



CERTIFICATION REQUIREMENTS

*REGIONAL OFFICES OF EDUCATION
&
INTERMEDIATE SERVICE CENTERS*

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CERTIFICATION TIMELINE

Endorsement requirements have changed in 1958, 1962, 1964, 1971, 1977, 1991, 1997, and 2004 (various dates by endorsement)

August 1, 1985 – New hires required to have a Criminal Background Check.

July 1, 1988 - Illinois first required tests for Basic Skills and Subject Matter.

July 1, 1997 - Middle Grades Requirements changed

July 1, 1999 – I believe that Professional Development requirements for teachers began.

February 15 - 2000 – Exchange for four year standard Special Education Certificates began.

July 1, 2001 – Re-exchange for LBS I certificates.

Jan. 1, 2002, - Special Education Approvals became 3 years

Jan. 1, 2002, - Early Childhood Special Education Approvals changed to new requirements. (prior requirements were :

1. Survey of Exceptional Children.
2. The development of language in young children.
3. Early Childhood Assessment
4. Elementary school curriculum and organization or early childhood curriculum and organization.

Jan. 8, 2002 - New paraprofessionals, hired for Title I, must be “Highly Qualified” (60 hours)

Teachers, hired after the start of the 2002-03 school year, for Title I programs, must be “Highly Qualified”

July 1, 2003 – LBS I exam required for LBS I endorsement

July 1, 2003 –Professional Development begins for Administrative Certificates.

All Special Education that apply after July 1, 2003, need the LBS I Test.

All teachers who apply after September 30, 2003, need to complete the APT Test.

June 1, 2004 - new requirements for first teacher, and all school service personnel, and administrative certificates become effective.

June 30, 2004, - basic skills testing is waived for persons from other states who hold valid certificates comparable to the certificate applied for in Illinois

June 30, 2004 - basic skills testing is waived for persons from other states who hold valid certificates comparable to the certificate applied for in Illinois. The applicant must have applied after 7/1/04 and either their other state certificate must have been issued prior to 7/1/04 or the individual must have passed a test in their home state.

June 30, 2004 – PA 93-0679 made LPDC’s optional for school districts.

July 1, 2004 - Pre 7/1/04 rules for subsequent certificates still in effect for applications received through December 31, 2004.

Reading Specialist becomes available for persons with two years of teaching experience, completion of an approved program and passing the Reading Specialist content area test.

July 1, 2004 - Interim Counselor Intern Certificate becomes available (ISBE Form 73-94)

July 1, 2004 - Guidance Type 73 to change; teaching certificate not required

July 1, 2004 - New form (73-95) for Paraprofessionals (Includes options for "Highly Qualified")

July 1, 2004 - Type 34 & 37 Provisional Vocational are valid for grades K-12 only if issued before July 1, 2004 (will be valid for grades 11 & 12 only from that date on)

July 1, 2004 - Recertification simplified for teachers & administrators

July 1, 2004 - School Nurse endorsement on School Service Personnel Certificate requires completion of an IL approved school nurse program

Endorsements for certificates to change June 1, 2004

Note: The current endorsements can still be applied for until June 30, 2005

August 12, 2004 – Criminal Background checks require fingerprinting for all new hires.

October 1, 2004 - endorsements on first IL certificates require 32 semester hours, or a major identified on the transcript; or 24 semester hours and passing of the content-knowledge test, except special provisions for endorsement for reading, science, social science, foreign languages, middle grades and self contained general education and in subjects where there is no content area test.

January 1, 2005 Subsequent Illinois certificates issued by completing an approved program and entitlement; no transcript evaluation, except for Type 09 going to Type 10 for department chairs;

June 30, 2005 – Begin endorsements for K-3 (early childhood certificate) and K-4 Reading (elementary certificate).

June 30, 2006 - last date to remove deficiencies for old 18 hour requirement for endorsement in reading; 7/1/06 all reading teachers will be required to comply with new endorsement requirements.

July 1, 2006 – Media Specialist changed to Library Information Specialist.

Director of Special Education endorsement on administrative certificate to be required July 1, 2005, for such positions. Later date than this?

Special Education Paraprofessionals employed before 6/30/05 have until July 1, 2007 to meet the 30 hours requirement and have a letter of approval.

All instructional para-professionals hired after 1/8/2002 in special education programs supported by Title I funds must be Highly Qualified. All instructional Special Education Paraprofessionals not paid by Title I Funds need 30 hours beginning July 1, 2005 (new hires)

End of the 2005-06 school year, all existing Title I instructional paraprofessionals must be “Highly Qualified”

All teachers, in core area subjects, must be “Highly Qualified” by the end of the 2005-06 school year.

Reading Teacher Endorsement requirements mandatory July 1, 2006, requiring the reading specialist or reading teacher test, completion of an approved program or 24 hours of reading in the required content areas.

July 1, 2006 – Middle Grades Library Information Specialist changes to a major or 24 hours and a test.

July 1, 2006 – New approval required for newly hired Interpreters for the deaf. Existing hires have until July 1, 2007.

October 1, 2006 – Special Education General Curriculum Test #163 required for the LBS I Certificate (not needed for the endorsement)

July 1, 2007 – All existing Special Education Instructional must have a letter of state approval (30 hours, or passed one of the tests)

July 1, 2007 – Approval required all Interpreters for the deaf. (Page 90)

July 1, 2008 – School Service Personnel requirements for Professional Development begin. (PA 95-0592)

July 1, 2008 – ISBE to begin replacing LBS I Limited Endorsements with LBS I if 7 years have elapsed since the LBS I Limited Endorsement was issued.

July 1, 2008 – Transitional Bilingual Directors first assigned to the position on or after July 1, 2008, must also have a supervisory or General Administrative endorsement. (Per rules 228.30)

July 1, 2009 – Provisional Vocational Certificates will now require Professional Development. Rules (25-70)

July 25, 2008 – Most tests now valid for 10 years (Part 25.720).

July 1, 2009 – Provisional Vocational Certificates will now require Professional Development. Rules (25-70)

July 1, 2009 – Provisional certificates now valid for two years plus the rest of the fiscal year in which it was granted. 9 month limit to complete testing removed. No content area tests accepted from other states.

August 25, 2009 - An individual who holds a valid, comparable certificate from another state, possession, or territory of the United States and who applies for Illinois certification on or after August 25, 2009, will not be required to pass the ICTS Basic Skills test if the individual has not previously attempted and failed the ICTS Basic Skills test.

October 20, 2009 – Paraprofessionals with teaching certificates no longer need a Paraprofessional Approval letter. (1.630)

January 1, 2010 – Endorsement application: one endorsement with each application and fee.

January 8, 2010 - Teachers may apply for endorsements online through ECS.

February 2010 – 5 time testing limit begins

March 2010 – Elementary/Middle Grades test now also Computer based

March 8, 2010 – ISBE will no longer print new certificates when an endorsement is added.

May 2010 – Early Childhood test now also Computer based

July 1, 2010 - Transitional Bilingual Directors first assigned to the position before July 1, 2008, must also have a supervisory or General Administrative endorsement. (Per rules 228.30)

September 2010 – New Basic Skills Passing Scores take effect

January 1, 2011 – Chief School Business Official experience may count as experience for a Type 75 General Administrative certificate.

January 1, 2011 – Chief School Business Official change for those who have a masters degree in Business, Finance or Accounting and complete the tests. They now also need 6 semester hours of internship.

Sometime in 2011, added master's in public administration

March 2011 – LBS I Test now also Computer Based

August 26, 2011 Lapsed certificate reinstatement changes: 6 months after registration expires, no grace period, 9 semester hours in educator's endorsement area BEFORE reinstatement can occur ILCS 5/21B-50 new link to explanatory document

September 2011 – New Principal Test being developed

February 1, 2012 – Driver Education and Safety Endorsement changes.

February 1, 2012 – New Director of Special Education endorsement changes.

February 1, 2012 – New Principal Endorsement begins NOTE: Did it begin on 2.1.12?

February 1, 2012 – New Secondary Endorsement Requirements begin (12 hour in Upper Division Level). Exceptions are Business Computer Programming, Safety and Driver Education, Sciences and Social Sciences, Reading Teacher, Reading Specialist, Foreign Languages, Bilingual Education, English as a Second Language, English as a New Language, Technology Specialist, and Computer Applications.

February 1, 2012 – All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received on or after February 1, 2012, must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements. (Note: This applies to ALL Endorsements, Middle Grade, Reading, Media, etc)

April 2012 – Test of Academic Proficiency (TAP #400) replaces Basic skills #300

May 2012 – Certificate and endorsement evaluations are valid for one year

By July 1, 2013 – Certificates become licenses (PA 97-607)

July 2013 – Discontinue offering the General Administrative Test.

September 2014 – General Administrative endorsement ends and Principal Endorsement is only endorsement available.



TEACHER CERTIFICATION IN ILLINOIS

To ensure that only highly qualified individuals are licensed for employment in Illinois public schools, applicants for certification must meet requirements specific to the type of certificate they are seeking. This publication includes a description of each type of certificate issued by the state of Illinois and describes the specific requirements for qualifying for each certificate. It also explains how to apply for a certificate.

Certificates are valid for the time frame listed on the certificate; as long as they are registered at the local Regional Office of Education or on ECS at <http://www.isbe.net/ECS>. The current registration fee is \$10.00 a year. Any certificate not registered in the region in which a teacher is employed is not valid.

If currently residing out-of-state, or not currently employed in an Illinois public school district, certificate must be registered in a region to remain valid. Registration <http://www.isbe.net/ECS>.

ILCS 5/21-14 NEW SECTION 25.450 LAPSED CERTIFICATES

All certificates not renewed as provided in this Section or registered in accordance with this Code shall lapse after a period of 6 months from the expiration of the last year of registration. The certificate may be reinstated once the applicant has demonstrated proficiency by completing 9 semester hours of coursework from a regionally accredited institution of higher education in the content area that most aligns with the educator's endorsement area or areas. Another option is that the certificate holder can pay a penalty of \$500 and reinstate the certificate without taking coursework. (Senate Bill 3393)

In addition, before the certificate may be reinstated, the applicant shall pay all back fees owed from the time of expiration of the certificate until the date of reinstatement.

Any certificate may be voluntarily surrendered by the certificate holder. A voluntarily surrendered certificate shall be treated as a revoked certificate.

Standard Certificates issued between July 1, 1929, and July 1, 1951, do not lapse.

- 1) Subsequent renewals of such an individual's certificate(s) shall be contingent upon his or her completion of continuing professional development activities in accordance with the requirements of Subpart J of school code.
- 2) College credit earned pursuant to subsection (b)(2)(A) of school code shall not be used to satisfy any portion of the continuing professional development requirements of Section 21-14 of the School Code.

Note: When 9 semester hours of credit are presented, applicant must fill out revised ISBE Form 73-93, and pay back fees. Send application and signed official transcript to State Board. Reinstatements.

EXPIRED ILLINOIS TEACHING CERTIFICATES

Effective 8/26/11, Section 21B-45 of Public Act 97-607 amended Illinois School Code in the following way: All certificates not renewed or registered will lapse or have lapsed after a period of 6 months from the expiration of the last year of registration.

IF A CERTIFICATE EXPIRES JUNE 30 OF THE CURRENT FISCAL YEAR, the certificate holder has until December 31 of this year to complete your renewal and register your certificate. Please understand that the certificate will not be valid from July 1 until the date it is renewed and registered.

IF A CERTIFICATE EXPIRED IN THE LAST CALENDAR YEAR OR IN ANY EARLIER YEARS, and the certificate holder failed to renew it, the certificate is now “lapsed” and the certificate holder has the following options.

SITUATION #1: The certificate lapsed AND the certificate holder did not owe professional development for renewal, he or she has been given a window of time through August 31, 2012 to reinstate by paying back fees PLUS fees to register the certificate through the next validity period. The certificate holder will not be subject to the monetary or coursework penalty.

Follow these instructions:

- A. Log in to ECS account at www.isbe.net/ECS.
- B. Click on “Register Certificates”.
- C. Follow the prompts to complete the 17 step reinstatement process.
- D. At the end of the 17 step process, you will pay all back fees and current registration by entering credit card information.
- E. If the reinstatement registration turns out to be paid only through 6/30/12, you must start the process again to register for the next cycle.

SITUATION #2: The certificate lapsed AND the certificate holder owed professional development for the cycle, he or she has TWO OPTIONS:

OPTION 1: PAY A \$500 PENALTY, BACK FEES AND CURRENT REGISTRATION FEES

Holders of certificates that have lapsed due to the educator’s failure to complete professional development (or due to not having approval of appropriate Statement of Assurance) and who choose to pay the \$500 penalty fee should engage in each of the following steps:

- A. Fill out and print new ISBE Form 73-93B.
http://www.isbe.net/certification/pdf/73-93b_reinstate-app-fee.pdf
- B. Submit the form to the Educator Certification Division at the Illinois State Board of Education in Springfield. The address is at the top of the form. (These forms are not processed at the Regional Office of Education. Please mail them directly to Springfield.)
- C. Include a cashier’s check for \$500 made payable to the State Superintendent of Education.
- D. After 7 business days, the certificate holder must log in to ECS and Click on “Register Certificates”. He or she will complete 17 steps to pay all registration fees. The reinstated certificate will not be valid until it is registered through a date beyond the current school year.

VOLUNTARY SURRENDER OF CERTIFICATE

Conversation with Dennis Williams 11-28-11

Hi Deb,

An individual cannot revoke a certificate, but may voluntarily surrender it. Here are the steps you can follow:

Try to talk the person out of surrendering a certificate. It is foolish and unwise. The certificate will appear as “revoked” not suspended and will be placed on the NASTDEC alert so that it appears in the database for every state. If the person wants an out-of-state certificate it will be difficult to procure. In addition, the individual will have to answer the question, “Have you ever had a certificate revoked?” as a “yes” every time he or she registers for a new cycle or applies for a new endorsement, approval, or certificate, and the individual will not be able to renew online. It is far wiser and less hassle in the long run to complete the PD and then register all of the certificates.

If the person cannot be talked out of surrendering his or her certificate, have the person send a letter explaining that he/she wishes to voluntarily surrender the certificate to the Secretary of the State Educator Preparation and Licensure Board. The address follows. Tell the person to make sure to include his or her name, social security or IEIN number, certificate type, certificate number, and reason why he/she wishes to surrender it. I cannot predict how the board will act on it; surrendering a certificate because you failed to comply with the law to maintain its validity may not be a sufficient excuse.

