

Note: **City of Chicago teachers** submit to Teacher Certification, James R. Thompson Center, 100 West Randolph Street, Suite 14-300, Chicago, IL 60601.

ILLINOIS STATE BOARD OF EDUCATION
 Educator and School Development Division
 100 North First Streetm E-310
 Springfield, Illinois 62777-0001

LPDC
 YES NO

STATEMENT OF ASSURANCE FOR INITIAL TO STANDARD-LEVEL TEACHING CERTIFICATION

INSTRUCTIONS: Return completed form to your Regional Office of Education (in your phone book under local or county government or at www.isbe.net)	ILLINOIS CERTIFICATE NUMBER/IEIN
NAME (Last, First, Middle, Maiden)	PHONE (Area Code) Home
HOME ADDRESS (Street Number, City, State, Zip Code)	PHONE (Area Code) Work

PART A - TEACHING EXPERIENCE
 To meet certification requirements:

I accrued a total of four years' (equivalent to eight semesters of full-time employment) teaching experience on a valid teaching certificate.

SCHOOL(S) WHERE TEACHING TOOK PLACE

PART B - PROFESSIONAL DEVELOPMENT OPTION (select one)
 To meet certification requirements, I have completed the following professional development activity:

1. <input type="checkbox"/> Advanced education-related degree from an accredited institution, earned at any time prior to application.	NAME OF COLLEGE OR UNIVERSITY	STATE	DEGREE	DATE RECEIVED
2. <input type="checkbox"/> Induction and Mentoring Program approved for this purpose.	APPROVED PROVIDER OR PROGRAM			DATE COMPLETED
3. <input type="checkbox"/> A 12-hour post-baccalaureate, education-related professional development certificate issued by an Illinois institution of higher education.	CERTIFICATE	NAME OF COLLEGE OR UNIVERSITY		DATE COMPLETED
4. <input type="checkbox"/> 12 semester hours of graduate-level coursework towards an advanced, education-related degree.	COURSES	NAME OF COLLEGE OR UNIVERSITY	STATE	DATE COMPLETED
5. <input type="checkbox"/> Subsequent Illinois certificate or endorsement.	CERTIFICATE OR ENDORSEMENT			DATE ISSUED
6. <input type="checkbox"/> Requirements for becoming "highly qualified" in another teaching area for "No Child Left Behind" purposes.				
7. <input type="checkbox"/> Exam (not available)				DATE
8. <input type="checkbox"/> National Board for Professional Teaching Standards Certification Process.				DATE
9. Four semester hours of graduate-level coursework approved for this purpose in one of the following:				
a. <input type="checkbox"/> Assessment of teaching performance	COURSE(S)	APPROVED PROVIDER		DATE COMPLETED
b. <input type="checkbox"/> National Board for Professional Teaching Standards certification preparation	COURSE(S)	APPROVED PROVIDER		DATE COMPLETED
10. <input type="checkbox"/> Continuing Professional Development Units (CPDUs)	ACTIVITY	APPROVED PROVIDER (conference, workshops, trainings)		NO. OF CPDUs

Applicants who knowingly alter or misrepresent their qualifications in order to obtain a certificate shall be denied its issuance and may be subject to the suspension or revocation of all previously held certificates.

I do hereby affirm under penalty of perjury that the information provided above is true, correct, and complete. The evidence of completion for the professional development activity or activities will be available upon request.

Signature of Applicant _____
 Date _____

RECOMMENDATION FOR ISSUANCE

LPDC RECOMMENDATION

- Recommended for issuance of certificate.
- Recommended for nonissuance of certificate(s) for the following reason(s):
- Activity is not an eligible professional development option.
 - Activity has not been completed.

Signature of LPDC Chair

Date

REGIONAL SUPERINTENDENT'S RECOMMENDATION

- Recommended for issuance of certificate.
- Recommended for nonissuance of certificate(s) for the following reason(s):
- Activity is not an eligible professional development option.
 - Activity has not been completed.
 - Teacher has not accrued four years of teaching experience.

Signature of Regional Superintendent or designee

Date

Application Process

To apply for Standard-level certification, please do the following:

1. Complete ISBE Form 73-03C Application for Teaching Certificate (a separate application and fee are needed for each Initial certificate held);
2. Complete Statement of Assurance verifying completion of one of the professional development options and, if applicable, submit to your Local Professional Development Committee (LPDC) for a recommendation;
3. Complete ISBE Form 73-10 Certificate Registration (only one regardless of how many certificates are held, with the exception of the Type 39 Substitute Certificate);
4. Request from your chief school or district administrator statements on letterhead verifying your four years of teaching experience;
5. Submit the above and the fees to the Regional Office of Education that serves the area where you teach, or if currently unemployed, the area where you live; and
6. Maintain the evidence of completion for professional development activities in preparation for the possibility of a random audit. Teachers should keep the evidence of completing the professional development option on file at least until the Standard certificate is renewed for the first time.

