

Certification Procedures

University of Illinois at Springfield

Illinois State Board of Education certification for teachers and other school professionals completing preparation programs at UIS is now a web-based procedure:

- 1) Complete the Certification Request (available in TEP 323 or your program office). Submit to your program.
- 2) At the conclusion of each semester, programs will provide the Certification Officer a list of program completers who are being recommended for ISBE certification. This list, and the accompanying Certification Request Forms, will include information about the certificate and any associated endorsements/designations for which the candidate is eligible.
- 2) The Certification Officer will use a new web-based system developed by ISBE to submit all certificate entitlements to the ISBE. The entitlements will be entered into the ISBE data base via a web-based interface as soon as grades and degrees are posted for each semester.
- 3) Once entitlements have been entered into the ISBE data base, certificate applicants will apply for their certificates via ECS (Educator's Certification System) at www.isbe.net/ECS. *IMPORTANT NOTE: DO NOT apply online for your certificate until the UIS Certification Office has entered your entitlement into the ISBE data base. The Certification Office will notify you as soon as your entitlement has been entered into the ISBE data base.*
- 4) In addition to applying for the certificates online, you will be able to use Master Card or Visa credit cards to pay your fees. Detailed information regarding these new opportunities and the procedures for making online applications with the use of a credit card follow:
 - A. Go To the ECS Web Site www.isbe.net/ECS and log in.
 - B. If you haven't done so previously, set up an ECS account by clicking on "Create New Account".
 - C. Log into ECS
 - D. Select Applications and click on "Entitlement Certification Application"
 - E. Follow the 11-step wizard through the application process
 - F. Register your new certificate online

You may call the *ECS Help Desk at (217) 558-3600* with any problems using the system.

- 5) Your certificate will then be mailed to the address you provide on the ECS system, so it is imperative that you double-check the address included in your application. Certificates will generally be printed and mailed approximately two days after your application is filed and credit card processing is completed.
- 6) The certification Office cannot enter your entitlement information until you have completed all program requirements and final grades and or degrees have been posted in Banner. If you have problems or questions DO NOT contact your ROE. Call Dr Cook at 217-206-7007 or Alice Staats at 217-206-6131.