Administrative Endorsements

FALL 2014
ILLINOIS STATE BOARD OF EDUCATION
CENTER FOR EDUCATOR EFFECTIVENESS

WEBINAR 6
New Requirements for Licensure that Must Be Met at Time of Entitlement

- Beginning July 1, 2013, a Professional Educator License (teaching, administrative, school support personnel) requires that when recommended for entitlement, the candidate has met the following requirements:
  - Successful completion of all the required testing under 21B-30 of the Code;
  - All requirements of the approved program;
  - Successful completion of coursework in the following areas*:
    - Psychology of, the identification of, and the methods of instruction for the exceptional child including the learning disabled;
    - Reading methods; and
    - Reading in the content area

*Not required if the individual already holds a PEL
There are four administrative endorsements:

- Chief School Business Official (CSBO)
- Director of Special Education
- Principal
- Superintendent
The CSBO endorsement 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:
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 at a regionally accredited institution under the supervision of a certified CSBO
- Pass the TAP and the CSBO content-area (185) test
This endorsement 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 endorsement.
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—which includes the four courses listed on Slide 11
- Document 2 years of full-time special education teaching or serving as a school social worker, psychologist or speech language pathologist on a valid license
- Pass the DSE content-area (180) test and the TAP

Option B—Held an Approval for Administrator of Special Education

- Hold a valid administrative endorsement
- 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 license
- Pass the DSE content-area (180) test and the TAP
- **Note that all such Administrator of Special Education Approvals expired in 2005.**
Option C: Make application to add the DSE to a valid Illinois license already endorsed in an administrative field by completing the following requirements:

- 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 license
- Pass the TAP (if they have not already done so) and the DSE content-area (180) test
Director of Special Education (DSE)—Option (A + 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
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
2 years full-time teaching experience on a valid license
- 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 school psychologist.
- May not count experience as a paraprofessional
- Must be Pre K-Age 21 (common schools) experience
- Position must require an educator license
- May not be day-to-day substitute teaching (different classroom each day)
- Day care experience cannot be accepted; OR
2 years of school support personnel experience on a valid license endorsed in one of the following areas:

- School Psychology
- School Social Worker
- Speech Language Pathologist—Non-Teaching

Note: School Counselor, School Marriage and Family Counselor, and School Nurse experience cannot be used as experience to obtain a DSE endorsement.
New legislation (HB 5286) provides that 4 years of working in the capacity of school support personnel shall be counted toward a principal endorsement on a Professional Educator License (PEL) until June 30, 2019. Please see 105 ILCS 5/21B-25 (2) (B) (ii).

- Proposed rules related to this will be going to the Board this month. The rules will include the types of evidence that a school support personnel candidate would need to provide to be considered for admission to a principal preparation program.
The new Principal endorsement is defined in school code at 105 ILCS 5/21B-25 2) B) and in Part 30 of the Illinois Administrative Rules. This endorsement requires:

- Completion of an Illinois Principal preparation program approved by the State Educator Preparation and Licensure Board (SEPLB) per 105 ILCS 5/21B 60;
- Hold a master’s degree or higher from a regionally accredited institution;
- Document [4 years of successful teaching or serving in the capacity of School Support Personnel (through June 30, 2019) per PA 98-0917](http://www.ilga.gov) on a PEL;
- Pass both Principal tests (195 and 196)
- Pass the TAP for program admission (unless an Illinois test of Basic Skills was passed for the issuance of a previous Illinois license).
Principal Program Admission Requirements

- Pass the TAP (if not passed for a previous license);
- Hold a valid and current Illinois professional educator license endorsed in a teaching field;
- Submission of a portfolio that presents **evidence** of a candidate’s achievements during his or her teaching experience in the following categories:
  - Support of all students in the classroom to achieve high standards of learning;
  - Accomplished classroom instruction, which shall include data providing evidence of **two years of student growth and learning within the last five years**;
  - Significant leadership roles in the school (e.g. curriculum development, discipline, team teaching assignments, mentoring);
  - Strong oral and written communication skills;
  - Analytic abilities needed to collect and analyze data for student improvement;
  - Demonstrated respect for family and community;
  - Strong interpersonal skills;
  - Knowledge of curriculum and instructional practices.
Principal Program Admission Requirements