To: Vicki Phillips, Secretary
Illinois State Educator Preparation and Licensure Board
Illinois State Board of Education
100 N. First Street, E-310
Springfield, IL 62777-0001

The Secretary of the SEPLB will contact the person to inform them of the date the item will appear on the SEPLB meeting agenda. Someone in our Legal Department will most likely send the final order to the individual at the conclusion of the process.

The process is not short because it must allow time for all parties to complete the work, so if the individual thinks he or she can surrender and then register the other certificate(s) right away, they will be disappointed. It will probably take 6 months to a year before the revocation is issued.

Since I have been at the agency I have not seen more than 2 surrendered certificates and that was because the individuals faced worse consequences. I strongly recommend you talk the person out of it because it will accomplish nothing good.

Dennis A. Williams
Educator Certification Division
Illinois State Board of Education
Phone: 217/557-6763
Email: DWILLIAM@isbe.net

OUT-OF-STATE CERTIFICATES OR WHO COMPLETED AN OUT-OF STATE APPROVED PROGRAM

Teachers:

1. Complete an **Application for Certification** (ISBE 73-03C) for each teaching certificate that you are seeking and return it to your nearest Regional Office of Education, or you can mail it to the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777. (Check with that office for the method of payment. You can access a directory of ROE's at <http://www.isbe.net/regionaloffices/pdf/roedirectory.pdf>.)
2. Each certificate application requires a \$75 fee. The application must be signed and **all** 5 of the questions answered. If you apply for a Standard Teaching Certificate you will need a letter stating that you have at least four years of full time teaching experience (signed by the superintendent or personnel director). The teaching experience must have been gained while holding a valid teaching certificate in that state. The State Board evaluator must be able to determine that you held a valid teaching certificate during the years listed on a teaching experience letter.
3. Have your college/university fill out a **State-Approved Program Verification Form (ISBE 73-05)** and have them mail that form to our State Board of Education. It must have the signature of the certification officer and the college/university seal. This form must be mailed directly to the Illinois State Board of Education.

OR

You must bring a copy of your currently valid out-of-state comparable Teaching Certificate (substitute only certificates are not comparable to teaching certificates) to the Regional Office of Education so that we may make a copy.

Note: ISBE prefers that the applicant submits both of the above.

4. Have all official transcripts sent to Regional Office of Education, or bring them, but do not open the envelope in which they arrived. Transcripts must be in a sealed envelope, as received from the college or university.

OR

applicant can submit e-transcript to Diane Gray: dgray@isbe.net

5. Only one certificate can be applied for per application and fee. Each additional certification will need an application form and a \$75.00 fee.
6. Illinois Testing Requirements for Out-of-State applicants:
 - a) Test of Academic Proficiency #400 can be waived with valid out-of-state certificate through 6/30/2012. After 6/30/12, there are NO TEST WAIVERS.
 - b) Applicable content area test.
 - c) APT Test matching grade levels of certificate: APT 101: early childhood, APT 102: elementary; APT 103: secondary, APT 104 (K-12). If an applicant is applying for a Type 10 special certificate, the APT 104 must be taken and passed. The applicant cannot choose which level test to take.
7. If an applicant has not yet passed these tests and has a currently valid comparable out-of-state teaching certificate, **he or she may file ISBE Form 73-63 Request for Provisional Certificate** **Provisional certificates expire on June 30 of the second full fiscal year after issuance.**

The Illinois Certification Testing Site is: <http://www.icts.nesinc.com/>

To apply for a standard teaching certificate, an applicant must present documentation (letterhead, signed by superintendent of designee) documenting at least 4 years of teaching experience.

Administrator applicants need an official letter (signed by the superintendent or personnel administrator) verifying at least two years of teaching experience.

Superintendent applicants need a letter to verify at least two years of administrative experience.

(All forms may be downloaded at http://www.isbe.net/forms_numerical.htm)

GENERAL CERTIFICATION INFORMATION

WHAT KINDS OF CERTIFICATES ARE AVAILABLE IN ILLINOIS?

Illinois has a three-tiered certification system: initial certificates, standard certificates and master certificates. This will change to a licensure system by July 1, 2013.

Graduates of teacher education programs and individuals applying for Illinois certificates from out-of-state with less than four years of teaching experience will be issued an **Initial Certificate**. In order to transition to a standard teaching certificate, an individual must teach the equivalent of four full years and complete a professional development component. Once that is completed, the individual must apply for the standard certificate.

The **Standard Certificate** is issued to individuals who have taught for four years and completed the professional development required for making the transition. Out of state applicants who have earned a second tier certificate from the state they are leaving may be issued a standard certificate if that state's certificate requirements are comparable to those of Illinois.

How can I obtain a certificate in Illinois?

To obtain an Early Childhood, Elementary, Secondary or Special K-12 certificate in Illinois, an individual must complete an Illinois State Board approved teacher education program. School Service Personnel and Administrative Certificates also require that an approved program be completed.

To obtain a substitute, provisional vocational, temporary provisional vocational, or part-time provisional, an applicant must undergo a transcript evaluation process. A transitional bilingual certificate may be obtained by either completing an approved program or by transcript evaluation AND the successful completion of the relevant Language Proficiency Test.

Per Jolene Reddy 6-13-12: *Some universities have entitled people for Type 29 Certificates. They are enrolled in other approved Programs, have passed the TLP test, and have often taken several of the approval courses. If you look at the Directory of Approved Programs, you will notice that some institutions have "Transitional Bilingual" listed.*

COMPLETION OF AN APPROVED PROGRAM (ENTITLEMENT)

No university or college offers all possible teacher education programs. To determine what programs are offered at each institution, see <http://www.isbe.net/profprep/PDFs/directory.pdf>

Upon completion of an approved teacher education program, the candidate for certification must APPLY for the certificate.

If the institution where the approved program was completed is participating with the State Board in issuing certificates, contact the university Certification Officer or you will be directed by the university to complete the steps required in acquiring the certificate. Some universities participate in electronic entitlement. Applicants who have been electronically entitled must apply on ECS at www.isbe.net/ECS. Click on Applications, then on Entitlement.

If the university is not participating in the electronic certificate issuing process, the following process must be completed: HINT: The university must have entitled the Illinois candidate in TCIS or an ROE will not be able to enter the application, even if the paper application is signed and sealed by the institution.

1. Complete ISBE form 73.03C Application for Certificate (see <http://isbe.net/certification/html/forms.htm>). Submit the form to the university Certification Officer. The Certification Officer will review the application as well as determine that an approved program was completed. If everything is in order, the Certification Officer shall sign the application and affix the university seal and return the form to the applicant.
2. Submit the signed and sealed Application for Certificate along with official transcripts and a \$75 fee to the Regional Office of Education (ROE) where employment will take place or near your residence. Check with the ROE to determine the form for payment (money order, cash, or certified check); each ROE has a different policy on fee payment. *A Regional Office of Education or Intermediate Service Center MAY NOT accept a paper application if the university has not signed and sealed the application for 73-03C. In addition, all Illinois universities MUST enter the application into the state certification system before an ROE/ISC can process a paper application.*
3. If the appropriate tests have been passed, the application is complete and is accompanied by original transcripts and the fee in the proper form, the ROE will issue a Temporary Employment Authorization. The Temporary Employment Authorization allows an individual to work while the actual certificate is being printed by the State Board of Education.
4. All certificates must be registered with the Regional Office of Education in the region in which the certificate holder is employed. The charge is \$10 per year times the number of years of validity of the certificate.

ONLINE ELECTRONIC ENTITLEMENT

1. Log onto ECS at <http://www.isbe.net/ECS>
2. Click on "Applications"
3. Click on "Entitlement Certificate Application"
4. Click on the blue "Apply for Certificate" button.
5. Go through the steps to apply for the certificate.
6. After the certificate is issued, it will be mailed to your address in ECS. (My Profile, Personal Settings.)
7. You must REGISTER your certificate before it is valid. Use REGISTER CERTIFICATES ON ECS. You will pay \$41.75 to register the certificate. You may pay less if you already have a substitute certificate that is registered.

TRANSCRIPT EVALUATION

Transcript Evaluation – In-state

Prior to July 1, 2004, transcript evaluation *was* available for subsequent certificates for instate applicants.

Beginning July 1, 2004, transcript evaluation is available **only** to applicants who either have completed an approved program in another state or who hold another state's certificate comparable to the certificate they seek in Illinois. Applicants submit their application and official transcripts to the Illinois State Board of Education where the staff reviews the application, the applicant's courses and previous teaching experience to determine if the applicant meets minimum requirements for a certificate.

For in-state certificate holders, subsequent certificates require completing an Illinois approved certification program. Universities are authorized to develop focused programs for these persons by evaluating work previously done by the applicants and require only additional work that will allow the students to meet the standards for the new certificate and subject. (This option has rarely been offered by colleges or universities.)

Transcript evaluation will continue to be available for certificates that do not require prior training in education, such as substitute certificates, provisional vocational certificates, transitional bilingual certificates, and others. Individuals who wish to obtain a certificate through transcript evaluation must complete an application for the certificate, either the paper 73-03C form or the electronic application on our On-Line Teacher Information System (ECS) at <http://secqa1.isbe.net/ecs/default.htm>.

Note: A teacher who has a currently valid Type 09 may apply for a Type 10 in their major endorsed area (32 hours). They do need to have successfully completed the Basic Skills test (#096), the Subject Matter test and the Assessment of Professional Teaching K-12 (104). They may apply on ISBE form 73-03C.

PROVISIONAL CERTIFICATES

Provisional certificates are issued only when an applicant has a valid comparable out-of-state certificate, and the applicant has not met all of Illinois testing and coursework requirements. This might be considered "limited reciprocity".

Applicant submits an application for full Illinois certification on ISBE Form 73-03C

http://www.isbe.net/certification/pdf/73-03C_teaching_certificate.pdf and the application fee of \$75.00 and an application for Issuance of a Provisional Certificate on ISBE Form 73-63.

http://www.isbe.net/certification/pdf/73-63_request_provisional.pdf. There is no fee for a provisional certificate. Applicant must hold valid comparable out of state certificate, and submit a copy of the valid out-of-state certificate, along with the Certificate application ISBE Form 73-03C, the application fee, an official transcript, and State Approved Program Form (ISBE Form 73-05 http://www.isbe.net/certification/pdf/73-05_approved_verification.pdf).

An evaluation for full certification will be conducted. A deficiency letter for full certification will be issued, and a provisional will be issued if appropriate. A provisional certificate lasts for 2 full fiscal years (July 1 to June 30, plus the remainder of the school year in which it is issued. All deficiencies noted on the deficiency letter must be removed before full certification can be issued. If the deficiencies have not been removed by June 30 of the year in which the application was processed, another application and fee must be submitted when all deficiencies have been cleared before full certification will be issued. Individuals who successfully complete a basic skills test in order to obtain an out-of-state certificate will have the Illinois basic skills test waived. The content area exam and Assessment of Professional Teaching test must be successfully completed before full certification may be obtained.

LEVEL OF CERTIFICATE: If the applicant has less than four years of teaching experience, an initial certificate will be issued. If the applicant has four or more years of teaching experience and holds a second tier certificate from another state which is comparable to Illinois' standard certificate, a standard certificate will be issued.

If the applicant fails to remove the deficiencies by the expiration date, the provisional certificate will be cancelled and the applicant may not receive another provisional of the same type. The applicant will need to remove all deficiencies before full a Illinois certificate will be issued.

Subject matter coursework may be completed at any regionally accredited institution of higher learning.

SCHOOL CODE CITATION:

(105 ILCS 5/21-10) (from Ch. 122, par. 21-10)

SEC. 21-10. PROVISIONAL CERTIFICATE.

(B) After July 1, 1972, the State Teacher Certification Board may issue a provisional certificate valid for teaching in early childhood, elementary, high school or special subject fields, or for providing service as school service personnel or for administering schools subject to the following conditions: A provisional certificate may be issued to a person who meets the requirements for a regular teaching, school service personnel or administrative certificate in another State and who presents certified evidence of having earned a bachelor's degree from a recognized institution of higher learning. The academic and professional courses offered as a basis of the provisional certificate shall be courses approved by the State Board of Education in consultation with the State Teacher Certification Board. A certificate earned under this plan is valid for a period of 2 years and shall not be renewed.

PROVISIONAL VOCATIONAL CERTIFICATE:

(C) The State Teacher Certification Board may also issue a provisional vocational certificate and a temporary provisional vocational certificate.

(1) The requirements for a provisional vocational certificate shall be determined by the State Board of Education in consultation with the State Teacher Certification Board; provided, the following minimum requirements are met: (a) after July 1, 1972, at least 30 semester hours of credit from a recognized institution of higher learning; and (b) after July 1, 1974, at least 60 semester hours of credit from a recognized institution of higher learning.

(2) The requirements for a temporary provisional vocational certificate shall be determined by the State Board of Education in consultation with the State Teacher Certification Board; provided, the following minimum requirements are met: (a) after July 1, 1973, at least 4,000 hours of work experience in the skill to be certified for teaching; and (b) after July 1, 1975, at least 8,000 hours of work experience in the skill to be certified for teaching. Any certificate issued under the provisions of this paragraph shall expire on June 30 following the date of issue. Renewals may be granted on a yearly basis, but shall not be granted to any person who does not file with the State Teacher Certification Board a transcript showing at least 3 semester hours of credit earned during the previous year in a recognized institution of learning. No such certificate shall be issued except upon certification by the employing board, subject to the approval of the regional superintendent of schools, that no qualified teacher holding a regular certificate or a provisional vocational certificate is available and that actual circumstances and need require such issuance. The courses or work experience offered as a basis for the issuance of the provisional vocational certificate or the temporary provisional vocational certificate shall be approved by the State Board of Education in consultation with the State Teacher Certification Board.

(E) Notwithstanding anything in this Act to the contrary, the State Teacher Certification Board shall issue part-

time provisional certificates to eligible individuals who are professionals and craftsmen.

The requirements for a part-time provisional teacher certificate shall be determined by the State Board of Education in consultation with the State Teacher Certification Board, provided the following minimum requirements are met: 60 semester hours of credit from a recognized institution of higher learning or 4000 hours of work experience in the skill to be certified for teaching.

A part-time provisional certificate may be issued for teaching no more than 2 courses of study for grades 6 through 12. This will no longer be available when certification switches to licensure by 7/1/2013.

A part-time provisional teacher certificate shall be valid for 2 years and may be renewed at the end of each 2 year period.

(F) This Section is repealed on June 30, 2013.

(Source: P.A. 96-689, eff. 8-25-09.)

APPLICATION BACKGROUND QUESTIONS

The application you complete for the certificate has several questions requiring that you respond “yes” or “no.” See the following list.

