ADMINISTRATIVE CERTIFICATES AND ALTERNATIVE CERTIFICATION
The Test of Academic Proficiency (TAP) will be frequently cited throughout the presentation as a requirement. Please note that if an individual passed the test of basic skills (now known as the TAP) for a previous credential, he/she does not have to pass it again.

That said, please do not rely merely on the fact that an individual holds a certificate to indicate that he/she has passed the test of basic skills. Those certified prior to 1988 did not have to take the test of basic skills. Such individuals currently must pass the TAP to obtain a subsequent certificate. Beginning February 1, 2013, any individual must pass the TAP to be admitted to an educator preparation program. This includes administrative and school service personnel programs. Again, please note that if an individual passed the test of basic skills (now known as the TAP) for a previous credential, he/she does not have to pass it again.
Because *Principal* programs are new and it will be several months before any entitlements for the endorsement are entered, this topic will be covered in greater detail during the Spring 2013 Licensure Officer Training.
Our Presenter Today is Kellee Sullivan

- Kellee Sullivan, Division Administrator for Educator Licensure will present the power point information regarding Administrative Certificates and Alternative Certification.
  - Kellee served as a Principal for several years.
  - In addition, Kellee worked with both the new Principal endorsement and Alternative Certification in Preparation and Evaluation.
The Illinois State Board of Education (ISBE) issues Type 75 Administrative certificates with one of the following endorsements:

- Chief School Business Official (CSBO)
- Director of Special Education
- General Administrative (Per 97-607, no one may be admitted to a general administrative program after September 1, 2012).
- Superintendent
The CSBO is required to serve as the Chief School Business Official for a school district. An individual may obtain this endorsement using one of the two following options:
Chief School Business Official (CSBO)

Option A—Must complete all requirements

- Complete an approved CSBO program at an Illinois institution
- Hold a master’s degree or higher (J.D., Ph.D., etc.)
- Document two years of experience as a school business manager
- Pass the TAP and the CSBO content-area (185) test

Option B—Must complete all requirements

- Hold a master’s degree in Business Administration, Finance or Accounting from a regionally accredited institution of higher education
- Complete a 6 semester hour internship in school business management under the supervision of a certified CSBO
- Pass the TAP and the CSBO content-area (185) test
Director of Special Education (DSE)

- This credential is required for employment as a Director of Special Education or an Assistant Director of Special Education.
- There are three options—A, B and C—for achieving this credential.
Director of Special Education (DSE)

**Option A—must meet all stated requirements**

- Hold a master’s degree or higher from a regionally accredited institution.
- Complete an approved Illinois program for DSE
- Document 2 years of full-time special education teaching or serving as a school social worker, psychologist or speech language pathologist on a valid certificate
- Pass the DSE content-area (180) test and the TAP

**Option B—Held an Approval for Administrator of Special Education**

- Submit the endorsement application (ISBE form 73-52) with fee on the valid administrative certificate
- Hold a master’s degree or higher from a regionally accredited institution
- Document 2 years of full time special education teaching or serving as a school social worker, psychologist or speech language pathologist on a valid certificate
- Pass the DSE content-area (180) test and the TAP
Option C: Add the DSE to a valid Illinois administrative certificate by completing the following requirements:

- Submit ISBE form 73-52 with fee
- Hold a master’s degree or higher from a regionally accredited institution
- Document 2 years of full-time special education teaching or serving as a school social worker, psychologist, or speech language pathologist on a valid certificate
- Pass the DSE content-area (180) test
Director of Special Education (DSE)—Option C Requirements

- Must complete a total of 30 semester hours in the following areas:

- Complete **one course** in each of the following:
  - Special Education Law
  - Special Education Finance
  - Supervision of Programs for Children with Disabilities
  - Cross-categorical Special Education Methods
Director of Special Education (DSE)

