Licensure Officer Training

Fall 2012
Illinois State Board of Education
Educator Licensure Division
Webinar Schedule:

- 9/5/12 School Code, Administrative Rules, and Licensure Officer Responsibilities
- 9/12/12 Licensure Testing Information
- 9/19/12 An Overview of Certificate Types and Levels / Type 73 School Service Personnel Certificates and Endorsements
- 9/27/12 Type 75 Administrative Certificates and Endorsements / Alternative Certification
- 10/02/12 Early Childhood and Elementary Middle Grades Certificates and Endorsements/ Special K-12 Certificates
Continuation of Webinar Schedule

- 10/10/12  Secondary Certificates and Endorsements / Special Education Certificates, Endorsements, and Approvals
- 10/16/12  Bilingual Credentials, ESL, and ENL
- 10/24/12  Entitlement Procedures
- 10/31/12  New Licensure System
- 11/07/12  Tentative Hold for New Rules
Caveat on Webinar Information

- The information provided in the *Fall 2012 Licensure Officer Training* is accurate at the time it is presented.
- Please understand that the entire structure of certification is changing and requirements for licenses will be different.
- Note that throughout this webinar series the terms “certification” and “licensure” may be used interchangeably.
- Licensure Officer training will be held again in Spring 2013 to update you on the requirements for licensure and the new Educator Licensure Information System (ELIS). You will need to incorporate applicable changes when you entitle candidates Spring 2013.
Each webinar will be approximately 60 minutes in length. There will be additional time at the end of each webinar for questions and answers.

The questions and answers from each webinar will be posted along with the archived webinar.
Webinar Attendance Is Mandatory

- 105 ILCS 5/21B-100 (NEW) defines the duties of Licensure Officers.
- Licensure Officers are required to:
  - Attend training conducted by the Illinois State Board of Education (ISBE)
  - Adhere to the Illinois School Code and rules adopted to implement the Code when entitling candidates and/or adding endorsements
  - Review new legislation and rules when available
Violations of 105 ILCS 3/21B-100

Violations of this Code or implementing rules regarding the entitlement of candidates by a licensure officer shall place the employing institution’s educator preparation program in jeopardy, specifically regarding the institution’s right to offer programs and recommend or entitle candidates for licensure.
Webinar Attendance

- ISBE will confirm that the Licensure Officer from each institution attended each webinar session or viewed the corresponding archived webinar. For example, every Licensure Officer is required to participate in all of the webinar sessions with the exception of school service personnel programs, administrative programs or alternative certification. Licensure Officers whose institutions offer such programs will be required to participate in the school service personnel, administrative, and alternative certification webinars.

- If you cannot attend a live webinar, you must view the archived webinar before November 30, 2012. Note the date you viewed the archived webinar on the ISBE form. You will be responsible for all material presented at each applicable webinar.

- It is the responsibility of the Licensure Officer to ensure that all staff who enter entitlement information into TCIS/ELIS attend each webinar session or view the archived webinar.

- The Licensure Officer and any staff who enter entitlement information into TCIS/ELIS must confirm their attendance at each training session in the series by filling out the attendance form and submitting it to ISBE by November 30, 2012.
Role of a Licensure Officer

- Serve as Entitlement officer;
- Oversee program compliance with ISBE;
- Serve as a liaison between the institution and ISBE licensure staff; and
- Inform preparation staff at ISBE of program changes or other major institutional changes that may affect preparation programs.
ISBE Management  
Teacher and Leader Effectiveness

- Linda Tomlinson, Ph.D.  
  Assistant Superintendent of Teacher and Leader Effectiveness

- Angela Chamness  
  Project Administrator

- Vicki Phillips  
  Division Administrator  
  Preparation and Evaluation

- Kellee Sullivan  
  Division Administrator  
  Educator Licensure
# Introducing ISBE Licensure Liaisons

## Evaluation
- Sharon Battles     sbattles@isbe.net
- Cynthia Berger    cberger@isbe.net
- Emily Fox            efox@isbe.net
- Heather Frye       hfrye@isbe.net
- Jolene Reddy       jreddy@isbe.net
- Jamie Sullivan      jsulliva@isbe.net

**General Phone Number:**

217-557-6763 – This number may be provided to candidates.

## Testing and Webinars
- Linda Jamali  ljamali@isbe.net

**Licensure Officer Phone Number:**

217-782-7091 – This number should *not* be disseminated.
Cyndee Berger at Lake Springfield
Sharon Battles in Denver, Colorado
Emily Fox in Mexico
Heather Frye on Graduation Day
Linda Jamali in New Iberia, LA
Jolene Reddy in Santa Monica, CA
Jamie Sullivan Protecting the Universe!
Introducing ISBE Preparation and Evaluation Liaisons

Jennifer Gross     jgross@isbe.net
Diane Lacopo       dlacopo@isbe.net

General Phone Number:  217-782-2948
Statutory Regulations

The main authority for certification rules can be found in the Illinois School Code in Sections 21-0.01 and 21-21 and once the licensure system is put in place, Article 21B of the School Code.

