hold national certification as a Nationally Certified School Psychologist from the National School Psychology Certification Board;
- are nationally certified as a National Certified School Nurse from the National Board for Certification of School Nurses;
- are nationally certified as a National Certified Counselor or National Certified School Counselor from the National Board for Certified Counselors; or

- hold a Certificate of Clinical Competence from the American Speech-Language-Hearing Association

you will be deemed to have satisfied the continuing professional development requirements.

Options and the Evidence of Completion

As you complete your professional development, you must maintain the evidence of completion for any activity you plan to use to meet renewal requirements. Each creditable activity has specific documentation. Anything other than the required evidence is not acceptable, and if you are selected for audit, you will not be credited for any activities for which you do not hold the required evidence. You must keep the evidence of completion for activities in your own files for at least one renewal cycle. If you are selected for audit, you must provide the evidence upon request.

If you are audited and cannot provide the required evidence of completion for sufficient credit to meet renewal requirements, you will be afforded an opportunity for hearing, and your certificate may be suspended for one fiscal year (July 1 to June 30). Since it is illegal to be employed on an unregistered certificate in a public school, you will not be able to fill a position that legally requires that certificate during the year of suspension.

National Board for Professional Teaching Standards (NBPTS) process. Completion of the certification process conducted by the National Board for Professional Teaching Standards (NBPTS) may be used to fulfill the entire requirement for professional development for the renewal cycle during which completion occurs. Evidence of completion of this process is the inclusion of your name on NBPTS' composite list of those who have completed the certification process (as distinct from having received certification).

If you successfully complete the NBPTS certification process, you are eligible for the master certificate; however, completing the process itself is sufficient for renewal of the Type 73 certificate.

Licenses or National Certification

If you wish to qualify for certificate renewal based on licensure or national certification, you must maintain documentation related to the relevant license or certificate, including its date of issue, period of validity, and issuing body. This information is included in your application for certificate renewal.

Continuing Professional Development Units (CPDUs)

Please see the CPDU Value Chart for a list of the professional development activities, their definitions, point values and evidence of completion required. In addition to maintaining the evidence of completion, you must address the following purposes as you accrue your credit. Each CPDU activity used to fulfill the requirement must address one or more of the purposes and three of the four must be addressed.

Unless you are exempt for one or more semesters or you are employed part-time, the coursework or continuing professional development units (CPDU) must total 80 CPDUs or the equivalent and, in sum, must address 3 of the 4 purposes described below. You can fulfill this obligation with any combination of semester hours or CPDUs (to enter semester hours use CPDU Activity 9 in ECS).

Purposes for CPDUs

If you use CPDUs, your activities must address and must reflect the following continuing professional development purposes:

1. Advance both the certificate holder's knowledge and skills consistent with the Illinois Standards for the service area in which the certificate is endorsed in order to keep the certificate holder current in that area.
2. Develop the certificate holder's knowledge and skills in areas determined by the State Board of Education to be critical for all school service personnel.
3. Address the knowledge, skills, and goals of the certificate holder's local school improvement plan, if the certificate holder is employed in an Illinois public or State-operated elementary school, secondary school, or cooperative or joint agreement with a governing body or board of control.
4. Address the needs of serving students with disabilities, including adapting and modifying clinical or professional practices to meet the needs of students with disabilities and serving such students in the least restrictive environment.

Multiple Certificates

Special provisions apply when you are performing services on multiple certificates of different types that are subject to renewal requirements, i.e., standard or master teaching certificates, provisional vocational certificates, school service personnel certificates, and administrative certificates.

When two types of certificates are being used at the same time, the certificate you use for 50 percent or more of the school day or school term determines the continuing professional development requirements you complete.

If you are serving on more than two types of certificates at the same time, you are subject to the requirements that apply to the certificate used for the greatest share of the time. If multiple certificates are used for equivalent shares of your time, you choose the set of requirements to fulfill.

Example: You perform duties on the School Service Personnel certificate for 60 percent of the time and teach for 40 percent of the time on a standard, master, or provisional vocational certificate. You complete the continuing professional development for the School Service Personnel certificate.

Example: You perform services for 50 percent of the time on an administrative certificate and 50 percent of the time on a School Service Personnel certificate. In that case, you choose either the renewal of the administrative certificate or the School Service Personnel certificate.