Option C

- Complete the remainder of the 30 semester hours of coursework in any of the following areas:
  - Curricular adaptations/modifications and assistive technology
  - Facilitation of the Least Restrictive Environment for All Students
  - Characteristics of students with disabilities
  - Collaboration with parents and school personnel
  - Transition services for students with disabilities
  - Educational and psychological diagnosis and remedial techniques
Director of Special Education (DSE)

- 2 years full-time teaching experience on a valid certificate
  - Must be full-time
  - Must be reported as the teacher of record (full time teaching responsibilities for the class).
    - Only experience that can count: special education teacher or speech language pathologist, school social worker or a school psychologist.
  - May not count experience as a paraprofessional
  - Must be Pre K-Age 21 (common schools) experience
  - Position must require a certificate
  - May not be day-to-day substitute teaching (different classroom each day)
  - Day care experience cannot be accepted; OR
Director of Special Education (DSE)

- 2 years of school service personnel experience on one of the following valid certificates:
  - School Psychology
  - School Social Worker
  - Speech Language Pathologist

Note: School Counselor and School Nurse experience cannot be used as experience to obtain a DSE endorsement.
Individuals holding the administrative certificate with the general administrative endorsement may serve as a school principal, assistant principal or assistant or associate superintendent.

Institutions may no longer enroll candidates to General Administrative programs.

Individuals who completed such a program must apply as soon as possible in order to receive the credential by August 31, 2014. During the summer, processing time is 30-60 days.

Beginning September 1, 2014, individuals wishing to obtain a credential to serve as a school principal must meet the requirements for the Principal endorsement.
General Administrative Requirements

- Complete an approved general administrative program at an Illinois institution
- Hold a master’s degree or higher from a regionally accredited institution
- Document two years of full-time teaching experience or school service personnel experience on a valid certificate with the exception of individuals affected by PA 97-701
- Pass the Principal (186) test and the TAP (if not previously passed for a previous certificate)
General Administrative Teaching Experience Requirement*

- Document 2 years of full-time teaching experience:
  - Must be full-time teaching
  - Must be the teacher of record (teaching responsibilities for the entire class)
  - May not count paraprofessional experience
  - Must be within the Pre K-12 common schools (not infants or adults)
  - May not count day-to-day substitute teaching (different classroom each day)
2 years of full-time school service personnel experience while employed on one of the following certificates in a PreK-12 common school setting:

- School Psychologist
- School Social Worker
- School Counselor
- Speech/Language Pathologist
- School Nurse
Effective February 1, 2012, the 2 year experience requirement must be on an Early Childhood, Elementary, Secondary, Special (K-12) or Special Education (PreK-12) certificate or school service personnel certificate.
PA 97-0701 makes an exception to the experience requirement. A candidate may apply for the general administrative until January 1, 2013, without his or her 2 years of full-time teaching experience or school service personnel experience having been accrued while the individual held a valid early childhood, elementary, secondary, or special certificate providing he or she meets the two requirements below:

- Enrolled in an approved Illinois administrative program and began coursework prior to August 1, 2011, **AND**
- Completes that program prior to January 1, 2013.
Principal Endorsement Requirements as of July 1, 2014

- Read more about this endorsement at 105 ILCS 5/21B-25 2) B). This endorsement requires:
  - Completion of an Illinois Principal preparation program approved by the State Educator Preparation and Licensure Board (SEPLB) (see 105 ILCS 5/21B 60);
  - Hold a master’s degree or higher from a regionally accredited institution;
  - Document 4 years of successful teaching (note this excludes School Service Personnel);
  - Pass both Principal tests (195 and 196)
  - Pass the TAP unless an Illinois Basic Skills test was passed for the issuance of a previous Illinois certificate.
Any institution wishing to obtain approval for a Principal preparation program must submit the program to the Illinois State Board of Education (ISBE) to be reviewed by the Principal Preparation Review Panel. The panel will make a recommendation to the State Educator Preparation and Licensure Board (SEPLB).