Have you in Illinois or any other state:

1. Ever had a certificate denied, suspended or revoked in Illinois or any other state?
2. Ever been convicted of a felony, or **any** sex, narcotics or drug offense in Illinois or any other state?
3. Have you failed to file a tax return with the Illinois Department of Revenue, or failed to pay any tax, penalty, or interest owed or any final assessment of same for any tax as required by law administered by that Department that was not subsequently resolved to the Department’s satisfaction?
4. Have you ever been named by a state agency responsible for child welfare as a perpetrator in an indicated report of child abuse or neglect if such report was not reversed after exhaustion of any appeal?
5. Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?

Individuals who answer yes to any of these queries must provide a detailed explanation of the situation. These cases will invariably result in some delay in determining the certification status of the applicant.

CERTIFICATE DENIAL, SUSPENSION OR REVOCATION

Section 25.485 Certification of Persons with Certificates Previously Denied, Suspended, or Revoked

A previous denial of certification or another action against an individual’s certificate may indicate that issuance, renewal, or registration of a certificate would also currently be inappropriate. Accordingly, each applicant for the issuance, renewal, or registration of an Illinois certificate or for the addition of another credential (e.g., endorsement, approval, designation), including any credential issued under Subpart G of this Part, shall be required to indicate on the relevant form whether he or she has ever had a certificate denied, suspended or revoked in Illinois or any other state.

- a. Each individual providing an affirmative response to this question shall be required to submit a copy of the notice issued by the responsible agency in the state where the action occurred that includes:
 - 1) the name of the state in which the action was taken;
 - 2) the date of the action;
 - 3) the reasons for the action;
 - 4) any penalties that were imposed; and
 - 5) the ending date of each penalty, if applicable.

- b. The State Superintendent of Education shall review the information submitted pursuant to subsection (a) of this Section and shall determine whether issuance, renewal, or registration of a certificate or issuance of one or more additional credentials, as applicable, is appropriate in light of the circumstances surrounding the previous denial, suspension, or revocation (including the applicant's age and the background of the applicant at the time of the action), any penalty that was imposed, and any evidence the applicant has provided concerning his or her good character that may mitigate the defect in his or her record.

(Source: Old Section repealed at 23 Ill. Reg. 7231, effective June 14, 1999; new Section adopted at 34 Ill. Reg. 1582, effective January 12, 2010.)

From ISBE GUIDE TO REQUIREMENTS FOR CERTIFICATION OF EDUCATORS JUNE 2011 - page 29

Individuals who had a certificate denied, suspended or revoked, must provide a detailed explanation that includes the following;

1. The state where the action took place.
2. The date of the action
3. The reasons for the action
4. A list of all penalties imposed
5. The date any penalty is lifted.
6. An official statement from the appropriate agency that verifies that the certificate is in good standing if the problem has been resolved.

CERTIFICATION FOR PERSONS WHO HAVE BEEN CONVICTED OF A CRIME

I was convicted of a crime. Can I still get a certificate?

Unless you have been convicted of first degree murder, attempted first degree murder, a Class X felony or certain enumerated narcotics and sex offenses, you may be able to obtain an Illinois certificate. Each application is reviewed on its own merits with attention paid to evidence of good character and rehabilitation in light of the nature of the offense. There are specific rules involved in these cases:

1. At least one year must have elapsed from the termination of sentence or end of probation. If the official court record does not include the date of completion, then additional original documents are required.
2. You must provide a statement in your own words describing the circumstances of the crime.
3. You must provide a certified copy of the court record of conviction.
4. You must provide three original letters attesting to your good character and rehabilitation. Letters must:
 - Be written or typed on letterhead paper whenever possible
 - Include contact information (address, email, phone number)
 - Be signed by the person who authored the letter.
 - Be written by employers, (including current employer if applicable), civic leaders, college instructors and other who have knowledge of the conviction and who are in a position to attest to your good character and rehabilitation. Letters written by relative are not acceptable and will not be considered.
 - Indicate the author's knowledge of the offense in question.

These documents will be reviewed by the Certificate Review Team of the State Board of Education. A determination of whether to issue a certificate will be made on the basis of the degree to which the evidence of good character and rehabilitation outweighs the offense. You should also note that **each school district is required to do a criminal records check on every employee.**

Note: If sentenced for 1 year or more, check with the State Board. All drug and sexual offense convictions should be checked with I.S.B.E.

Section 25.490 Certification of Persons Who Have Been Convicted of a Crime

Pursuant to Section 21-23a of the School Code [105 ILCS 5/21-23a], convictions related to certain offenses lead to revocation of certificates. Further, convictions related to certain other offenses may lead to refusal of certification if they demonstrate individuals not to be of good character as required by Section 21-1 of the School Code [105 ILCS 5/21-1]. Accordingly, each applicant for the issuance, registration, or renewal of an Illinois certificate or for the addition of another credential (e.g., endorsement, approval, designation), including any credential issued under Subpart G of this Part, shall be required to indicate on the relevant form whether he or she has ever been convicted of a felony or of any sex, narcotics, or drug offense in Illinois or any other state.

- a) Each individual providing an affirmative response to this question shall be ineligible to receive, register, or renew a certificate or to receive an additional credential if the offense was one of those enumerated in Section 21-23a of the School Code or, if the offense was not one of those enumerated, until he or she provides to the State Superintendent of Education:
 - 1) a certified court record of the conviction;
 - 2) evidence that at least one year has elapsed since the end of the sentence for the criminal offense, where “sentence” includes any period of probation that was imposed either alone or in combination with a period of incarceration;
 - 3) an explanation of the event in his or her own words; and
 - 4) original, signed statements from employers, civic leaders, college instructors, and others clearly indicating that they have knowledge of the conviction but can also attest to the individual’s good character and rehabilitation.
- b) The State Superintendent shall review the information submitted pursuant to subsection (a) of this Section and determine whether certification, certificate registration, certificate renewal, or issuance of one or more additional credentials, as applicable, is appropriate, based on whether the offense was one of those enumerated in Section 21-23a of the School Code and, if not, whether the evidence of good character and rehabilitation provided is convincing when taken together with the gravity of the offense, the individual’s age and background at the time of the offense, and any criminal penalty that was imposed.

(Source: Amended at 34 Ill. Reg. 1582, effective January 12, 2010.)

From ISBE GUIDE TO REQUIREMENTS FOR CERTIFICATION OF EDUCATORS JUNE 2011 - page 32

Unless you have been convicted of first degree murder, attempted first degree murder, a Class X felony, certain enumerated narcotics and sex offenses, you may be able to obtain an Illinois certificate. Each application is reviewed on its own merit with attention paid to evidence of good character and rehabilitation in light of the nature of the offense.

1. At least one year must have elapsed from the termination of the sentence. This include any incarceration or probation. If the official court record does not include the date of completion, then additional original documents are required.
2. **A statement in your own words** which describes the circumstances of the crime.
3. A **certified copy** of court record of conviction.
4. Three original letters (not photocopies) attesting to your good character and rehabilitation. The letters must:
 - a. Be written or typed on letterhead paper whenever possible
 - b. Include contact information (address, phone number, email)
 - c. Be signed by the person who authored the letter
 - d. Be written by employer, current if applicable, civic leaders, college instructors and others who have knowledge of the reported offense and who are in a position to attest to good character and rehabilitation (Letters written by relatives are not acceptable and will not be considered.)

TAX PROBLEMS

SECTION 25.487 CERTIFICATION OF PERSONS WITH ILLINOIS TAX NONCOMPLIANCE

Pursuant to Section 21-23(a) of the School Code [105 ILCS 5/21-23(a)], *the State Board may refuse to issue or may suspend the certificate of any person who fails to file a return, or to pay the tax, penalty or interest shown in a filed return, or to pay any final assessment of tax, penalty or interest, as required by any tax Act administered by the Illinois Department of Revenue, until such time as the requirements of any such tax Act are satisfied.* Accordingly, each applicant for the issuance, renewal, or registration of an Illinois certificate or for the addition of another credential (e.g., endorsement, approval, designation), including any credential issued under Subpart G of this Part, shall be required to indicate on the relevant form whether he or she has failed to comply with any of these requirements.

- a) Each individual providing an affirmative response to this question shall be ineligible to receive, register, or renew a certificate or to receive an additional credential until he or she provides to the State Superintendent of Education either:
 - 1) a tax clearance form issued by the Illinois Department of Revenue, indicating that the individual has remedied the failure; or
 - 2) a statement from the Illinois Department of Revenue, issued on that agency's letterhead, that includes an explanation of the matter, including the relevant tax year, the amount owed, and the status of any disputed amount.
- b) If an individual provides the tax clearance form referred to in subsection (a)(1) of this Section, he or she shall no longer be ineligible for certification, certificate registration, certificate renewal, or issuance of one or more additional credentials based on the tax matter at issue. If an individual provides a statement under subsection (a)(2) of this Section, the State Superintendent shall review the documentation provided and determine whether issuance, renewal, or registration of a certificate or issuance of one or more additional credentials, as applicable, is appropriate based on whether the individual has made arrangements to remedy the failure that are satisfactory to the Department of Revenue.

(Source: Added at 34 Ill. Reg. 1582, effective January 12, 2010.)

From ISBE GUIDE TO REQUIREMENTS FOR CERTIFICATION OF EDUCATORS 2011 – page 30

Individuals who have tax problems with the Illinois Department of Revenue require:

1. A detailed explanation with the tax year included.
2. An official ITR-1 tax clearance form from the Illinois Department of Revenue (for disputes that have been resolved.)

CHILD ABUSE OR NEGLECT

SECTION 25.488 CERTIFICATION OF PERSONS NAMED IN REPORTS OF CHILD ABUSE OR NEGLECT

Pursuant to Section 21-23(b) of the School Code [105 ILCS 5/21-23(b)], *a certificate may be suspended for an appropriate length of time upon evidence that the holder has been named as a perpetrator in an indicated report filed pursuant to the Abused and Neglected Child Reporting Act and upon proof that the holder has caused a child to be an abused child or neglected child as defined in the Act.* Accordingly, each applicant for the issuance, registration, or renewal of an Illinois certificate or for the addition of another credential (e.g., endorsement, approval, designation), including any credential issued under Subpart G of this Part, shall be required to indicate on the relevant form whether he or she has been named as a perpetrator by a state agency responsible for child welfare in Illinois or any other state if the report was not reversed after exhaustion of any appeal.

- a) Each individual providing an affirmative response to this question shall be ineligible to receive, register, or renew a certificate or to receive an additional credential until he or she provides to the State Superintendent of Education:
 - 1) an official copy of the report, including the child's age and sex, the report number assigned by the Department of Children and Family Services or comparable out-of-state agency, the date of the report, and the status of the report ("indicated", "unfounded", or other) with supporting documentation for the determination;
 - 2) an explanation of the event in his or her own words, including a detailed explanation of his or her relationship to the child;
 - 3) original, signed statements from employers, civic leaders, college instructors, and others clearly indicating that they have knowledge that the applicant has been found to be a perpetrator of child abuse or neglect but can also attest to the individual's good character and rehabilitation; and
 - 4) an explanation of the status of any request to expunge, amend, or remove the report from the responsible state agency's records.
- b) The State Superintendent shall review the documentation provided by the applicant pursuant to subsection (a) of this Section and determine whether issuance, renewal, or registration of a certificate or issuance of one or more additional credentials, as applicable, is appropriate based on whether the evidence of good character and rehabilitation provided is convincing when taken together with the gravity of the offense, the individual's age and background at the time of the offense, and any criminal penalty that was imposed.

(Source: Added at 34 Ill. Reg. 1582, effective January 12, 2010.)

From ISBE GUIDE TO REQUIREMENTS FOR CERTIFICATION OF EDUCATORS OCTOBER 2011: p. 30-31

Persons who answered "Yes" to this question need to provide:

1. The DCFS Report number and date.
2. An official copy of the DCFS Report
3. The status of the DCFS report (indicated, unfounded, undetermined).
4. The results of any request to expunge, amend or remove the record.
5. Applicant's full explanation of the circumstances of the incident.
6. Three original letters (not photocopies) attesting to the applicant's good character.
 - a. Required: Written or typed on letterhead paper whenever possible
 - b. Include contact information (address, phone number, email)
 - c. Be signed by the person who authored the letter
 - d. Be written by employer, current if applicable, civic leaders, college instructors and others who have knowledge of the reported offense and who are in a position to attest to good character and rehabilitation (Letters written by relatives are not acceptable and will not be considered.)

STUDENT LOAN DEFAULTS

SECTION 25.489 CERTIFICATION OF PERSONS WHO ARE IN DEFAULT ON STUDENT LOANS

Pursuant to Section 21-23(a) of the School Code, a certificate may be suspended *for failure to establish satisfactory repayment on an educational loan guaranteed by the Illinois Student Assistance Commission*. Accordingly, each applicant for the issuance, registration, or renewal of an Illinois certificate or for the addition of another credential (e.g., endorsement, approval, designation), including any credential issued under Subpart G of this Part, shall be required to indicate on the relevant form whether he or she is in default on an Illinois student loan for which no satisfactory repayment plan has been established with the Commission. Each individual providing an affirmative response to this question shall be ineligible to receive, register, or renew a certificate or to receive an additional credential until he or she provides to the State Superintendent of Education a statement from the Commission, issued on the Commission's letterhead, indicating that the individual has entered into a satisfactory payment plan.

Source: Added at 34 Ill. Reg. 1582, effective January 12, 2010.)

From ISBE GUIDE TO REQUIREMENTS FOR CERTIFICATION OF EDUCATORS October 2011 p. 31

Affirmative responses require that the applicant provide proof from the loaning agent that there is a satisfactory arrangement in place for repaying the student loan.

CHILD SUPPORT STATEMENT

Section 25.486 Certification of Persons Who Are Delinquent in the Payment of Child Support

Pursuant to Section 10-65 of the Illinois Administrative Procedure Act [5 ILCS 100/10-65], each State agency must require an applicant for a license to affirm on the application form, under penalty of perjury, that he or she is not more than 30 days delinquent in complying with a child support order. Accordingly, each applicant for the issuance, renewal, or registration of an Illinois certificate or for the addition of another credential (e.g., endorsement, approval, designation), including any credential issued under Subpart G of this Part, shall be required to make this affirmation on the relevant form.

- a) Each individual who fails to provide the affirmation required pursuant to this Section shall be ineligible to receive, register, or renew a certificate or to receive an additional credential until he or she provides to the State Superintendent of Education a statement from the Illinois Department of Healthcare and Family Services, issued on that agency's letterhead, indicating the status of the current child support arrangements.
- b) The State Superintendent shall review the documentation provided by the applicant and determine whether issuance, renewal, or registration of a certificate or issuance of one or more additional credentials, as applicable, is appropriate based on whether the individual has remedied the delinquency and made satisfactory arrangements to meet future obligations.