The Illinois School Code may be located on the web at the following address:

We would like to introduce Shelley Helton, Agency Rules Coordinator.

Welcome, Shelley!
Laws grant rulemaking authority to agencies: Each set of rules identifies the portions of the law from which authority is derived.
Administrative Rules and Their Relationship to Licensure

Rules Relevant to Certification/Licensure Include:

Part 25 Certification

- Requirements for various certificates
- Requirements for various endorsements
- Certification testing system
- Accreditation and approval of preparation programs
- Clinical experiences
- Alternative certification
Administrative Rules and Their Relationship to Licensure

Other Relevant Rules

- Part 22 (Code of Ethics for Illinois Educators)
- Part 23 (Standards for School Service Personnel Certificates)
- Part 24 (Standards for all Illinois Teachers)
- Part 26 (Standards for Certification in Early Childhood Education and Elementary Education)
- Part 27 (Standards for Certification in Specific Teaching Fields)
- Part 28 (Standards for Certification in Special Education)
- Part 29 (Standards for Administrative Certificates)
- Part 30 (New Principal—Programs for the Preparation of Principals in Illinois)
Timeline for Rules to Become Effective

► Review by the Illinois State Educator Preparation and Licensure Board (SEPLB)
► Initial Review by the Illinois State Board of Education
► Publication of proposal in Illinois Register begins public comment period of at least 45 days
► Public comment period ends
► Analysis of comments, identification of needed changes
► Review by Joint Committee on Administrative Rules (JCAR)
► Filed with Illinois Secretary of State
Rule Information:  www.isbe.net/rules

http://www.isbe.net/rules/archive/default.htm for Rules Currently in Effect—including all rules applicable at a given point in time

http://www.isbe.net/rules/proposed/default.htm for Proposed Rules—everything in the process of being added, changed, or deleted at a given point in time
How to Locate Statutory Information and Illinois Administrative Rules

To find a law, go to the Illinois General Assembly’s website at www.ilga.gov and select “Illinois Compiled Statutes”.

To find a rule of another State agency, go to the same website, www.ilga.gov, and select “Administrative Rules”.

To find a rule promulgated by ISBE, go to www.isbe.net/rules/default.htm and choose “Rules Currently in Effect”. Proposed changes to any of the State Board’s rules can be viewed by choosing the ‘proposed Rules and Amendments” link on that page.
Ex Parte Communication

• “Ex parte communication” is any written or oral communication by any person during the rule making period that imparts or requests material information or makes a material argument regarding an agency’s rulemaking and is communicated to the head of the agency or any employee.

• The executive director of the Executive Ethics Commission has indicated that members of advisory boards are considered “employees” under the Ethics Act and therefore are held to ex parte reporting requirements.
Ex Parte Communication Does \textbf{NOT} Include the following:

- Statements by a person publicly made in a public forum;
- Statements regarding matters of procedure and practice (e.g. format of public comments, the number of copies required, the manner of filing such comments, and the status of rule making proceeding); and
- Statements made by a state employee of that agency to the agency head or another employee of that agency.
Reporting Ex Parte Communication

- The reporting period is from the date of the first notice (i.e. when rules are published for public comment in the Illinois Register) until the rules are filed with the Secretary of State and become effective.

- Ex parte must be reported to the Executive Ethics Commission within seven days of the communication.

- Both written and oral communication must be reported:
  - Date and mode (in person, telephone, fax, mail);
  - Summary of the inquiry; and
  - Summary of the response.
Reporting Ex Parte Communication

- Ex parte communication should be emailed to Shelley Helton at rules@isbe.net.
The Relationship Between the Licensure Officer and the Illinois School Code and Rules

It is the responsibility of each Licensure Officer to:

- Keep abreast of potential changes to statutes and/or rules that affect certification;
- Read all certification-related statutes and rules;
- Understand how to implement the applicable statutes and rules;
- Inform institution staff about statutes and rules that will affect his/her programs;
- Inform candidates about new requirements; and
- Assist candidates in complying with statutes and rules.
In Conclusion ...

- Please contact your ISBE liaisons when you need clarity on a particular topic related to certification, testing, or preparation.
- Visit the www.ilga.gov website frequently to stay attuned to new legislation.
- Visit the www.isbe.net/rules webpage frequently to review new rules and note any proposed rules related to certification or preparation that may affect your institution.
- Exercise your right to make public comment during the comment period.
Thank You for Your Attention During This Webinar!

- Our next scheduled webinar will be on Wednesday, September 12, 2012 from 10:00 a.m. to 11:00 a.m. The topic will be “Licensure Testing Information”.
- We look forward to interacting with you again next week.
- This webinar will be posted next week. Please look for it at: [http://www.isbe.net/certification/html/webinar_archive.htm](http://www.isbe.net/certification/html/webinar_archive.htm)
- We have allotted time to respond to posted questions. Please note that we will post responses to the questions along with the archived webinar.