Master Certificates

If you have successfully completed the National Board for Professional Teaching Standards (NBPTS) process, you may apply for a Master Certificate valid for 10 years. You have the option of applying for a Master Certificate when you receive confirmation that you have passed NBPTS or waiting until the validity of your Type 73 certificate expires.

When you receive an Illinois master SSP certificate, any other SSP certificate you hold is renewed as of the date of issuance of the master certificate. Any other SSP certificate shall automatically qualify for renewal at the end of its five-year period of validity, as long as you continue to hold the master certificate.

- 1) When you successfully renew your National Board certification, you are entitled to renew the Illinois master SSP certificate and any other SSP certificate held if the applicable requirements of this Section have also been met.
- 2) If you do not renew the NBPTS certification, you may nevertheless be entitled to renew the master certificate when it expires, provided that the applicable requirements of this Section have been met during the master certificate's period of validity.

Reductions in Requirements

The school service personnel certificate is maintained as "valid and active" or "valid and exempt" for each semester of its validity. The number of Continuing Professional Development Units (CPDUs) can be reduced based on periods of exemption. Exemptions are either part- or full-time and are applied by semester. There are ten semesters in a cycle (five years) unless the certificate is a Master certificate, in which case there are twenty semesters (ten years).

Examples:

- 1) the number of continuing professional development units needed to renew the certificate is reduced by 50 percent for any amount of time during which you have been employed and performing services on a part-time basis, i.e., for less than 50 percent of the school day or school term; and
- 2) if you are employed as a substitute on a part-time basis or a day-to-day basis you are only required to pay the registration fee in order to renew your certificate (Section 21-25(e) of the School Code).
- 3) If you are not employed for one or more semesters, you subtract the CPDU requirement for each semester inactive from the 80 CPDU requirement. For example, if you are not employed for two years out of the five-year validity, you would subtract the requirement for four semesters. For each semester active, if you are working full time, you need 8 CPDUs. Four semesters exempt from the 10 semesters of a five-year validity cycle equals 6 semesters active. 6 semesters active x 8 CPDUs equals 48 CPDUs, which you would need to complete for renewal.

CPDUs Needed When Active

	Validity Cycle	Per Year	Per Semester
Full time (5 yr.)	80 CPDUs	16 CPDUs	8 CPDUs
Part time (5 yr.)	40 CPDUs	8 CPDUs	4 CPDUs
Master (10 yr.)	80 CPDUs	8 CPDUs	4 CPDUs

The proportionate reduction is relevant only if you are using the CPDU option. If you take a leave or are not employed in a certificated position during your certificate's period of validity, you will need fewer CPDUs to renew your certificate. Examples of such circumstances include, but are not limited to, maternity or paternity leave, acceptance of a position outside of education, and time off from working to return to school to obtain another degree. You are also exempt for semesters when you are employed and performing services for fewer than 45 school days in a

position requiring a valid and active certificate. (The 45 days applies to an employee who take a leave and not an employee working part time and whose assignment totals 45 days or less, in which case the part-time employee would need to complete half of the requirement as a part-time employee.)

The amount of required professional development is reduced by ten percent for each semester of exemption for Standard Certificate holders or by five percent per semester of exemption for Master Certificate holders.

Example: You work for the first two years of your certificate's five-year period of validity. You take a leave during the third and fourth years and maintain your certificate as valid and exempt. In the fifth year, you resume working and change your certificate's status back to valid and active.

By proportionate reduction, if your full-time requirement is 80 CPDUs, then you will be required to have 48 CPDUs (6 semesters active multiplied by 8 CPDUs per semester equals 48 CPDUs) to renew your certificate.

You may earn credit during a period of exemption, but any credit earned will not increase the amount of credit needed for renewal. For example, if you work two years on a Type 73 certificate and are exempt for three years, you will be required to earn 40 percent of the credits required for certificate renewal, whether or not you have earned some credits during your two years of exemption (4 semesters active x 8 CPDUs per semester equals 32 CPDUs). The 32 CPDUs can be earned at any time during the five-year validity of your Type 73 certificate.