(Source: Added at 34 Ill. Reg. 1582, effective January 12, 2010.)

Child Support Statement

From ISBEGUIDE TO REQUIREMENTS FOR CERTIFICATION OF EDUCATORS p. 31

The certificate application complies with federal and state law in requiring **every applicant** to sign a statement that the applicant is not in arrears in child support payment. Following the statement, a separate signature and date are required by all applicants, **whether they are parents or not:**

"I certify, under penalty of perjury, that I am not more than 30 days delinquent in complying with a child support order. I understand that failure to so certify shall result in disciplinary action, and making a false statement may subject me to contempt of court."

APPLICANTS WHO HAVE PREVIOUSLY BEEN DENIED A CERTIFICATE

MEMORANDUM

From: STROHKIRCH CRYSTAL [mailto:CSTROHKI@isbe.net]
Sent: Tuesday, June 08, 2010 9:45 AM
Cc: TOMLINSON LINDA; JAMALI LINDA

SUBJECT: *APPLICANTS WHO HAVE PREVIOUSLY BEEN DENIED A CERTIFICATE*

Dear Regional Superintendents and Assistant Regional Superintendents:

Previously you had been advised to return the application and fee to any applicant who applied for a certificate or approval after already being denied the same.

The Illinois State Board of Education (ISBE) is considering rules on this subject. Until such rules are promulgated, please share the following with any applicant who, after having been denied a certificate or approval in the past, submits a new application for a certificate or approval. I would recommend posting this statement in your office as well.

NOTICE TO APPLICANTS WHO HAVE PREVIOUSLY BEEN DENIED A CERTIFICATE: If you have previously been denied a certificate, be advised that if you re-apply, ISBE will review a personal statement and letters of reference or recommendation and may require you to submit additional documentation (see Rule 25.485). Your application fee is non-refundable. This is not a guarantee that you will receive a certificate. Your application may be denied and if so, you will be advised of your option to appeal that denial

Please let me know if you have any questions concerning this matter.
Best wishes for a warm and sunny summer!

Linda Jamali
Division Administrator
Educator Certification

CERTIFICATION FOR INDIVIDUALS EDUCATED IN FOREIGN COUNTRIES

My education was in a foreign country. How does that affect my certification prospects?

By state law, an applicant must have the **equivalent of a United States bachelor's degree** a bachelor's degree and 120 semester hours of college credit. Many foreign countries grant bachelor's degrees after only fourteen years of elementary, secondary and college education; these degrees are not equivalent to United States degrees.

Persons with such backgrounds will need to attend an Illinois college, complete an approved teacher education program and receive another bachelor's degree. If an applicant's teacher training occurred during his or her high school experience or at a lower level, he or she will not be able to be certificated in Illinois unless he or she attends an Illinois college and complete a state approved teacher education program.

An applicant must use one of the services listed at http://www.isbe.net/certification/html/foreign_credential.htm, **we will not accept evaluations completed by other sources. The evaluation must be a detailed, course-by-course evaluation, as well as a statement of degree equivalence.** You must forward both the original foreign language documents and the original foreign credentials evaluation to the Regional Office of Education. Verified photocopies will be submitted by the Regional Office of Education. Applicant will retain the originals.

Note: ISBE will keep the official transcript evaluation!

Note: If the ROE reviews all of the documents and submits copies then they must complete ISBE 73-91A to verify that the transcript and evaluation were copied from the originals.

(Rules 25.425)

SUBSTITUTE CERTIFICATES

When reviewing a substitute certificate application from an individual who already holds or has held a substitute certificate, Regional Offices of Education must **verify that an official transcript is on file**. Do not rely on a "transcript" image listing in TCIS as this may represent an unofficial or partial transcript rather than a complete, official transcript.

Regional Offices of Education may review an application for a substitute certificate and/or paraprofessional approval from an individual who was born or educated in a country other than the United States and is not a U.S. citizen. Regional Offices of Education no longer have to send such applications to ISBE for review providing that the applicant has provided the following original documents:

An official transcript utilizing one of the foreign credentialing services listed on the ISBE website at www.isbe.net/certification/html/foreign.htm; and

An official transcript from an institution outside of the United States; and

Regional Office of Education must make a copy of the official transcripts—both foreign and translated—and a copy of the work authorization card and send them to ISBE along with the application **and ISBE form 73-91A** verifying that you viewed the original documents and returned them to the applicant.

May 6, 2009

STATE CERTIFICATION TESTS

All individuals seeking early childhood, elementary, secondary, special K-12, school service personnel, and administrative certificates must pass the Illinois Certification Testing System basic skills test and appropriate subject matter test. In addition, those seeking early childhood, elementary, secondary or special certificates are required to pass an Assessment of Professional Teaching test before a certificate may be issued.

For complete information regarding Illinois Certification Testing System tests, see http://isbe.net/teachers/ICTS_Info/ICTS.htm. This website has links to download testing information, study guides, fees, as well as on-line registration.

(105 ILCS 5/21-1a) (from Ch. 122, par. 21-1a)

Sec. 21-1a. Tests required for certification and teacher preparation.

- (a) After July 1, 1988, in addition to all other requirements, early childhood, elementary, special, high school, school service personnel, or, except as provided in Section 34-6, administrative certificates shall be issued to persons who have satisfactorily passed a test of basic skills, an assessment of professional teaching, and a test of subject matter knowledge, provided that a person who passed another state's test of basic skills as a condition of certification or of admission to a teacher preparation program shall not be required to pass this State's test of basic skills.

This basic skills test waiver expires on 6/30/2012. **After 6/30/12, there will be no test waivers in Illinois.**

The tests of basic skills and subject matter knowledge shall be the tests which from time to time are designated by the State Board of Education in consultation with the State Teacher Certification Board and may be tests prepared by an educational testing organization or tests designed by the State Board of Education in consultation with the State Teacher Certification Board. The areas to be covered by the test of basic skills shall include the basic skills of reading, writing, grammar and mathematics. The test of subject matter knowledge shall assess content knowledge in the specific subject field. The tests shall be designed to be racially neutral to assure that no person in taking the tests is thereby discriminated against on the basis of race, color, national origin or other factors unrelated to the person's ability to perform as a certificated employee. The score required to pass the tests of basic skills and subject matter knowledge shall be fixed by the State Board of Education in consultation with the State Teacher Certification Board. The tests shall be held not fewer than 3 times a year at such time and place as may be designated by the State Board of Education in consultation with the State Teacher Certification Board.

- (c) (d) The State Board of Education in consultation with the State Teacher Certification Board shall conduct a pilot administration of the tests by administering the test to students completing teacher education programs in the 1986-87 school year for the purpose of determining the effect and impact of testing candidates for certification.

Beginning with the 2002-2003 academic year, a student may not enroll in a teacher preparation program at a recognized teacher training institution until he or she has passed the basic skills test.

Beginning on the effective date of this amendatory Act of the 94th General Assembly, prior to completing an approved teacher preparation program, a pre-service education candidate must satisfactorily pass the test of subject matter knowledge in the discipline in which he or she will be certified to teach. The teacher preparation program may require passage of the test of subject matter knowledge at any time during the program, including prior to student teaching.

- (e) The rules and regulations developed to implement the required test of basic skills and subject matter knowledge shall include the requirements of subsections (a), (b), and (c) and shall include specific regulations to govern test selection; test validation and determination of a passing score; administration of the tests; frequency of administration; applicant fees; frequency of applicants' taking the tests; the years for which a score is valid; and, waiving certain additional tests for additional certificates to individuals who have satisfactorily passed the test of basic skills and subject matter knowledge as required in subsection (a). The State Board of Education shall provide, by rule, specific policies that assure uniformity in the difficulty level of each form of the basic skills test and each subject matter knowledge test from test-to-test and year-to-year. The State Board of Education shall also set a passing score for the tests.
- (i) This Section is repealed on June 30, 2012.
(Source: P.A. 93-679, eff. 6-30-04; 94-208, eff. 7-14-05, PA 96-689, eff. 8-25/09, PA97-607 eff. 8/26/2011.)

HISTORICAL INFORMATION REMOVING CONTENT AREA TEST WAIVERS

Date: August 31, 2009

MEMORANDUM

TO: Regional Superintendents, Assistant Regional Superintendents, and Staff
FROM: Linda Jamali, Administrator, Educator Certification Division
SUBJECT: Changes to Provisional Certificates and Out-of-State Test Waivers per Public Act 96-0689

PA 96-0689 went into effect on August 25, 2009. Please use this link to download the legislation:
<http://www.ilga.gov/legislation/publicacts/fulltext.asp?name=096-0689&GA=96&SessionId=76&DocTypeId=HB&DocNum=2675&GAID=10&Session=>.

The portion of the legislation pertaining to educator certification makes changes to the length of time a provisional certificate is valid and requires that all out of state applicants take the Illinois content test(s) applicable to their area(s) of endorsement. Changes to TCIS might take some time, so please bear with us as we work to implement these changes.

Please note that applications from out-of-state applicants for certificates/endorsements signed by the Regional Office of Education beginning on August 25, 2009, will be affected in the following manner:

- 1.) All provisional certificates will now be valid for two full fiscal years—including testing deficiencies. That means that if an applicant applies for a provisional in February 2010, the certificate will be valid for the remainder of the 2010 fiscal year, and also remain valid for the next two fiscal years expiring on June 30, 2012.
- 2.) Any provisional certificate issued from this date forward will be cancelled when it expires on June 30. You will no longer have to deal with mid-year cancellations.
- 3.) All out-of-state applicants are now required to take the applicable Illinois content test(s). This is in addition to the Assessment of Professional Teaching (APT) that is already required of out-of-state applicants.
- 4.) Any out-of-state applicant with a valid out-of-state certificate will be assumed to have passed a test of basic skills for either certification or for admission to an educator preparation program, and will not have to take the Illinois test of basic skills. However, applicants who previously failed the Illinois test of basic skills will be required to pass the Illinois test.
- 5.) Any out-of-state applicant who does not present a valid out-of-state certificate but instead presents only a completed SAP form will have to take the test of basic skills.
- 6.) *We will continue to honor the following:* If an applicant satisfies all deficiencies (testing and/or coursework) in the first year of validity, he/she will not need to submit a new fee to move to an initial or standard certificate.

We will not modify existing deficiency letters unless existing deficiencies are removed and we update the deficiency letter. If an out-of-state applicant has an active deficiency in which the content test was waived, such letter will stand. Likewise, if an out-of-state applicant was required to take the test of basic skills, such letter will stand. All applicants who must take the test(s) will have the full two years in which to pass the test(s).

Please contact our office if you have additional questions.

Thank you so much for your assistance and for all you do on behalf of Illinois educators.

MEMORANDUM

To: Regional Superintendents of Education, Staff Members, and Educators
From: Linda Jamali, Education Certification Division
Date: January 30, 2013
Re: Changes regarding provisional certificates and testing waivers

We have reprinted provisional certificates that were valid between August 25 through September 11, 2009. The new footers read as follows:

- This certificate must be registered with your regional superintendent.
- This certificate is non-renewable and is valid until June 30, 2012.

Those certificates that were cancelled between July 1 and September 11, 2009, have been reinstated and are included in this mailing. Refer to your list of cancelled certificates to identify certificates that have been reinstated.

Regarding those who hold provisional certificates and applied on or before August 24 and were offered a test waiver, that waiver will be honored **only** through the first fiscal year of the certificate. After the first fiscal year ends (on June 30 following the date the certificate was issued) and a new application and fee are required, the applicant will have to meet the new testing requirements; that is, we will exempt them from the Basic Skills test, but they will be required to pass the content area test even if they were previously offered a waiver.

As before, those who do not hold a valid, comparable out-of-state certificate must pass all Illinois tests, and those who take the Basic Skills test but fail it must take it and pass it even if they would be otherwise exempted.

Please note that registration of provisional certificates now requires \$15.00 since they will have to be registered for the remainder of this year and for 2 full additional fiscal years. For those cases in which the end date of a provisional is being extended, you have already collected for the first 2 years, and you will need to collect an additional \$5.00 for the 1-year extension.

SEPTEMBER 2009 – Q & A

CHANGES IN STATE LAW REGARDING PROVISIONAL CERTIFICATES AND TESTING REQUIREMENTS

- Q** What changes were made in educator certification by the legislation that was passed this summer?
A PA 96-0689 went into effect on August 25, 2009. The two provisions that affect educator certification are (1) an increase in the period of validity of provisional certificates and (2) a change in testing requirements. Use this link to download the legislation:
<http://www.ilga.gov/legislation/publicacts/fulltext.asp?name=096-0689&GA=96&SessionId=76&DocTypeId=HB&DocNum=2675&GAID=10&Session>
or <http://tinyurl.com/mgytk7>.
- Q** Which provisional certificates will be affected by the increase in period of validity?
A Any provisional certificate that was valid on July 1, 2009, will be extended by 1 additional year. Any provisional certificate that was cancelled after July 1, 2009, will be reinstated, and a certificate with the new expiration date will be printed and mailed to regional offices or to the applicant directly in the case of City of Chicago residents. The deficiency letter will also be reprinted and mailed separately. Provisional certificates that expired or were cancelled on or before June 30, 2009, are not affected.

Q Who is affected by the change in testing requirements?

A All individuals who apply on or after August 25, 2009, will be affected even if they were previously issued a provisional certificate and the content test was waived. Under the new law, all educators applying on or after August 25, 2009, who hold a valid, comparable out-of-state certificate will be assumed to have taken a test of basic skills and will be exempt from the Illinois Basic Skills test. However, all applicants will be required to take a content area test, and teachers will need to take an Assessment of Professional Teaching (APT) test for the appropriate grade range.

As before, applicants who are applying with a *State-Approved Program Verification* (SAP), form 73-05, but without a valid, comparable out-of-state certificate will be required to take all tests. **Also, anyone who takes the Illinois Basic Skills test but fails it must take it again and pass it, even if the individual would otherwise be exempt.**

Q How do the changes affect registration of provisional certificates?

A Educators who previously registered their provisional certificates for 2 years and who have them extended will need to register for an additional year. Newly issued certificates should be registered for 3 years, which includes the remainder of this fiscal year and 2 full additional fiscal years.

SEC. 21-1A. TESTS REQUIRED FOR CERTIFICATION AND TEACHER PREPARATION.