- What constitutes “evidence”? Evidence includes, but is not limited to the following:
  - Evaluations of the candidate’s teaching abilities from supervisors that can attest to students’ academic growth;
  - Evidence of leadership roles held and descriptions of the impact the candidate has had on the classroom, school, or district, or the constituents served;
  - An analysis of classroom data (student scores) that describes how the data used to inform instructional planning and implementation, including an explanation of what standards were addressed, the instructional outcomes, and steps taken when expected outcomes did not occur;
  - Information on the candidate’s work with families and/or community groups, and a description of how this work affected instruction or class activities;
  - Examples of the candidate’s analytical abilities as evidenced by a description of how he or she used the results from student assessment to improve student learning; and
  - Evidence of curriculum development, student assessments, or other initiatives that resulted from the candidate’s involvement on school committees.
Each applicant shall interview with no fewer than two of the program’s full-time faculty members and shall, at minimum, discuss the contents of his or her portfolio and complete an on-site written response to a scenario presented by the interviewers.
Principal Endorsement Requirements as of July 1, 2014

• 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.
Must a teacher who is seeking admission to a principal preparation program take the TAP if she passed the Basic Skills 096 test in 1990 and received a teaching license based, in part, on passing that test?

- No. If an individual passed the Basic Skills 096, Basic Skills 300, TAP 400 or achieved the minimum required score on the ACT Plus Writing or SAT in lieu of the TAP, and was issued a certificate or license based, in part, on passing that test, he/she does not need to take the TAP for admission to a principal program.

- Such an individual need not pass the TAP for any subsequent license or endorsement.
Converting a General Administrative Endorsement into a Principal Endorsement

- Individuals who hold the General Administrative endorsement and have served at least one full year during the five years prior in a position requiring the General Administrative endorsement may apply to have their General Administrative endorsement converted to a Principal endorsement.
  - All such applications to convert the General Administrative to the Principal must be processed by July 1, 2015.
All other individuals who hold a General Administrative endorsement may convert the endorsement to a Principal endorsement by doing one of the following:

- Pass the Principal I (195) and Principal II (196) tests; or
- Through July 1, 2019, complete an Administrator’s Academy course to be determined by the State Superintendent.
Is Converting a General Administrative Endorsement to a Principal Endorsement Mandatory?

- No.

- Individuals who chose not to convert the General Administrative endorsement to a Principal endorsement shall continue to be able to serve as a principal, assistant principal, assistant or associate superintendents, and staff filling other similar or related positions as indicated in 23 Ill. Adm. Code 1.705. (Section 25.335)
Superintendent Endorsement Requirements

- Complete an approved Illinois program for superintendent
- Hold a master’s degree or higher
- Pass the content-area (187) test and the TAP
- Document 2 years of full-time administrative experience on a valid license with one of the following administrative endorsements:
  - General Supervisory endorsement (no longer available)
  - General Administrative endorsement
  - Director of Special Education endorsement (DSE)
  - Chief School Business Official endorsement (CSBO)
  - 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 endorsement while the experience was accrued

One who holds a superintendent’s endorsement may serve as a school district superintendent.
We will cover the new rules in Illinois Administrative Rules Part 33: Programs for the Preparation of Superintendents in Illinois in Webinar 8.

- No later than September 1, 2019, all programs for the preparation of superintendents shall meet the requirements set forth in Part 33.
- Beginning September 1, 2016, institutions or not-for-profit entities may admit new candidates only to superintendent preparation programs that have been approved under this Part.
All Administrative Endorsements

Proof of Experience

• 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.

• If you have any questions as to whether the experience meets ISBE requirements, please contact Sharon Battles at sbattles@isbe.net.

• Do not rely on ELIS for verification of the appropriate required experience as the data in TSR/EIS has not been historically accurate.
Conclusion

• Thank you for reviewing this information.
• Please send any questions to Linda Jamali at ljamali@isbe.net prior to the webinar or within 24 hours of the webinar.
• On October 14 at 9:00 AM (note time change) we will respond to the most common questions at the beginning of the webinar.
• The topic for October 14th is School Support Personnel Endorsements. If your institution does not offer an SSP programs, the webinar is optional. Please do join us for the responses to common questions regarding the administrative endorsements.