The exception to earning activities while exempt will be for certificate cycles that "straddle" the implementation of the renewal requirements. Although you will be able to claim exemption for semesters prior to July 1, 2008, when the renewal requirements were implemented, you will not be able to count activities completed during that exemption time because the certificate did not legally have renewal requirements. For example, your five-year validity cycle is July 1, 2004, to June 30, 2009. You can maintain an exempt status for the 2004-5, 2005-6, 2006-7, and 2007-8 semesters. The only year for which you will be required to complete professional development is the period July 1, 2008 to June 30, 2009. If you are employed full-time, you are responsible for 16 CPDUs (two semesters times 8 CPDUs per semester equals 16 CPDUs.) You cannot claim activities completed July 1, 2004, to June 30, 2008, in this particular cycle because the certificate did not have renewal requirements during that timeframe.

Retired or Planning to Retire

You are required to participate in continuous professional development while employed in public schools. Once you retire, you may hold your certificates as valid and exempt, and the number of credits is reduced if you retire within your validity cycle. If you plan to retire during the validity of your certificate, you must participate in professional development activities for the time you were employed on that certificate. Meaning, even though you are retired at the time of renewal, you are responsible for the continuing education for any semesters active during that past validity cycle.

Once retired, you can substitute on your exempt certificate(s), but will not be required to participate in professional development activities unless you exceed 90 school days in a single district in a single year and therefore no longer meet the definition of a day-to-day substitute.

If you accept employment in a public school after retirement, even part time, you are considered active.

If You Leave Illinois

If you move out of Illinois during the validity of your certificate, you will become exempt for the time left on your Illinois certificate. (See the section on Proportionate Reduction.) However, if you wish to renew your certificate at the end of its validity period, you must have completed the portion of professional development required for the time you were employed on that certificate in Illinois.

If you have not completed the necessary professional development, you may earn credit after you become exempt. You should submit your Statement of Assurance to the Regional Office of Education serving the area where you were employed. Any credit you have already earned will count toward requirements for certificate renewal. Remember to keep the evidence of completion for your activities in the event of a random audit.

Changing Your Certificate's Status

To change your status to active or exempt, once you have entered ECS at the top of www.isbe.net using a login and password you created, click on

- Professional Development and Renewal,
- Exemptions,
- Enter/Review Exemptions, and
- Modify Exemption Status.

Indicate which semesters are active or exempt and the reason for the change. Once you submit the request, it is submitted and then approved or denied by your Regional Office of Education.

You cannot submit an Exemption Request for semesters past the current school year. When you submit a request, it is matched to the Teacher Service Record to see if you have been reported by an Illinois public school as an employee in a position that requires renewal. If that information conflicts with your request, you must submit to your Regional Office of Education a letter from the employing school or district indicating that you were reported incorrectly.

Statement of Assurance

To report your professional development activities, you submit a Statement of Assurance listing your professional development electronically through ECS (Educator Certification System) to your Regional Office of Education. (Local Professional Development Committees, or LPDCs, do not have the authority to make recommendations for SSPs.) The link to ECS is found at the top of the State Board's website www.isbe.net.

If you have not created a login and password, you need to do so to access your certification files and perform functions. There is a login for you to view the "public" portion of your file, but it is "view only" and you cannot take actions if you log into ECS using this login point.

You enter your activities, the provider, if applicable, and other details about the activity or activities (either as you complete them or at the end of the validity cycle) using the link to "Enter/Review Professional Development". ECS keeps a running total of your CPDU activities.

When you are ready to submit your activities for review, you click on the link "Statement of Assurance," which pulls your professional development entry into a file that is submitted

electronically to your Regional Office of Education. The Statement of Assurance can be submitted on or after September 1 of the last year of your certificate's validity period. We recommend submitting your Statement between September 1 and March 1 of the final school year for which your certificate is valid so that there is time to resolve any problems, if necessary. Submitting by March is a recommendation only—legally you can submit after March 1 and count any activities completed by June 30, the end of the fiscal year of registration. (For example, the Statement for a validity cycle that expires June 30, 2010, can be submitted on or after September 1, 2009.)

When you renew the certificate due for renewal, any more recently issued certificates will be renewed at the same time to establish the same five-year period of validity for all the renewable certificates you hold. For example, if you earned another certificate during your validity cycle, that new certificate cycle is aligned with the existing cycle so that you do not have certificates expiring at different times. One registration fee covers all the certificates you hold; therefore, the newly issued certificate is covered by your existing registration.

ECS is programmed to submit your Statement to your Regional Office of Education based on what you enter in your profile. Be sure that your profile lists the district and region where you taught for the last year of your certificate's validity. (If you did not work in a public school the last year of your certificate's validity, choose "N/A" or "Other" for the district and school.) This ensures that your statement goes to the correct Regional Superintendent for recommendation. On ECS, the date and time you submitted the statement will be noted automatically.