- (a) After July 1, 1988, in addition to all other requirements, early childhood, elementary, special, high school, school service personnel, or, except as provided in Section 34-6, administrative certificates shall be issued to persons who have satisfactorily passed a test of basic skills, an assessment of professional teaching, and a test of subject matter knowledge, provided that a person who passed another state's test of basic skills as a condition of certification or of admission to a teacher preparation program shall not be required to pass this State's test of basic skills. The tests of basic skills and subject matter knowledge shall be the tests which from time to time are designated by the State Board of Education in consultation with the State Teacher Certification Board and may be tests prepared by an educational testing organization or tests designed by the State Board of Education in consultation with the State Teacher Certification Board. The areas to be covered by the test of basic skills shall include the basic skills of reading, writing, grammar and mathematics. The test of subject matter knowledge shall assess content knowledge in the specific subject field. The tests shall be designed to be racially neutral to assure that no person in taking the tests is thereby discriminated against on the basis of race, color, national origin or other factors unrelated to the person's ability to perform as a certificated employee. The score required to pass the tests of basic skills and subject matter knowledge shall be fixed by the State Board of Education in consultation with the State Teacher Certification Board. The tests shall be held not fewer than 3 times a year at such time and place as may be designated by the State Board of Education in consultation with the State Teacher Certification Board.
- (d) The State Board of Education in consultation with the State Teacher Certification Board shall conduct a pilot administration of the tests by administering the test to students completing teacher education programs in the 1986-87 school year for the purpose of determining the effect and impact of testing candidates for certification.

Beginning with the 2002-2003 academic year, a student may not enroll in a teacher preparation program at a recognized teacher training institution until he or she has passed the basic skills test.

Beginning on the effective date of this amendatory Act of the 94th General Assembly, prior to completing an approved teacher preparation program, a pre-service education candidate must satisfactorily pass the test of subject matter knowledge in the discipline in which he or she will be certified to teach. The teacher preparation program may require passage of the test of subject matter knowledge at any time during the program, including prior to student teaching.

- (e) The rules and regulations developed to implement the required test of basic skills and subject matter knowledge shall include the requirements of subsections (a), (b), and (c) and shall include specific regulations to govern test selection; test validation and determination of a passing score; administration of the test; frequency of administration; applicant fees; frequency of applicants' taking the tests; the years for which a score is valid; and, waiving certain additional tests for additional certificates to individuals who have satisfactorily passed the test of basic skills and subject matter knowledge as required in subsection (a). The State Board of Education shall provide, by rule, specific policies that assure uniformity in the difficulty level of each form of the basic skills test and each subject matter knowledge test from test-to-test and year-to-year. The State Board of Education shall also set a passing score for the tests.
- (i) This Section is repealed on June 30, 2013.

WAIVERS

General education requirements for teacher certification may be waived by submitting a completed State Approved Program Verification Form (IBSE 73-05).

Student teaching and clinical experiences may be waived if an individual has one year of teaching experience on a valid certificate and graduation from a recognized institution of higher learning with a bachelor's degree or higher. To qualify for the waiver, an original letter on school letterhead attesting to five years of teaching experience signed by the individual authorized to comment on personnel matters (e.g., superintendent or personnel director).

TIME FACTORS

Transcript evaluations are valid for one year from the date of the evaluation. If all deficiencies are not removed within that time, a new application and fee is required.

Provisional certificates are valid for a two full fiscal years (July 1, June 30) plus the remained of the fiscal year in which the application was processed.

The application fee for provisional certificates will be honored for one fiscal year. If deficiencies, are not removed until the second fiscal year, a new application and fee will be required.

ENTITLEMENT OR TRANSCRIPT EVALUATION PROCEDURE

Illinois professional educator certificates are issued in two ways: Entitlement or Transcript Evaluation Entitlement:

When an applicant has completed an Illinois State Board of Education approved teacher education program, the institution will entitle the applicant to the appropriate Illinois certificate.

Early childhood, elementary, secondary, and special certificates may be applied for through entitlement if: An applicant completed an Illinois approved teacher education program comparable to the Illinois certificate you are applying within the past year.

TRANSCRIPT EVALUATION

Early childhood, elementary, secondary, and special certificates may be applied for through transcript evaluation if the following is true:

1. The applicant holds another state's certificate comparable to the certificate sought in Illinois;
2. The applicant has completed another state's approved teacher education program comparable to the Illinois certificate sought but never had the certificate issued and his or her out-of-state institution has completed the State Approved Program Verification Form 73-05;
3. The applicant has completed a comparable teacher education program in a foreign country
4. The applicant completed an Illinois approved teacher education program to qualify for an Illinois certificate and the applicant did not apply for the certificate within three years of completing the program. The entitling institution will have to complete the State Approved Verification Form 73-05 and send it directly to the Illinois State Board of Education.

Provide the following documents to the ROE:

1. A completed Application for Certificate, ISBE form 73.03C
2. A fee of \$75. Check with your ROE for the form of payment: (e.g. cash, certified check, personal check, credit card)
3. Official transcripts in unopened envelope as received from the college or university from all colleges/universities attended. or ETRANSCRIPT OPTION: An e-transcript may be emailed to the State Board or to the Regional Office of Education. You will need to check with the Regional Office of Education to find out if they accept e-transcripts and to whom they need to be sent. E-transcripts can be sent to dgray@isbe.net
4. A completed State Approved Program Verification Form, ISBE 73-05 must be signed by the applicant's university and sent directly to the Illinois State Board of Education.
5. A copy of both sides of the applicant's out-of-state certificate.
6. Original letters from previous employer(s) attesting to your teaching experience, grade level, length of service, subject matter teaching, etc.
7. A completed Request for Issuance of a Provisional Certificate, ISBE 73-63, if the applicant holds a valid comparable out-of-state certificate.

The various forms listed above may be secured from the ROE or <http://isbe.net/certification/html/forms.htm> and click on the appropriate form number

ADDING ENDORSEMENTS TO TEACHING CERTIFICATES

Secondary endorsements (Grades 9-12) will be issued to an applicant who has met the criteria for endorsements. Generally speaking, secondary endorsement requirements are: Complete 24 semester hours of credit related to the subject area and passed the applicable content-area test.

Generally speaking, Middle Grades endorsements (K-8) are issued with 18 semester hours of credit in the content area PLUS two middle grades courses: adolescent psychology and middle grades philosophy, organization, curriculum and content area reading. If content area reading is not addressed in the middle grades philosophy course, a separate content area reading course must be taken as well.

In a few cases, there are Primary Level (K-4) endorsements. These were created for higher need areas for individuals who did not want middle grades qualifications and did not want to take the middle grades courses.

SPECIAL PROVISIONS APPLY TO VARIOUS ENDORSEMENTS:

Elementary self-contained endorsements for individuals who split special K-12 certificates and are seeking an endorsement for self-contained elementary education. These individuals may qualify for the endorsement on the elementary certificate by completing an approved program in elementary education and passing the elementary/middle grades test. The endorsement may be added to the existing certificate or a new elementary certificate may be issued. However, if a new certificate is being issued, the applicant would be required to pass the basic skills, assessment of professional teaching (unless the applicant had previously passes the APT #104 - K-12), and elementary/middle grade tests.

Secondary endorsements in science and social science. Individuals seeking to add an endorsement in either field must pass the content-area test for the designation sought and either 1) be recommended for the endorsement and designation by an institution with an approved program in the subject area; or 2) present evidence of having accumulated 32 semester hours of coursework in the field with at least 12 hours in the designation sought and hours in at least two other areas. As of February 1, 2012, an individual adding additional designations to a science or social science endorsement must complete at least 12 semester hours in the discipline for the designation sought AND pass the applicable content area exam.

The rules for certification are online at <http://www.isbe.net/rules/archive/pdfs/25ark.pdf>
Part 25.100 and the document contains information about endorsements

READING ENDORSEMENTS

There are two endorsements for Reading: Reading Teacher and Reading Specialist.

The reading teacher endorsement is for the teaching of reading to students. The reading specialist allows for assignments of technical assistance and/or professional development to other teachers AND qualifies the certificate holder to teach reading to students.

An individual who holds an early childhood, elementary, secondary, or special certificate is eligible to receive the **reading teacher** endorsement when evidence is provided that the applicant 1) passed the content-area test and is recommended for the endorsement by completing an approved 24 semester hour program in reading or 2) passing the content-area test and completing 24 semester hours in reading including a practicum provided all of the following areas are addressed: foundations of reading, content-area reading, assessment and diagnosis of reading problems, developmental and remedial reading instruction and support, developmental and remedial materials and resources, and literature appropriate to students across all grade ranges. This endorsement is available at the following levels: Primary (K-4), Middle Grades (K-8), Secondary (9-12).

The **reading specialist** endorsement requires two years of teaching experience.

Any individual who holds an early childhood, elementary, secondary, or special certificate is eligible to receive that endorsement on their existing certificate or on a separate Special K-12 certificate, but this endorsement can only be granted by entitlement or by having completed another state's comparable reading specialist program. Transcript evaluation for a Reading Specialist endorsement is not available for in-state applicants

To qualify for the endorsement, the individual must complete a reading specialist's approved program that includes a practicum and leads to a master's or higher degree, be recommended for the endorsement by the institution offering the program, and pass the content-area test for reading specialist.

If the individual's program is for a separate K-12 certificate, the basic skills and assessment of professional teaching test: APT 104 (K-12) must also be passed in addition to the content-area test.

Reading Teacher - a primary (K-4) middle grades (K-8) and secondary (9-12) endorsement area; must pass the applicable Illinois content-area test: (Reading Teacher Field 177 or Reading Specialist Field 176); and must complete 24 semester hours of graduate or undergraduate coursework in reading, including a practicum, at one or more regionally accredited institutions of higher education, provided that all the following areas were addressed:

- i) foundations of reading,
- ii) content-area reading,
- iii) assessment and diagnosis of reading problems,
- iv) developmental and remedial reading instruction and support,
- v) developmental and remedial materials and resources, and
- vi) literature appropriate to students across all grade ranges;

REQUIREMENTS FOR READING TEACHER AND FOR READING SPECIALIST ENDORSEMENT

Part 25.100(i) of the Illinois Administrative Code established new requirements for teachers of reading by creating two endorsements.

Reading Teachers: Responsible for teaching reading to students; any teacher who teaches reading in other than a self-contained classroom must have this endorsement or all the requirements for the endorsement effective 7/1/06. Persons who met previous qualifications or who meet the new requirements or held the endorsement prior to 7/1/05 are also qualified to provide technical assistance or professional development. The endorsement can be obtained on an early childhood, elementary, secondary or special certificate. The new secondary level requirements are passing either the reading specialist or reading teacher content area test and completing a minimum of 24 semester hours in reading, including a practicum, in the following six areas:

- Foundations of reading
- Content-area reading
- Assessment and diagnosis of reading problems
- Developmental and remedial reading instruction and support
- Developmental and remedial materials and resources
- Literature appropriate to students across all grade levels

GRADE LEVEL REQUIREMENTS FOR READING TEACHER ENDORSEMENT

Grade Level	Requirement	Effective Date
Pre-School to Grade 3	18 semester hours selected from five of the six topics above, including a practicum;	Available through 6/30/05
Pre-School to Grade 3	The 24 hours described above and the reading teacher examination	7/1/05
Primary K-4	18 semester hours selected from five of the six topics above, including a practicum	Available through 6/30/05
Primary K-4	The 24 hours described above and the reading teacher examination	7/1/05
Middle Grades 5-8	18 semester hours including a reading practicum selected from five of the six topics above, and the six semester hours of middle grades courses, if not already completed	Available through 6/30/05
Secondary 9-12	18 semester hours selected from five of the six topics above, including a practicum	Available until 6/30/05
Secondary 9-12	24 semester hours in the six areas above, including a practicum, and passage of the Reading Specialist or Reading Teacher content area test	Required 7/1/05
K-12	Any grade level endorsement from primary through secondary may be added to this certificate by meeting appropriate requirements	7/1/04

Procedure for Applying: The Reading Teacher **endorsement** may be affixed to a new certificate by recommendation from the institution at the time of issuance through entitlement. It may also be added as a subsequent endorsement either by completion of an approved program or through minimum requirements by filing form ISBE 73-52, "Endorsement of Issued Certificate" with a regional superintendent. Reading teacher endorsements may be granted only within the grade range of the certificate held.

Reading Specialist: Eligible to teach reading to students and to provide technical assistance and professional development in reading to other teachers.

This endorsement requires completion of an approved program for a Special certificate and also requires two years of teaching experience and a master's degree. A person who completes a K-12 program may obtain a new K-12 certificate

for reading specialist or s/he may have it added as an endorsement on an existing Early Childhood, Elementary, Secondary or K-12 certificate. To obtain a new K-12 certificate, testing requirements are: Must have passed the basic skills test 300 and the APT test 104 AND the Reading Specialist test 176.

GRADE LEVEL ENDORSEMENT REQUIREMENTS FOR ADDING READING SPECIALIST TO EXISTING CERTIFICATE

Grade Level	Requirement	Testing	Effective Date
Pre-School to Grade 3	Complete approved program	Reading Specialist	7/1/04
Primary K-4	Complete approved program	Reading Specialist	7/1/04
Middle Grades 5-8	Complete approved program, six hours of Middle Grades courses	Reading Specialist	7/1/04
Secondary 9-12	Complete approved program	Reading Specialist	7/1/04
K-12	Complete approved program	Reading Specialist, APT, where needed, Basic Skills (if needed)	7/1/04

Note: Language arts teachers are not qualified to teach reading unless they meet one of the above sets of requirements.

Procedure for Applying for Reading Specialist: This endorsement may be added to a new certificate by recommendation from the institution at the time of issuance through entitlement. It may also be added as a subsequent endorsement to an existing certificate by completion of an approved program and by filing form ISBE 73-52, "Endorsement of Issued Certificate" with a regional superintendent. Since this is an endorsement by entitlement only for Illinois-educated applicants, the form must be signed by the entitling institution. This endorsement may not be added by transcript evaluation.

**HISTORICAL CLARIFICATION FOR
ASSIGNMENT OF READING SPECIALISTS AND READING TEACHERS
THERE IS NO ABILITY TO QUALIFY FOR
READING TEACHER WITH 18 HOURS SINCE JULY 1, 2006.**

**(From Sally Vogel, March 9, 2006)
Reading Teachers and Reading Coaches (Specialists)
Revised March 9, 2006**

We have often been asked to clarify:

- 1) who may serve in each of these capacities in Reading First programs; and
- 2) how these individuals might be considered “highly qualified”.

1) Assignment

Individuals may be assigned as reading teachers or reading coaches on different bases, because the requirements have changed several times and it is generally the State Board’s policy to consider educators “once qualified, always qualified”.