Teachers may access their certification files through ECS (Educator Certification System) at www.isbe.net/ECS.

Continuing Professional Development Units (CPDUs)

Although the requirement is generally 60 CPDUs, the number required of any individual who held an initial certificate on August 10, 2002, will be prorated at 15 CPDUs for each year of teaching time remaining on the initial certificate as of July 1, 2003. A reduction also applies to initial certificate-holders with experience from out of state, amounting to 15 CPDUs for each full year of out-of-state experience completed. Below is a listing of the creditable CPDU activities; however, please visit our website www.isbe.net for full descriptions and point values. A similar proportionate reduction is available with respect to the 12 semester hours of coursework required under Option 4 (i.e., subtract three semester hours for each full year of out-of-state experience.)

CREDITABLE CPDU ACTIVITIES

- Action research and inquiry projects
- Business school or community partnerships
- Consulting teacher
- Curriculum development or assessment activities
- Mentoring
- Non-strike related professional association or union service (LPDC/RPDC)
- Non-university credit related to student achievement, Illinois Professional Teaching Standards or content-area Standards
- Observing programs or teaching in schools, business or industry
- Parent education programs
- Peer coaching
- Peer review
- Portfolio of teacher and student work
- Publishing education articles, columns or books
- Training for review team for accreditation of institution of higher education
- Study groups
- Teaching college or university courses
- Team or department leadership
- Work/learn programs or internships
- Workshops, seminars, conferences, institutes, symposiums (presenting or attending)

RIGHT TO APPEAL A RECOMMENDATION FOR NONISSUANCE

Within **14 days** of receiving a recommendation for nonissuance from a regional superintendent of schools, you may appeal to the Regional Professional Development Review Committee (RPDC) by sending ISBE Form 77-17 "Appeal to the RPDC" to your Regional Office of Education.

INITIAL TO STANDARD FORM

LIST OF CPDU ACTIVITIES

Complete this page if you used CPDUs as a Professional Development option. *Duplicate as needed.*

Page _____ of _____

ACTIVITY NUMBER	CPDU ACTIVITY	PROVIDER (If applicable)	CPDUs	START/END DATES

Total CPDUs

Signature of Applicant

Date

Grand Total CPDUs

CPDU POINT VALUES—INITIAL CERTIFICATES

No.	ACTIVITY	CPDU VALUE PER SEMESTER UNLESS OTHERWISE NOTED
002	Peer review (formal arrangement) Peer coaching (formal or informal arrangement)	3-5 observations = 9 6 or more observations = 11 3-5 observations= 5 6 or more observations = 8
003	Mentor/recipient Consulting teacher in remediation process	3-5 observations = 9 6 or more observations = 11 3-5 meetings attended = 6 3-5 meetings plus one or more observations = 9 6 or more meetings = 8 6 or more meetings plus one or more observations. = 11
006	Facilitating parent education programs	For facilitating = 4 or 2 per quarter For presentations = 8 or 4 per quarter
007	Business, school or community partnerships	3-5 meetings attended = 5 6 or more meetings = 8
010	Teaching college or university courses	20 (same course can be counted only once per cycle)
012	Workshops, seminars, conferences, institutes, symposiums (require approved provider)	Participation: 1 hour = 1 CPDU Presentation: first time = 8, subsequent times = 3
015	Training as reviewers for accreditation of university teacher preparation programs	First training sequence completed = 10 Subsequent training (one per cycle) = 5
016	Action research and inquiry projects	Project involving one's own class = 8 Project involving others' classes = 11
017	Observing programs or teaching in schools, business or industry	5 per semester or 2.5 per quarter
019	Study groups	3-5 meetings attended = 6 6+ meetings = 8
021	Work/learn programs or internships	1-10 contact hours = 5 11-20 contact hours = 8 21 or more contact hours = 11
022	Curriculum development or assessment activities	3-5 meetings attended = 8 6 or meetings = 11
023	Team or department leadership	5 CPDUs
025	Publishing education articles, columns or books	Book = 40 (technical or research book) 20 (other type books) Chapter in book or article in refereed journal = 15 Statewide column = 8 Local column = 5 Book with multiple authors = 15 (authors divide)
026	Non-strike related professional association or union service related to professional development	3-5 meetings attended = 8 6 or more meetings = 11
027	Portfolio of student and teacher work	15 CPDUs