The Regional Superintendent forwards his or her recommendation for certificate renewal to the State Teacher Certification Board, which makes the final decision. The Regional Superintendent may also return your statement for corrections or clarification of an entry.

Renewing and Registering in ECS

When you enter ECS, click on "Professional Development and Renewal" to get to the links for certificate renewal.

Entering Activities

Click on "Professional Development and Renewal," then "Activities," and then "Enter/Review Professional Development." If you have already entered activities, this is the "review" portion. If you wish to enter activities, click on "Enter/Review Professional Development" again.

Submitting a Statement

Click on "Professional Development and Renewal," then "Statement of Assurance" and the "Submit/Review Statement" link (accepted on or after September 1 of final year of validity.)

Checking for Recommendations

To watch the statement's progress through the approvals, click on "Professional Development and Renewal" and then the link to the "Statement of Assurance" until you get to the "View Statement" and look at the status.

Withdraw

The "Withdraw" link is for you to withdraw a submittal in case you realize you have made a mistake or left something off your Statement that you wish to add. If you have submitted the Statement, you cannot change it until you withdraw the submittal.

Returned Status

If the status reads "returned," you need to open the statement to read why it was returned. Click on "View Statement" to read comments. Scroll to the bottom of the statement to edit activities.

Editing Activities

Click on "Professional Development and Renewal" and then "Enter/Review Professional Development." To the far right of each of your entries is a "Remove/Edit" link.

Rolling Credits into the Next Cycle

In the second and subsequent renewal cycles, any creditable activities completed on or after April 1 of the last year of your certificate's validity period, if not claimed with respect to that period of validity, can be "rolled over" into the subsequent renewal cycle. Activities cannot be counted twice, i.e., not in the current cycle and the next cycle. The renewal requirements have to be in effect at the time of the rollover, meaning that if your registration expired in June 2008 when the renewal requirements were implemented, you did not have a certificate with renewal requirements in April 2008 because the law was not in effect. In your second and subsequent cycles, you will have had a certificate that had renewal requirements in April.

Reasons for Recommending Nonrenewal

You can be recommended for nonrenewal only if you have not completed the professional development required to renew your certificate(s) within the validity cycle of the certificates. The decision will be based on the following:

- the activity does not conform to the to the definition of the activity;
- the activity was not conducted by an approved provider, if approval of the provider is required; or
- the number of CPDUs is different from requirements.

Appeals to the State Teacher Certification Board (STCB)

In addition to making the final recommendation for renewal, the STCB hears appeals. If a Regional Superintendent recommends nonrenewal, you can appeal to the STCB, a 19-member committee that includes five faculty or administrative members of public or private colleges or universities; 10 classroom teachers, including three from Chicago Public Schools; three school administrators, with at least one representing the Chicago Public Schools; and one Regional Superintendent of Education.

Procedures for Appeals

If the Regional Superintendent recommends renewal, your name is added to a list as recommended for renewal for presentation to the STCB for its approval. If the Regional Superintendent does not recommend renewal, you have the right to appeal the decision. The following procedures are used for appeals.

1. If the Regional Superintendent recommends nonrenewal, the Regional Superintendent sends you a copy of the recommendation, by certified mail, return receipt requested. The reason for the decision will be indicated.
2. The Regional Superintendent forwards to the STCB:
 - all materials received from you, and
 - the rationale for the recommendation.
3. Within 90 days after the State Teacher Certification Board receives regional superintendents' recommendations, you will be notified in writing as to whether the certificates have been renewed or not renewed.
4. Within 14 days of receiving the notice of a Regional Superintendent's recommendation for nonrenewal, you may appeal the decision to the State Teacher Certification Board (STCB) using ISBE 77-18 "Appeal to the State Teacher Certification Board." The appeal must state the reasons why the Regional Superintendent's decision should be reversed and include any evidence that you have satisfactorily completed activities to meet the requirements. Grounds for a recommendation of nonrenewal are limited to your failure to satisfactorily complete activities sufficient to meet the requirements. Send appeals to:

State Teacher Certification Board Secretary
100 North First Street
Springfield, Illinois 62777