No principal endorsements will be issued on an Educator License with Stipulations.
Superintendent Requirements

- One who holds an administrative certificate with a superintendent’s endorsement may serve as a school district superintendent.
Requirements for a Superintendent’s endorsement

- Complete an approved Illinois program for superintendent
- Hold a master’s degree or higher
- Pass the content-area (187) test and the TAP (if not passed for a previous certificate)
- Document 2 years of full-time administrative experience on a valid administrative certificate with
  - General Supervisory endorsement (no longer available)
  - General Administrative endorsement
  - Director of Special Education endorsement (DSE)
  - Chief School Business Official endorsement (CSBO)
  - An all-grades supervisory endorsement (an old endorsement that was exchanged for a Type 75)
  - Principal (NEW)
Superintendent Endorsement—
Experience Requirement

- Must be full-time administrative experience
- Must be within the Pre K-12 grade range
- Must hold the administrative certificate while the experience was accrued
All Administrative Endorsements

- Official documentation must be on file with the entitling institution.
- The experience must be verified by an authorized official from the employing school district, preferably on letterhead.
- Do not rely on ECS for verification of the appropriate required experience.
Conclusion

- Thank you for attending this webinar. We will take questions concerning the administrative certificates and endorsements at the conclusion of this webinar.
- We will now move on to the topic of alternative certification.
- You are not required to participate in the alternative certification portion of this webinar if your institution does not offer alternative certification.
- Next week’s webinar is scheduled for **Tuesday**, October 2, 2012 and will cover Early Childhood and Elementary Middle Grades Certificates and Endorsements and Special K-12 Certificates.
Alternative Teacher Certification 105 ILCS 5/21-5b

- Candidates may be admitted to such programs until 9/1/2013 and must complete the program by 1/1/2015.

- Must be provided by a recognized institution* that offers an approved program. *Institution is defined in IL Administrative Rules 25.115 as an Illinois institution of higher education, an out-of-state college or university of granted authorization to operate by the Illinois Board of Higher Education as an out-of-state institution, an out-of-state college or university granted authorization to operate by the state in which it is located, or a not-for-profit educational entity subject to the General Not-For-Profit Corporation Act of 1986, or incorporated as a not-for-profit entity in another state but registered to do business in the State of Illinois pursuant to the Business Corporation Act of 1983.
Limited to 260 participants per year.

A one-year non-renewable provisional alternative certificate will be issued when the individual meets the following requirements:

- Graduated from an accredited institution with a bachelor’s degree;
- Employed for five years in an area requiring application of the individual’s experience (except Chicago);
- Passed the IL test of Basic Skills (TAP) and content-area test(s)
- Have completed Phase One of the Alternative Certification Program.
Alternative Certification 5/21-5b for Not for Profits Partnering with HE

- Phase One: Successfully complete an intensive course of study in education theory, instructional methods, and practice teaching.
- Phase Two: Full-time teaching for one year on a provisional alternative certificate.
- Phase Three: A comprehensive assessment of the participant’s teaching performance by school officials and partnership members, and recommendation for certification by the program sponsor.
Prior to February 1, 2013, individuals completing all requirements will be issued a nonrenewable Initial Alternative Teaching Certificate valid for four years of teaching. The initial certificate will be exchanged for a Professional Educator License when the licensure system goes into effect.

As of February 1, 2013, a Professional Educator License will be issued upon completion of the three phases IF the individual meets the requirements for the license. Please review 105 ILCS 5/21B-20 NEW. Of particular note: individuals must have completed coursework in the psychology of, the identification of, and the methods of instruction for the exceptional child and coursework in both reading and reading in the content area.
PA 97-702 states that no one may be admitted to an alternative certification program after September 1, 2013. Candidates admitted on or before September 1, 2013 must complete the program before January 1, 2015.

105 ILCS 5/21-5d states that no one may be admitted to an alternative route to administrative certification program after September 1, 2012, and those candidates must complete the program before September 1, 2013.
The program must be approved by a recognized institution with an approved program(s). The program must include the content and skills of the institution’s current program.