- A) For persons first employed prior to September 1, 1978, there were no specific reading requirements to meet, and there were no requirements at all for anyone carrying out the duties of a reading coach or “specialist” as we are now terming this function. Consequently anyone employed before September 1, 1978, may teach reading at the grade levels of his or her certificate and may serve as a reading specialist (a reading coach in a Reading First program).
- B) For persons first employed on or after September 1, 1978, whose major assignment was reading, 18 semester hours covering five aspects of reading education have been required. There were still no requirements at all for anyone carrying out the duties of a reading coach or “specialist”. **A person can qualify with these 18 hours either by completing them no later than June 30, 2006, or by applying for an endorsement on that basis by that date and satisfying a deficiency statement within one year after its issuance. Anyone who has completed these hours already or completes them as explained above will be assignable as either a reading teacher or a reading specialist. If an endorsement is issued, it will be “reading teacher”.** Since we are using the term “reading specialist” for a more comprehensive credential, that endorsement will not be given for the 18 hours. (Note that applications received after June 30, 2006, will be evaluated against the new requirements even if the person has completed the 18 hours prior to that date. That is, such a person continues to be qualified for assignment as a reading teacher but will not receive the endorsement on that basis.)
- C) For persons who do not qualify based on the 18 semester hours as explained above, service as a reading teacher will require 24 semester hours (as specified in Sections 1.745 and 25.100 of ISBE’s rules) unless the person is assigned on a Short-Authorization (see Section 25.464). The endorsement requires the test as well.

In summary, there have not previously been separate requirements for reading “coaches”, so persons who met the applicable requirements for teaching reading will be considered also to have met the requirements for this other function. This is the interpretation that ISBE will give to Section 1.745(b)(2) of the rules because the persons we are discussing “met the requirements of Section 1.740 of this Part...when they were applicable...”.

QUALIFICATIONS FOR TEACHING READING (HISTORICAL CALENDAR)

Prior to September 1, 1978

The requirement was for one course in reading, not matter the grade level.

1978-June 30, 2006 for all grade levels

- 1) 18 semester hours of reading coursework, including preparation in the following areas:
 - a) Foundation or survey of reading fundamentals including reading in the content areas. (A Reading course is acceptable for meeting this requirement.)
 - b) Testing procedures and diagnosis of reading disabilities
 - c) Diagnostic teaching techniques and materials
 - d) Clinical or laboratory practicum in reading
 - e) Literature appropriate for the age of students included in the program
- 2) This standard does not apply to those individuals employed prior to September 1, 1978

The current endorsements are either Reading Teacher or Reading Specialist

*Note: Persons who held the required certificate at the time predecessor requirements were in place **and** who met predecessor requirements at the time they were in effect is still considered qualified in the subject. If an applicant was previously qualified, he or she would need to meet today's requirements to receive the endorsement.*

Note: Read the memo from Sally Vogel. Dated March 9, 2006, on the previous page.

FOREIGN LANGUAGE ENDORSEMENTS

Foreign language endorsements can be earned with coursework or by demonstrating fluency in the foreign language to be endorsed.

An endorsement in a foreign language may be added to an existing certificate when an individual presents evidence of 1) having completed a major of 32 semester hours in a specific language or 2) having completed 20 semester hours in a foreign language and passing the foreign language content area test for that language. Applicants who hold full Illinois certification cannot take and pass the bilingual Target Language Proficiency exam and receive a foreign language endorsement.*

However, as of 2/1/2012 (NOTE: CHECK THIS DATE) a holder of a Type 29 transitional bilingual certificate can apply for a foreign language endorsement in the target language by:

Administrative Rules: Section 25.85 Special Provisions for Endorsement in Foreign Language for Individuals Currently Certified

The provisions of this Section shall apply when individuals who hold Illinois certification in one or more fields wish to teach a foreign language but either lack certification appropriate to the grade level of the assignment or have not completed 20 hours of coursework as required to obtain an endorsement in the language (see 23 Ill. Adm. Code 1.730(h)).

- a) The provisions of this subsection (a) shall apply to each individual who holds a certificate endorsed for a particular language but *whose certification does not extend to other grade levels as needed for an available assignment*. (Example: A holder of a secondary (6-12) certificate endorsed for French who wishes to teach French in the fourth grade.)
 - 1) An individual to whom this subsection (a) applies may receive an endorsement valid for teaching the specified language at the remaining grade levels by:
 - A. submitting the required application for the endorsement, and
 - B. passing the assessment of professional teaching relevant to the remaining grade levels.
 - 2) With regard to major teaching assignments (i.e., at least 50 percent of the school day) in departmentalized grades 5 through 8, the requirements of 23 Ill. Adm. Code 1.720 (Minimum Requirements for Teachers of Middle Grades) shall apply to any individual who has not passed an assessment of professional teaching relevant to a certificate other than the early childhood certificate.
- b) The provisions of this subsection (b) shall apply to each individual who holds an early childhood, elementary, secondary, special K-12, or special preschool-age 21 certificate and wishes to *teach a language in which he or she has not completed 20 semester hours of coursework*. (Example: A holder of a secondary (6-12) certificate endorsed for mathematics who wishes to teach Korean.)
 - 1) In order to qualify under this subsection (b), an individual shall submit an application for an endorsement in the specified language at the grade levels of his or her certificate and shall be required to have passed the test relative to that language as listed in Section 25.710 of this Part or, if the language is not listed in that Section, another test identified by the State Board of Education. If the language is listed more than once in that Section, the required test shall be the test not listed under "Transitional Bilingual Education". (Example: Spanish)
 - 2) An individual who has received an endorsement pursuant to this subsection (b) may receive an endorsement for other grade levels as provided in subsection (a)(1) of this Section.

(Source: Amended at 29 Ill. Reg. 15831, effective October 3, 2005)

Note: An Elementary teacher (Type 03 certificate) with a Middle Grades endorsement in a foreign language may receive a Secondary endorsement by passing either the APT 103 (6-12) or APT 104 (K-12) test.

FOREIGN LANGUAGE ENDORSEMENT GUIDE

	K-3	K-4	K-8	5-8	9-12	K-12
04	18 semester hours or the appropriate test	(Already hold a foreign language endorsement), and either the APT – K-9 or the APT - K-12 test*	(Already hold a foreign language endorsement), middle grade courses, and either the APT – K-9 or the APT – K-12 test*	(Already hold a foreign language endorsement), middle grade courses, and either the APT – K-9 or the APT – K-12 test*	(Already hold a foreign language endorsement) and either the APT – 6-12 or the APT – K-12 test*	(Already hold a foreign language endorsement) and the APT – K-12 test*
03	18 semester hours or the appropriate test	18 semester hours or the appropriate test	18 semester hours or the appropriate test and the middle grade courses	18 semester hours or the appropriate test and the middle grade courses	(Already hold a foreign language endorsement) and either the APT – 6-12 or the APT – K-12 test*	(Already hold a foreign language endorsement) and the APT – K-12 test*
09	(Already hold a foreign language endorsement), and either the APT – K-9 or the APT – K-12 test*	(Already hold a foreign language endorsement), and either the APT – K-9 or the APT – K-12 test*	(Already hold a foreign language endorsement), the middle grade courses, and either the APT – K-9 or the APT – K-12 test*	18 semester hours or the appropriate test and the middle grade courses	32 semester hours or the appropriate test	(Already hold a foreign language endorsement) and either the APT- K-9 or the APT – K-12 test*
10	18 semester hours or the appropriate test	18 semester hours or the appropriate test	18 semester hours or the appropriate test and the middle grade courses	18 semester hours or the appropriate test and the middle grade courses	32 semester hours or the appropriate test	32 semester hours or the appropriate test

ELEMENTARY/EARLY CHILDHOOD ENDORSEMENTS

SELF-CONTAINED ENDORSEMENT

Special provisions shall apply to the addition of endorsements in self-contained general education. An individual who holds a secondary, special K-12, or special preschool–age 21 certificate, or an individual who holds an elementary certificate endorsed in some other field by virtue of having “split” a special or special preschool–age 21 certificate, may qualify for the endorsement in self-contained general education on that certificate only by completing an approved program for the elementary certificate in accordance with Section 25.37 of this Part and passing the elementary/middle grades test. Fulfillment of these requirements qualifies the individual for an elementary certificate with this endorsement. However, an individual with an early childhood or a secondary certificate may choose whether to receive the elementary certificate or to add the endorsement to his or her existing certificate, thereby restricting his or her capacity for assignment to the grade levels encompassed by that certificate. An individual who elects to receive a separate certificate pursuant to this subsection (g) shall be required to pass the test of basic skills and/or the applicable assessment of professional teaching if passage of one or both of these tests would be required for receipt of a standard certificate as explained in Section 25.720 of this Part.

MIDDLE GRADE ENDORSEMENTS

(Per Section 1.720 Requirements for Teachers of Middle Grades)

The following 36 middle grades endorsements are currently placed on Elementary and Secondary certificates. *(Prior to July 1, 1997, the same endorsements were issued as junior high endorsements.) Middle grades endorsements are awarded only to applicants who have completed the appropriate content area coursework (in most cases, 18 semester hours of content) AND three semester hours of middle grade curriculum, instruction and methods and three semester hours of early adolescent psychology, or their equivalent. A content area reading course is required as well unless the middle grades curriculum, instruction, and methods course specifically contains content area reading.*

A list of approved Middle Grade Classes can be found at http://www.isbe.net/certification/middle_grade/msinfo.htm

Most of the middle grade endorsements require 18 semester hours of coursework in the endorsement area, plus the middle grades coursework.

Seven of the thirty-six possible Middle Grade endorsements have specific course distribution requirements (Noted with “X” on the list). The requirements for these seven endorsements are described after the chart appears. The requirement for the music endorsement, for example, is simply eighteen hours of music coursework plus the two to three middle grades courses. In the seven areas with specific course distribution requirements, a methods course may be counted as part of the required hours in the field. In all other areas, methods courses may not count towards the required 18 semester hours.

Note: People with certificates issued before July 1, 1997, and who were qualified to teach an area then, are still qualified. Any endorsements applied for after July 1, 1997 will be under the Middle Grade Endorsements rules.

(The old rule stated 18 hours for a major area and one course for a minor area (from 1958 and before July 1, 1997, any certificates issued before July 1, 1958, only needed 16 hours for a major area).

The “major teaching assignment” is the subject taught for more time than any other subject.

For coursework completed after July 1, 1997, 9 hours are needed to teach a minor area. Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

MIDDLE GRADES ENDORSEMENT LIST

	Agricultural Education		Language Arts
	Art	X	Library Information Specialist
X	Bilingual Education	X	Mathematics
	Biological Science		Music
	Business/Marketing, Management		Physical Education
	Computer Applications		Physical Science
	Computer Science	X	Reading Teacher
	Dance	X	Safety & Drivers Education
X	English as a Second Language		Social Science
	Family & Consumer Science		Speech
X	Foreign Languages		Speech/Theatre
	General Science	X	Technology Specialist
	General Geography		Theatre/Drama
	Health Education		Industrial Technology Education

MIDDLE GRADES ENDORSEMENTS WITH SPECIFIC DISTRIBUTIONS

Noted with X above:

1. BILINGUAL EDUCATION

a middle grade or secondary endorsement requiring:

- a) Credits totaling 18 semester hours distributed among the following course areas:
 - i) Foundations of Bilingual Education,
 - ii) Assessment of Bilingual students,
 - iii) Methods & Materials for Teaching Limited-English-Proficient-Students Bilingual programs,
 - iv) Cross-Cultural Studies for Teaching Limited-English-Proficient-Student
 - v) Methods & Materials for Teaching English as a Second Language
- b) Successful completion of a language examination in the non-English language to be taught (or English, to be determined according to the medium of instruction taught in the university(s) attended), **and**
- c) Bilingual clinical experience totaling 100 clock hours or three months teaching experience in a bilingual program.

BILINGUAL SPECIAL EDUCATION

a middle grade or secondary endorsement requiring either:

- a) Elementary or High School Certificate with a Special Education Approval in the Special Education areas of EMH, LD, SED, TMH, or PH, and:
 - i) Successful completion of a language examination in the non-English language of instruction (not required for ESL)
 - ii) Psychological/Educational Assessment of the LEP student with disabilities,
 - iii) Theoretical Foundations of Bilingual/ESL education (including the study of first and second language acquisition), and
 - iv) Methods & Materials for teaching LEP students with disabilities or methods and materials for teaching LEP students, **or**
- b) Elementary or High School Certificate with a bilingual education or ESL approval or endorsement, and:
 - i) Methods of Teaching in the special education area requested,
 - ii) Psychological/Educational Assessment of the LEP student with disabilities or Psychological Diagnosis for all types of exceptional children, and
 - iii) Characteristics in the area of special education requested or characteristics of the LEP student with specific disabilities.

2. ENGLISH AS A SECOND LANGUAGE (SAME AS ENGLISH LANGUAGE LEARNERS ELL)

a middle grade or secondary endorsement. Both endorsements require:

- a) Credits totaling 18 semester hours
 - i) Linguistics,
 - ii) Theoretical Foundations of Teaching ESL,
 - iii) Assessment of the Bilingual Student,
 - iv) Methods and Materials for Teaching ESL, and
 - v) Cross-Cultural Studies for Teaching Limited-English-Proficient Students
- b) ESL clinical experience equal to 100 clock hours or three months teaching experience with ESL students.

3. MIDDLE GRADES FOREIGN LANGUAGES ENDORSEMENT

Foreign languages

Chinese-Mandarin	Chinese-Cantonese	French	German	Greek	Hebrew
Italian	Japanese	Korean	Latin	Russian	Spanish

An endorsement and a designation for a foreign language may be added to an existing certificate when an individual has completed a major area of concentration in the language, totaling 32 semester hours or as otherwise identified by a regionally accredited institution on the individual's official transcript.

OR

20 semester hours in the language and has passing the applicable content-area test (or test of subject matter knowledge) if a test is designated.

Per ILCS 25.100 "j"

AGENCY NOTE: No credit may be allowed for high school foreign language, unless such credit is approved by an institution of higher learning and is noted on the official transcript; in which case 1 semester hour may be allowed for each unit of high school language, not to exceed 4 semester hours.

Section 25.85 Special Provisions for Endorsement in Foreign Language for Individuals Currently Certified

The provisions of this Section shall apply when individuals who hold Illinois certification in one or more fields wish to teach a foreign language but either lack certification appropriate to the grade level of the assignment or have not completed 20 hours of coursework as required to obtain an endorsement in the language (see 23 Ill. Adm. Code 1.730(h)).

- a) The provisions of this subsection (a) shall apply to each individual who holds a certificate endorsed for a particular language but whose certification does not extend to other grade levels as needed for an available assignment. (Example: A holder of a secondary (6-12) certificate endorsed for French who wishes to teach French in the fourth grade.)

