Entitlement Notification
Enter degree (even if the degree was not earned at your institution).
You can check for existing degrees.
Entitlement Notification Entry Screen

- Enter the certificate type (your institution will be listed above it)
You may add the approved program the individual qualifies for at the time of entitlement.
Entitlement Notification Entry Screen

- You may add all endorsements the individual qualifies for at the time of entitlement.
- Some institutions limit endorsements to those earned at the entitling institution.
- Check the title and grade level of each endorsement.
Some endorsements may have multiple grade levels (select all that apply).
Check that the required test has been passed for certification or endorsement.
Mark the entitlement as completed (may be entered before program completion).
Viewing Entitlement Log. Enter the date range that the notifications were entered when you wish to confirm whose notifications you have entered. Then, click “search”.

- Enter date range.
- Click search.
Open the entitlement notification screen to view a list of the entitlements entered by the institution.
Entitlement Notification Completion Screen

- Shows whether the entitlement requirements were completed (“yes” was marked on the entitlement notification screen).
Notifications may be listed by name, date, or certification type.

<table>
<thead>
<tr>
<th>Notify Date</th>
<th>SSN</th>
<th>Applicant</th>
<th>Cert No</th>
<th>Cert Type</th>
<th>Mark Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/21/2012</td>
<td>777-77-7771</td>
<td>Adams, Betty A</td>
<td>2554458</td>
<td>03</td>
<td></td>
</tr>
<tr>
<td>10/21/2012</td>
<td>888-88-8888</td>
<td>Bogus, Bryan J</td>
<td>2554457</td>
<td>09</td>
<td></td>
</tr>
</tbody>
</table>
Institutions may entitle more than one person at a time—see statement at bottom of the screen.

<table>
<thead>
<tr>
<th>Notify Date</th>
<th>SSN</th>
<th>Applicant</th>
<th>Cert No</th>
<th>Cert Type</th>
<th>Mark Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/24/2012</td>
<td><strong>XXX</strong></td>
<td>Adams, Betty A</td>
<td><strong>XXX</strong></td>
<td>09</td>
<td>✓</td>
</tr>
<tr>
<td>10/24/2012</td>
<td><strong>XXX</strong></td>
<td>Johnson, David L</td>
<td><strong>XXX</strong></td>
<td>10</td>
<td>✓</td>
</tr>
</tbody>
</table>
Institution Endorsement Recommendation Screen

General Information:
- IIN: 809870
- SSN: 555-55-5555
- Name: Susan R Bessleather

Endorsement Information:
- Certificate: 2456702 - 09 Secondary Teaching
- Endorsement: ELA - English Language Arts
- Grade Level: 3 - Senior HS

Has the Educator Completed ALL Requirements Of The Endorsement?
- As the authorized official of this recognized Illinois teacher education institution, I do hereby certify that the above-named applicant has completed all requirements of the certification statutes and relevant rules and regulations and has successfully completed all of the requirements for the above listed endorsement. The recommendation is being based upon the following criteria:
  - Test Only
  - Test and required coursework
  - Major and required coursework
  - Required coursework only, endorsement does not require test or major

Edit Recommendation Log/Report Test(s) Apply Close
Institution Endorsement Recommendation Screen

- Enter educator’s IEIN or SSN.
- Select the certificate for the subsequent endorsement.
- Select the endorsement.
- Select the grade level of the endorsement.
Verify that the appropriate tests have been passed.
Select how the educator completed the requirements.
Certify the educator completed the requirements.
If the entitlement notification has been entered into TCIS and the certificate has been issued within the last **30 days**, the licensure officer should notify the ISBE certification liaison via email regarding corrections that need to be made to the certificate.

After 30 days, the institution should advise the educator to apply for the endorsements using ISBE form 73-52, or the institution can recommend for the endorsement in TCIS/ELIS.
Expired Notifications

- The entitlement notification is valid for one year.
- If the educator has completed the current program, the university should entitle the educator for the certificate by entering the notification into TCIS/ELIS.
- A second notification may be entered into TCIS/ELIS at any time, providing the program that is currently offered is the same program that the educator completed.
State Approved Program Verification Forms

- If the program was completed more than one year ago and the program has changed:
  - Complete the State Approved Program (SAP) Verification form (73-05) and advise
    - The educator must fill out Part I of the SAP form.
    - The licensure officer or registrar must complete Part II of the SAP form and forward it to ISBE.
The institution verifies that an approved teacher, school service personnel, or administrative program was completed by the educator at the time he/she attended the institution.

This allows ISBE to complete an evaluation for the requested certificate.

The educator is held to all current requirements before the certificate is issued.
Thank you for attending today’s webinar!
If questions arise when you are entering entitlement notifications, please contact the following:
- Licensure liaison for questions regarding individual requirements for a certificate, endorsement or approval.
- Donna Schroeder for questions regarding the TCIS program at dschroed@isbe.net.
- Linda Jamali for questions regarding educator testing at ljamali@isbe.net.

Happy Holidays!