A one year nonrenewable provisional alternative certificate will be issued when the participant meets all of the following criteria:

- Graduated from an accredited institution with a bachelor’s degree;
- Employed for at least five years in an area requiring application of the participant’s education;
- Passed the IL test of Basic Skills (TAP) and the content-area test(s).
Alternative Route to Teacher Certification 5/21-5c

- Phase One: Successfully completed an intensive course of study in education theory, instructional methods, and practice teaching.
- Phase Two: Full-time teaching position for one school year on the provisional alternative certificate with the advice and assistance of a mentor teacher.
- Phase Three: A comprehensive assessment of the participant’s teaching performance by school officials and program participants and recommendation for certification by the higher education institution.
Alternative Route to Teacher Certification 5/21-5c

- Individuals completing the three phases prior to February 1, 2013 will be issued a nonrenewable initial teaching certificate valid for four years. When the licensure system goes into effect, the initial certificate will be exchanged for a Professional Educator License. Such individuals will be held to all requirements in effect at the time of application (see below).

- As of February 1, 2013, a Professional Educator License will be issued upon completion of the three phases IF the individual meets the requirements for the license. Please review 105 ILCS 5/21B-20 NEW. Of particular note: individuals must have completed coursework in the psychology of, the identification of, and the methods of instruction for the exceptional child and coursework in both reading and reading in the content area.
The Resident Teacher Certification program may only be offered by a recognized institution that offers an approved Master’s in Education program in partnership with school district(s) to prepare resident teachers.

Institutions have not admitted candidates since 9/1/2011.

Such programs are designed to ensure resident teachers have the opportunity to earn an Initial certificate within three summers and two academic years. Resident teachers serve in a public school for four years on the resident teacher certificate.
A Resident Teacher Certificate valid for four years of employment in a public school will be issued when the individual meets the following criteria:

- Graduated from a regionally accredited institution with a bachelor’s degree with a 3.0 GPA on a 4.0 scale;
- Document five years of professional work experience in the area the applicant wishes to teach or a one year teacher preparation internship in a school district (see parameters in 25.442);
- Passed the IL test of Basic Skills and the content-area test;
- Enrolled in a Master’s of Education program approved by the ISBE;
- Completed a six-week summer intensive teacher preparation course which is the first component of the master’s degree program.
The resident teacher must then complete the program requirements which include being mentored by a certified teacher assigned by the school district.

The resident teacher must document the following:

- Teacher preparation coursework leading to a Master’s of Education degree; and
- Pass the Assessment of Professional Teaching (APT)
Individuals completing the requirements for the teaching certificate (including obtaining a Master’s Degree in Education) prior to February 1, 2013, will be issued a standard certificate. The standard teaching certificate will be exchanged for a Professional Educator License.

Individuals completing the requirements (including a Master’s Degree in Education) on or after February 1, 2013, will be issued a Professional Educator License providing they completed the three phases and meets the requirements for the license. Please review 105 ILCS 5/21B-20 NEW. Of particular note: individuals must have completed coursework in the psychology of, the identification of, and the methods of instruction for the exceptional child and coursework in both reading and reading in the content area.
105 ILCS 5/21B-50 NEW

The Alternative Educator License Program for Teaching may be offered by a recognized institution approved to offer educator preparation programs.

Programs must be presented to and approved by the SEPLB prior to implementation.

Any program offered by a not-for-profit entity must also be approved by the Board of Higher Education.

Candidates will be held to the new requirements once the admitted to the approved program.

The program is comprised of 4 phases:
The four phases are:

- A course of study that includes instructional planning; instructional strategies, including special education, reading, and English language learning; and the assessment of students and use of data to drive instruction.

- A year of residency, which is a candidate’s assignment to a full-time teaching position or as a co-teacher for one full school year. Includes an assigned mentor.