1) An individual to whom this subsection (a) applies may receive an endorsement valid for teaching the specified language at the remaining grade levels by:

A) submitting the required application for the endorsement, and

B) passing the assessment of professional teaching (APT) test relevant to the remaining grade levels.

Note: An Elementary teacher with a Middle Grades endorsement in a foreign language may receive a Secondary endorsement by possessing a 32 hour major or 20 semester hours in the foreign language, passing the content area test and either the APT 6-12 or APT K-12 test.

4. MIDDLE GRADES MATHEMATICS ENDORSEMENT –

For teachers of mathematics in grades 6 through 8 first employed on or after September 1, 1985, the required 18 semester hours in the field shall include

3 semester hours in the methods of teaching mathematics in those grades

AND

15 semester hours to be selected from four of the following areas:

Math content for elementary teachers

Some of the following course titles would be honored – pre-calculus, math content for elementary teachers I, II, and III, Foundations of Elementary School math, Quantitative Reasoning, Finite Math, Modeling with Mathematical Functions, Dimensions of Mathematical Reasoning

Calculus

Most calculus courses will include ‘calculus’ in the title.

Often you will see a calculus with analytic geometry in its title.

Modern algebra/Number theory

An acceptable modern algebra (abstract algebra) or number theory course will cover such topics as congruencies, groups and group actions, rings, fields, roots of polynomials, divisibility, primes, fundamental theorem of arithmetic, quadratic reciprocity, and Farey sequences. **Courses titled algebra, intermediate algebra, or college algebra are usually not acceptable.**

Geometry

Most geometry courses will include ‘geometry’ in the title of the course. We will honor trigonometry course towards the geometry area.

Computer Science

An acceptable course in computer science will cover such topics as fundamental principles, concepts, and methods of computing; basic problem solving in computing and programming techniques; fundamental algorithms and data structures; use of computers in solving engineering and scientific problems. Coursework in how to use a computer or using computers in teaching will not meet the requirement for middle school mathematics.

Probability and statistics

Most courses will include probability or statistics in their title.

We will honor statistics courses from any of the following departments: business, social science, psychology, or education.

History of math

Most courses will include history of math in the title.

Note: ISBE will accept a secondary, but not an elementary math methods (unless we get information from the university to verify that it covered through 8th grade).

5. LIBRARY INFORMATION SPECIALIST (FORMERLY MEDIA)

Responsible for both library and audio-visual services to students, teachers and other school personnel.

Library Information Specialist since July 1, 2006

Individuals seeking the middle grades endorsement in Library Information Specialist will be required to complete either a major in the content area or they must have 24 semester hours of content and pass the content test for Library Information Specialist. (Part 25.100, (K))

NOTE: If a school/district is unable to find a properly certificated individual, read below, sections 4 A & B.

Section 1.420 Basic Standards

o) Library Media Programs

Each school district shall provide a program of library media services for the students in each of its schools.

Each district’s program shall meet the requirements of this subsection (o).

- 1) General: The program shall include an organized collection of resources that circulate to students and staff in order to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served. No later than the beginning of the 2014-15 school year, a district that relies solely upon the collection of a local public library shall maintain evidence that students receive instruction, direction, or assistance in locating and using resources that are applicable to these purposes from an individual who is qualified under Section 1.755 of this Part and who is acting on behalf of the school district.

- 2) Financial Resources: Each district's annual budget shall include an identifiable allocation for resources and supplies for the program, except that a unit district serving fewer than 400 students or an elementary or high school district serving fewer than 200 students may demonstrate that it is meeting its students' needs through alternate means that the district has determined are adequate in light of local circumstances.
- 3) Facilities: If there is no single location within a particular attendance center that is specifically devoted to a library media center, such as where classroom collections have been established instead, the district shall ensure that equitable access to library media resources is made available to students in all the grade levels served. If students' only access to library media resources is achieved by visiting a location outside their attendance center, the district shall maintain records demonstrating that all students' regular schedules include time for this purpose.
- 4) Staff: Nothing in this subsection (o)(4) shall be construed as prohibiting districts or schools from sharing the services of individuals qualified under Section 1.755 of this Part. No later than the beginning of the 2009-10 school year, each district shall assign responsibility for overall direction of its program of library media services to an employee who holds an elementary, a secondary, a special K-12, a special preschool-age 21, an early childhood, or an administrative certificate. Except as otherwise provided in subsection (o)(4)(A) of this Section, the individual to whom this responsibility is assigned shall meet the requirements of Section 1.755 of this Part.
 - a. In the event that no employee of the district holds any of the qualifications enumerated in Section 1.755 of this Part, the individual to whom direction of the program is assigned shall be required to participate annually in professional development consisting of:
 - i. undergraduate or graduate coursework in library science offered by a regionally accredited institution of higher education; or
 - ii. one or more workshops, seminars, conferences, institutes, symposia, or other similar training events that are offered by the Illinois State Library, a regional library system, or another professional librarians' organization; or
 - iii. one or more "library academies" if these are made available by or at the direction of the State Superintendent of Education.
 - b. A district that is otherwise unable to fulfill the requirements of this subsection (o)(4) shall ensure that the overall direction of the library media program (e.g., selection and organization of materials, provision of instruction in information and technology literacy, structuring the work of library paraprofessionals) is accomplished with the advice of an individual who is qualified pursuant to Section 1.755 of this Part.

6. MIDDLE GRADES READING TEACHER

Pass the applicable content-area test (or test of subject matter knowledge) and having completed 24 semester hours of graduate or undergraduate coursework in reading, including a practicum, at one or more regionally accredited institutions of higher education, provided that all the following areas were addressed:

- i) foundations of reading,
- ii) content-area reading,
- iii) assessment and diagnosis of reading problems,
- iv) developmental and remedial reading instruction and support,
- v) developmental and remedial materials and resources, and
- vi) literature appropriate to students across all grade ranges;

7. SAFETY AND DRIVERS EDUCATION MIDDLE SCHOOL

24 semester hours of college credit in the field, with at least 12 semester hours at the upper-division or graduate level, as defined by the institution offering the coursework, distributed as follows:

- 1) 3 semester hours in injury prevention or safety;
- 2) 12 semester hours in driver education that include:
 - a. driving task analysis (introduction to driver education);
 - b. teaching driver education in the classroom;
 - c. teaching the laboratory portion of the driver education course, including:

- i. on-street teaching under the supervision of a qualified driver education teacher;
 - ii. the equivalent of at least one semester hour's preparation in and use of driving simulation;
 - iii. the equivalent of at least one semester hour's preparation in and use of multiple-car programs; and
 - d. advanced driver education and emergency evasive driving;
- 3) 3 semester hours in first aid and cardiopulmonary resuscitation; and
- 4) 6 semester hours chosen in any combination from:
- a. the use of technology in instruction;
 - b. safety issues related to alcohol and other drugs;
 - c. driver education for students with disabilities; and
 - d. any other safety-related area.

(Source: Amended at 35 Ill. Reg. 16755, effective September 29, 2011)

8. MIDDLE GRADE TECHNOLOGY SPECIALIST

Requires 24 hours and the test at all levels

ENDORSEMENT APPLICATION PROCEDURES

How do I apply for an endorsement evaluation?

- 1) Online at www.isbe.net/ECS. Log on to ECS. Click on the applications tab. Then click on the Endorsement Application tab.
Then click on Apply Online.
- Step 1 of 6: Confirm you are the person applying.
- Step 2 of 6: Confirm that your address is correct.
- Step 3 of 6: Pick an endorsement group, pick an endorsement, Accept the endorsement area and continue.
- Step 4 of 6: You may have to pick a grade level for the endorsement, or this step may be automatically skipped.
- Step 5 of 6: You will pay \$51.75 with your credit card.
- Step 6 of 6: Indicates that your application and fee have been filed with the State Board of Education.

Be sure official transcripts showing all coursework that applies are on file at State Board. Look at My Credentials, Document history for transcripts.

OR use a paper application

- 1) Complete ISBE form 73-52, "Application for Endorsement of Certificate". Be sure to indicate which endorsement you are seeking (One endorsement per application.) If you endorse more than one certificate, you must apply for each one separately.
- 2) File the application with your regional superintendent of schools in the county where you live or plan to teach. Include a non-refundable \$50 fee. Check with your Regional Office for the acceptable method of payment.
- 3) Supply any official transcripts for courses you have completed since you were first certificated, or check on ECS, My Credentials, Document History to see if the appropriate transcript or transcripts are on file.

REQUIREMENTS FOR CERTIFICATION

TEACHING CERTIFICATES: EARLY CHILDHOOD (04), ELEMENTARY (03), HIGH SCHOOL (09), SPECIAL (10)

Qualifications for teaching certificate requirements are divided into three categories.

1. The first category is the general education requirements; these are the background requirements, which provide a basis for all degrees and certificates.
2. The second category is the professional education requirements; these are requirements normally taught through an education department, and include student teaching.
3. The third category is the area of specialization requirements, which are found only on High School and Special certificates; this category of requirements may be considered the major.

In-state candidates for professional certification must have completed an Illinois State Board Approved Teacher Education Program in Illinois valid comparable out-of-state certificate and have completed a comparable teacher education program in that state.

Certification candidates cannot take coursework they believe is appropriate and have transcripts evaluated for full teaching certification. All in-state teaching certificates are issued by entitlement through an Illinois college or university.

The following certificates do not require entitlement programs: Substitute Type 39, Transitional Bilingual Type 29; Provisional Vocational, Temporary Provisional Vocational, Part time provisional vocational

SUPERVISORY ENDORSEMENT ON THE STANDARD SPECIAL CERTIFICATE

The Standard Special Certificate is valid for teaching and supervising in a special area when the holder files evidence of:

- (a) possessing a master's degree or higher from a recognized institution of higher learning;
- (b) possessing eight semester hours of graduate professional education which shall include at least one course primarily and explicitly related to the supervision of personnel and one course primarily and explicitly related to the administration and organization of schools; and
- (c) at least two years of appropriate teaching experience.

Note: Illinois teachers who hold a Type 09 and are seeking a Type 10 special teaching certificate on which they can add the supervisory endorsement will apply for a subsequent certificate by transcript evaluation; the only transcript evaluation certificate available for Illinois certificate holder. All others are issued through entitlement. If they have never completed the Illinois Tests, they will now need to meet current testing requirements.

APPLICATION PROCEDURES FOR SUPERVISORY ENDORSEMENT ON THE STANDARD SPECIAL CERTIFICATE

Anyone desiring the supervisory endorsement should submit all official documentation through the office of a Regional Superintendent of Schools with an application and payment. Check with the Regional Superintendent's office for method of payment.

Note: This endorsement may be used for reimbursable programs.

Note: Use ISBE Form 73-03 and apply for the Supervisory Endorsement on NEW CERTIFICATES. Use form 73-52 (on the bottom of the back side) for existing certificates. This Supervisory Endorsement is valid only for the area(s) listed on the certificate to be endorsed.

Note: These same requirements meet the requirements for the Supervisory Endorsement on the School Service Personnel Certificate.

Note: A teacher who has a currently valid Type 09 may apply for a Type 10 in their major endorsed area (32 hours). They do need to have successfully completed the Basic Skills test (#096), the Subject Matter test and the Assessment of Professional Teaching K-12 (104). They may apply on ISBE form 73-03c.

ACQUISITION OF SUBSEQUENT TEACHING CERTIFICATES (2004)

Subsequent certificates are issued by entitlement. The Illinois State Board of Education does not conduct transcripts evaluations for Illinois certificate holders; except as noted in d) below.

COLLEGE OR UNIVERSITY ENTITLEMENT/FOCUSED PROGRAM

The provisions of this Section shall apply when an individual who already holds one or more Illinois early childhood, elementary, secondary, or special teaching certificates wishes to receive an additional teaching certificate of one of those types pursuant to Section 21-11.2 of the School Code.

- a) The candidate shall submit his or her official transcripts and evidence of teaching experience *to an Illinois institution of higher education operating a program* approved pursuant to Subpart C of this Part that prepares candidates for the certificate sought.
- b) The institution may, at its discretion, compare the coursework and clinical experiences already completed by the applicant to the standards for the certificate sought and, based on this comparison, **may** identify for the candidate a **"focused program"** consisting of coursework and experiences that he or she must complete in order to meet those standards.
 - 1) In formulating such a program, the institution shall ensure that the candidate has broad and deep knowledge of the subject matter, develops the knowledge and skills that are needed to work with students in the age and grade ranges encompassed by the certificate sought, and is knowledgeable about pedagogical approaches that are suitable for that age group.
 - 2) The institution may revise an individual's focused program to include additional or fewer components as it may deem appropriate based upon the results of internal performance assessments that form part of the unit assessment system (see Section 25.140 of this Part) or other assessments that are directly related to the standards for the certificate sought.
 - 3) Each institution shall make available a description of the method to be used by the educational unit in assessing the degree to which the work previously completed by candidates for focused programs has addressed relevant standards and in identifying the coursework and experiences these candidates will be required to complete in order to qualify for subsequent certificates. An institution that uniformly requires all candidates seeking subsequent teaching certificates or subsequent teaching certificates of a particular type under this Section to complete certain coursework or field experiences, or to complete a full program without acknowledgment of prior courses or experiences, shall publish and make available a written statement to this effect, describing those requirements.
- c) A candidate who completes a focused program shall be considered as having completed the institution's approved program for the certificate sought and shall be eligible to be recommended for certification by entitlement, signifying that the candidate has met all applicable standards.
- d) The provisions of subsections (a) through (c) of this Section notwithstanding, **an individual who holds a valid secondary certificate may receive a special K-12 certificate by submitting an application, along with the required fee and evidence of having passed the test of basic skills and the applicable content-area test and the assessment of professional teaching relevant to the special certificate (see Section 25.720 of this Part). An endorsement valid for Grades K-12 shall be affixed to the certificate, reflecting the area in which the individual has completed a major area of specialization as provided in Section 25.42(d) of this Part.**

Additional endorsements may be affixed pursuant to Sections 25.100 and 25.497 of this Part.