No electronic or faxed transmissions will be accepted.
Appeals postmarked later than 14 calendar days following receipt of the nonrenewal notice will not be processed.
5. Within 60 days after receipt of an appeal, the STCB will hold a hearing.
6. You must submit to the STCB such additional information as the Certification Board determines is necessary to decide the appeal.
7. The State Teacher Certification Board may request that you appear before it. You will be given at least ten days' notice of the date, time, and place of the hearing.
8. In verifying whether you have met the renewal criteria set forth in Section 21-14(g) of the School Code, the STCB shall review the recommendation of the regional superintendent of schools and all relevant documentation.
9. The STCB shall notify you in writing, within seven days after completing its review, as to whether the SSP certificate has been renewed. Upon receipt of notification of renewal, you pay the applicable registration fee to the regional superintendent. If the decision is not to renew the certificate, the notice to you will be sent by certified mail, return receipt requested, and it will state the reason for the decision. The decision of the State Teacher Certification Board is final and subject to administrative review as set forth in Section 21-24 of the School Code [105 ILCS 5/21-24].

Reinstatements

If your certificate is not renewed because you failed to meet the renewal requirements, you may apply for a reinstated certificate valid for one fiscal year (July 1 to June 30). Reinstatements expire at the end of the fiscal year June 30, so the date that you apply for a reinstatement will affect the length of validity. For example, a reinstatement requested July 1 will give you one full year; however, if you apply for the reinstatement later, such as in September, the expiration is still the end of the fiscal year June 30. After the one-year period of validity of the reinstated certificate, your certificate is renewable only you have:

- 1) completed the balance of the professional development activities that were required for renewal of the certificate previously held; and
- 2) earned five additional semester hours of credit from a regionally accredited institution of higher learning relevant to the field of certification.

If you do not complete the reinstatement requirements, you cannot register your certificate past the reinstatement year and therefore cannot be employed in a public school on the certificate until you do complete the requirements and reregister.

Although the reinstated year will count as the first year of your next renewal cycle, neither the coursework nor any activities completed for the previous cycle count towards the renewal cycle that follows the reinstatement. For example, if you are a full-time employee for the reinstated year and the remaining four years of the five-year certificate, you must complete 80 CPDUs or equivalent. In that sense, you cannot "double dip" by using activities to meet your reinstatement requirements and use those same activities for the "current" five-year validity cycle. You can use any additional activities you do earn during that year, however.

You can request the reinstatement through your Regional Office of Education using ISBE Form 73-93, Application for One-Year Reinstatement. The form is available online at www.isbe.net by clicking on "Certification" and then the link to "Certification Forms" under "Quick Links."

Registration

You must be registered in the county where you are employed. If you are no longer working, you register in the county where you live, and if no longer living in Illinois, the county where you last registered.

If you move to a different region and you are not in the last year of validity (which requires the renewal), you can register with the Regional Office of Education on ECS at www.isbe.net by clicking on "Register Certificates." Registration fees already paid will cover the new registration. (You must be registered in the region that serves the area where you are employed.)

Regional Superintendents are locally elected officials who register certificates through Regional Offices of Education. The Regional Offices of Education, grouped by county or counties, are local government agencies authorized to register certificates.

Your certificate(s) can be registered once your Statement of Assurance has been approved by the Regional Superintendent and the State Teacher Certification Board (STCB). (Please note that the Illinois State Board of Education does not make a recommendation for you. The State Board does, however, serve as the Regional Superintendent for City of Chicago, and therefore makes a recommendation as Regional Superintendent for educators from the City of Chicago.)

You can register online through ECS once your Statement of Assurance has been approved by the STCB. If you prefer to use paper, submit ISBE Form 73-10, Certificate Registration Form to the Regional Office of Education after you are notified that you were recommended for renewal. To access the registration form ISBE 73-10, from www.isbe.net, click on "Certification" on the left-hand side of the page and then the link to "Certification Forms" under the Quick Links.

You can find contact information for Regional Offices of Education in your local phone directory under county or local government or on the State Board's website www.isbe.net by clicking on "Certification" and then "Directory of Regional Offices of Education" under Quick Links.

Stamping

Certificates are no longer stamped with registration expiration dates. You can enter ECS and print proof of registration by clicking on "My Credentials" and then "Current Credentials." You cannot print off a copy of your certificate. Administrators have access to the public portions of your certification file through ECS to verify that you have valid, registered certificates.