- An individual must hold an Educator License with Stipulations with an alternative provisional endorsement in order to enter the residency and must complete additional program requirements that address required standards, pass the Teacher Performance Assessment (TPA) prior to the second semester of the program, pass the assessment of professional teaching (APT) before entering the second year of residency, and be recommended by the principal and program coordinator to continue with year two of the residency.
A second year of residency which will include the candidate’s assignment to a full-time teaching position for one school year. The candidate must be assigned to an experienced teacher to act as a mentor and coach the candidate through the second year.

A comprehensive assessment of the candidate’s teaching effectiveness, as evaluated by the principal and program coordinator, at the second year of residency.
Comprehensive assessment continued:

- If there is disagreement between the two evaluators about the candidate’s teaching effectiveness, the candidate may complete one additional year of residency teaching under a professional development plan developed by the principal and preparation program. At the completion of the third year, a candidate must have positive evaluations and a recommendation for full licensure from both the principal and the program coordinator or no Professional License will be issued.

- Successfully completion of the program will satisfy any other practice or student teaching and content matter requirements established by law and the individual will be eligible to receive a Professional Educator License.
Alternative Provisional Educator Endorsement on a Educator License with Stipulations

- Valid for two years of teaching but may be renewed for a third year to complete phase 4.
- This endorsement will be issued only once to an individual.
- The institution offering the program must partner with a school district or a State-recognized non-public school.
- The program must demonstrate that supports—such as mentoring—are being provided during the residency period.
The endorsement may only be issued when the following requirements have been met:

- Graduated from a regionally accredited institution with a bachelor’s degree or higher;
- Document a cumulative GPA of 3.0 or greater on a 4.0 scale or the equivalent on another scale;
- Have completed a major in the content area if seeking a middle or secondary level endorsement, OR if seeking an early childhood, elementary, or special education endorsement has completed a major in the content area of reading, English/language arts, Mathematics, or Science.
Alternative Provisional Educator Endorsement on an Educator License with Stipulations

- (continued) If the individual does not have a major in one of the listed content areas, transcripts will be submitted to ISBE.
- Successfully completed a course of study that, at minimum, includes instructional planning; instructional strategies, including special education, reading; and English language learning; classroom management; and the assessment of students and use of data driven instructions AND
- Passes a test of basic skills and content-area test required for the specific endorsement for admission to the program.
- As of February 1, 2013, a Professional Educator License will be issued upon completion of the second year of internship IF the individual meets the requirements for the license. Please review 105 ILCS 5/21B-20 NEW. Of particular note: individuals must have completed coursework in the psychology of, the identification of, and the methods of instruction for the exceptional child and coursework in both reading and reading in the content area.
The State Educator Preparation and Licensure Board (SEPLB) may approve an alternative route to the superintendent’s endorsement on a Professional Educator License. There must be three phases to such a program:

- A course of study offered on an intensive basis in education management, governance, organization, and instructional and district planning;
- Assignment to a full-time position for one year as a Superintendent.
- A comprehensive assessment of the person’s performance by school officials and a recommendation by the State Superintendent that the credential be issued.
An individual must have passed the TAP for admission to the program.

To serve as Superintendent under phase 2, an individual must hold a provisional superintendent endorsement on an Educator License with Stipulations. This license is valid for one year of serving as Superintendent.
The following requirements must be met to receive the provisional superintendent endorsement on an Educator License with Stipulations:

- Hold a master’s degree or higher in a management field other than education from a regionally accredited institution;
- Have been employed as a manager for five years in a field other than education;
- Successfully completed phase 1 of this program; and
- Have passed the content-area exam.
Next week’s webinar is scheduled for **Tuesday, October 2, 2012**, and will cover Early Childhood and Elementary Middle Grades Certificates and Endorsement along with Special K-12 Certificates.

Thank you for attending this webinar. We will now take questions concerning administrative certificates and alternative certification.