(Source: Amended at 29 Ill. Reg. 12374, effective July 28, 2005)

VISITING INTERNATIONAL TEACHER CERTIFICATE

3. Visiting International Teacher Certificate

School districts participating in teacher exchange programs and in other programs that recruit teachers from other countries to teach in their districts may require a Visiting International Teacher Certificate, valid for three years and non-renewable, in order to ensure the employee meets NCLB requirements for highly qualified teachers. This certificate may be issued for early childhood, elementary, secondary, and special grade levels. In order to qualify for this certificate, the district must be certain the teacher:

1. Holds the equivalent of a bachelor's degree issued in the United States.
2. Has been prepared as a teacher at the grade level for which he or she will be employed.
3. Has adequate content knowledge in the subject matter to be taught, through possession of a major in the content area to be taught or by passing one or more examinations in the content area.
4. Has an adequate command of the English language.
5. Does not have a criminal history that would bar the individual from employment as specified in Section 10-21.9(c) of the School Code. An initial determination of English language competence may be made through the administration of the Nelson Denny reading examination with a required passing score in English equivalent to grade level 10.7 or above and an oral proficiency interview in the English language described by the American Council on Teachers of Foreign Languages (ACTFL) with a required oral proficiency rating of 2+ or above.

The applicant will apply for the Visiting International Teacher Certificate appropriate to the grade level and subject matter to be taught. To provide substantiation of the conclusions reached by the district in its initial review, the application and fee must be forwarded with the district's own determination of the applicant's qualifications and the evaluation of the applicant's foreign credentials. The foreign credential evaluation report must be completed by one of the acceptable sources listed on the ISBE web site at Approved Sources for Foreign Credential Evaluations.

Applicants for this certificate may request to be endorsed in their major, foreign language, and/or bilingual education. The foreign language and bilingual endorsement language designation would reflect the medium of instruction of the university from which the applicant graduated. Individuals applying for this certificate must complete ISBE Form 73-03F. This form must be signed by the district superintendent. Submit the form along with a fee to the regional superintendent of schools. The applicant must take all transcripts, including original foreign transcripts, to their regional office of education. City of Chicago applicants should submit their original documents to the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777

SCHOOL CODE:

The procedure and requirements described in this Section shall apply when Illinois school districts conduct formal recruitment programs outside the United States to secure the services of qualified teachers.

- a) The school district that is seeking to recruit teachers shall enter into a written agreement with the State Board of Education regarding its recruitment program, shall provide such assurances as the State Board may require regarding compliance with applicable procedures, training of representatives, and support for candidates employed under the program, and shall be responsible for preliminary verification that each candidate:
 - 1) holds the equivalent of a bachelor's degree issued in the U.S.;
 - 2) has been prepared as a teacher at the grade level for which he or she will be employed;
 - 3) has adequate content knowledge in the subject matter to be taught; and
 - 4) has an adequate command of the English language.
- b) A representative of the recruiting school district shall review the equivalence of each candidate's degree to a bachelor's degree earned in the U.S., the concentration of the candidate's coursework in the area of potential teaching

assignment, and the grade levels for which the candidate has been prepared, using reports of foreign educational systems furnished by the National Association of Foreign Student Affairs (AFSA) and the American Association of Collegiate Registrars and Admission Officers (AACRAO).

- c) A representative of the recruiting school district who has been trained by the State Board of Education or its designee in the use of the required instruments shall:
 - 1) administer the Nelson-Denny Reading Assessment to evaluate each candidate's English-language vocabulary and reading comprehension against a passing score expressed as the grade-level equivalent of 10.7; and
 - 2) administer the Oral Proficiency Interview described in "ACTFL Proficiency Guidelines – Speaking" (1999), published by the American Council on the Teaching of Foreign Languages (ACTFL), 6 Executive Plaza, Yonkers, NY 10701 (no later amendments to or editions of these standards are incorporated) and evaluate the candidate's oral English-language proficiency against a minimum passing score of 2+ (Advanced Plus) on the rating rubric of the ACTFL.
- d) The recruiting school district shall provide a report to the State Board of Education outlining the district's conclusions regarding each candidate whose eligibility it considers to have been verified. This report shall provide or summarize at least:
 - 1) the information that has led the district to conclude that the individual's degree should be considered the equivalent of a bachelor's degree earned in the U.S.;
 - 2) how the district has identified the grade levels for which the individual has been prepared;
 - 3) the information that has led the district to conclude that the coursework completed by the individual is at least comparable to a major in the field of specialization and that the individual has passed an examination that provides evidence of subject-matter competency; and
 - 4) the scores achieved by the candidate on the Nelson-Denny Reading Assessment and the Oral Proficiency Interview.
- e) Either the recruiting district or the candidate shall furnish to one of the evaluation services identified in Section 25.425(f) of this Part the candidate's university transcript, his or her diploma reflecting the degree granted, and his or her results from the comprehensive terminal examination or the periodic formal examinations required by the university where he or she completed teacher preparation, as applicable, along with translations of all these materials into English.
- f) The recruiting school district shall review and analyze the procedures that exist in the country where recruitment is being conducted for ascertaining individuals' criminal history. The district shall provide the State Board of Education with a description of those procedures and shall affirm:
 - 1) that the procedures have, to the district representative's knowledge, been performed with respect to each potential candidate; and
 - 2) that each potential candidate is in good health and of sound moral character; and
 - 3) that no candidate recommended by the district as potentially eligible to teach in Illinois would be disqualified under Section 10-21.9(c) of the School Code.
- g) Upon receipt of the information and documents identified in subsections (d) and (f) of this Section, confirmation of the individual's eligibility from the evaluation service to which credentials were submitted under subsection (e) of this Section, and an application for the certificate from the individual, accompanied by the fee required by Section 21-12 of the School Code, the State Board of Education shall issue a Visiting International Teacher Certificate endorsed for the field and grade levels the individual is qualified to teach. He or she shall not be required to pass any test that forms part of the Illinois Certification Testing System (see Subpart I of this Part) in order to qualify for this certificate. An individual may receive an additional endorsement on the Visiting International Teacher Certificate to teach his or her native language even if he or she was not prepared as a teacher of that language, provided that it was the language of instruction in the program completed.
- h) The Visiting International Teacher Certificate shall be valid for three years, subject to Section 21-22 of the School Code, and shall not be renewable. The certificate-holder shall pay the fee required by Section 21-16 of the School Code to register the certificate with the regional superintendent in the region where the teaching will be done.
- i) A holder of a Visiting International Teacher Certificate shall be permitted to teach in bilingual education programs in the language that was the medium of instruction in his or her teacher preparation program, provided that he or she passes the English Language Proficiency Examination (see Section 25.710 of this Part) or another test of writing skill in English if identified by the State Board of Education in consultation with the State Teacher Certification Board.

(Source: Added at 27 Ill. Reg. 16412, effective October 20, 2003)

Note: Use form 73-03F (7/03) Visiting International Teacher Certificate

SCHOOL SERVICE PERSONNEL CERTIFICATES (TYPE 73)

PROVISIONAL SCHOOL SERVICE PERSONNEL CERTIFICATES (TYPE 74)

School Service Personnel certificates are endorsed in five categories: School Social Worker, School Psychologist, Guidance, Speech/Language Pathologist, and School Nurse. These endorsements do not qualify the certificate holder to teach; no one holding only a School Service Personnel certificate may be assigned to teach. The School Service Personnel certificate allows the holder to perform the service for which the certificate is endorsed.

Only applicants who hold a comparable certificate from another state or who have completed another state's approved program may apply for this certificate through transcript evaluation. All other candidates must complete an Illinois approved program for the service endorsement sought.

Section 5. The School Code is amended by changing Section 21-25 as follows:
(105 ILCS 5/21-25) (from Ch. 122, par. 21-25)

SEC. 21-25. SCHOOL SERVICE PERSONNEL CERTIFICATE

These certificates include:

School Social Worker
School Counselor
School Psychologist
School Nurse
Speech/Language Pathologist (Non-teaching)

- (a) For purposes of this Section, "school service personnel" means persons employed and performing appropriate services in an Illinois public or State-operated elementary school, secondary school, or cooperative or joint agreement with a governing body or board of control or a charter school operating in compliance with the Charter Schools Law in a position requiring a school service personnel certificate.

Subject to the provisions of Section 21-1a, a school service personnel certificate shall be issued to those applicants of good character, good health, a citizen of the United States and at least 19 years of age who have a Bachelor's degree with no fewer than 120 semester hours from a regionally accredited institution of higher learning and who meets the requirements established by the State Superintendent of Education in consultation with the State Teacher Certification Board. A school service personnel certificate with a school nurse endorsement may be issued to a person who holds a bachelor of science degree from an institution of higher learning accredited by the North Central Association or other comparable regional accrediting association. Persons seeking any other endorsement on the school service personnel certificate shall be recommended for the endorsement by a recognized teacher education institution as having completed a program of preparation approved by the State Superintendent of Education in consultation with the State Teacher Certification Board.

- (b) Until August 30, 2002, a school service personnel certificate endorsed for school social work may be issued to a student who has completed a school social work program that has not been approved by the State Superintendent of Education, provided that each of the following conditions is met:
- (1) The program was offered by a recognized, public teacher education institution that first enrolled students in its master's degree program in social work in 1998;
 - (2) The student applying for the school service personnel certificate was enrolled in the institution's master's degree program in social work on or after May 11, 1998;
 - (3) The State Superintendent verifies that the student has completed coursework that is substantially similar to that required in approved school social work programs, including (i) not fewer than 600 clock hours of a supervised internship in a school setting or (ii) if the student has completed part of a supervised internship in a school setting prior to the effective date of this amendatory Act of the 92nd General Assembly and receives the prior approval of the State Superintendent, not fewer than 300 additional clock hours of supervised work in a public school setting under the supervision of a certified school social worker who certifies that the supervised work was completed in a satisfactory manner; and
 - (4) The student has passed a test of basic skills and the test of subject matter knowledge required by Section 21-1a.

This subsection (b) does not apply after August 29, 2002.

- (c) A school service personnel certificate shall be endorsed with the area of Service as determined by the State Superintendent of Education in consultation with the State Teacher Certification Board.

The holder of such certificate shall be entitled to all of the rights and privileges granted holders of a valid teaching certificate, including teacher benefits, compensation and working conditions.

When the holder of such certificate has earned a master's degree, including 8 semester hours of graduate professional education from a recognized institution of higher learning, and has at least 2 years of successful school experience while holding such certificate, the certificate may be endorsed for supervision.

- (d) Persons who have successfully achieved National Board certification through the National Board for Professional Teaching Standards shall be issued a Master School Service Personnel Certificate, valid for 10 years and renewable thereafter every 10 years through compliance with requirements set forth by the State Board of Education, in consultation with the State Teacher Certification Board. However, each holder of a Master School Service Personnel Certificate shall be eligible for a corresponding position in this State in the areas for which he or she holds a Master Certificate without satisfying any other requirements of this Code, except for those requirements pertaining to criminal background checks.
- (e) School service personnel certificates are renewable every 5 years and may be renewed as provided in this Section. Requests for renewals must be submitted, in a format prescribed by the State Board of Education, to the regional office of education responsible for the school where the holder is employed.

Upon completion of at least 80 hours of continuing professional development as provided in this subsection (e), a person who holds a valid school service personnel certificate shall have his or her certificate renewed for a period of 5 years. A person who (i) holds an active license issued by the State as a clinical professional counselor, a professional counselor, a clinical social worker, a social worker, or a speech-language pathologist; (ii) holds national certification as a Nationally Certified School Psychologist from the National School Psychology Certification Board; (iii) is nationally certified as a National Certified School Nurse from the National Board for Certification of School Nurses; (iv) is nationally certified as a National Certified Counselor or National Certified School Counselor from the National Board for Certified Counselors; or (v) holds a Certificate of Clinical Competence from the American Speech-Language-Hearing Association shall be deemed to have satisfied the continuing professional development requirements established by the State Board of Education and the State Teacher Certification Board to renew a school service personnel certificate.

School service personnel certificates may be renewed by the State Teacher Certification Board based upon proof of continuing professional development. The State Board of Education shall (i) establish a procedure for renewing school service personnel certificates, which shall include without limitation annual timelines for the renewal process and the components set forth in this Section; (ii) approve or disapprove the providers of continuing professional development activities; and (iii) provide, on a timely basis to all school service personnel certificate holders, regional superintendents of schools, school districts, and others with an interest in continuing professional development, information about the standards and requirements established pursuant to this subsection (e).

Any school service personnel certificate held by an individual employed and performing services in an Illinois public or State-operated elementary school, secondary school, or cooperative or joint agreement with a governing body or board of control in a certificated school service personnel position or in a charter school in compliance with the Charter Schools Law must be maintained Valid and Active through certificate renewal activities specified in the certificate renewal procedure established pursuant to this Section, provided that a holder of a Valid and Active certificate who is only employed on either a part-time basis or day-to-day basis as a substitute shall pay only the required registration fee to renew his or her certificate and maintain it as Valid and Active. All other school service personnel certificates held may be maintained as Valid and Exempt through the registration process provided for in the certificate renewal procedure established pursuant to Section 21-14 of this Code. A Valid and Exempt certificate must be immediately activated, through procedures developed by the State Board of Education upon the certificate holder becoming employed and performing services in an Illinois public or State-operated elementary school, secondary school, or cooperative or joint agreement with a governing body or board of control in a certificated school service personnel position or in a charter school operating in compliance with the Charter Schools Law. A holder of a Valid and Exempt certificate may activate his or her certificate through procedures provided for in the certificate renewal procedure established pursuant to this Section.

A school service personnel certificate that has been maintained as Valid and Active for the 5 years of the certificate's validity shall be renewed as Valid and Active upon the certificate holder (i) completing the National Board for Professional Teaching Standards process in an area of concentration comparable to the holder's school service personnel certificate of endorsement or (ii) earning 80 continuing professional development units as described in this Section. If, however, the certificate holder has maintained the certificate as Valid and Exempt for a portion of the 5-year period of validity, the number of continuing professional development units needed to renew the certificate as Valid and Active must be proportionately reduced by the amount of time the certificate was Valid and Exempt. If a certificate holder is employed and performs services requiring the holder's school service personnel certificate on a

part-time basis for all or a portion of the certificate's 5-year period of validity, the number of continuing professional development units needed to renew the certificate as Valid and Active shall be reduced by 50% for the amount of time the certificate holder has been employed and performing such services on a part-time basis. "Part-time" means less than 50% of the school day or school term.

Beginning July 1, 2008, in order to satisfy the requirements for continuing professional development provided for in this Section, each Valid and Active school service personnel certificate holder shall complete professional development activities that address the certificate or those certificates that are required of his or her certificated position, if the certificate holder is employed and performing services in an Illinois public or State operated elementary school, secondary school, or cooperative or joint agreement with a governing body or board of control, or that certificate or those certificates most closely related to his or her teaching position, if the certificate holder is employed in a charter school. Except as otherwise provided in this subsection (e), the certificate holder's activities must address and must reflect the following continuing professional development purposes:

- (1) Advance both the certificate holder's knowledge and skills consistent with the Illinois Standards for the service area in which the certificate is endorsed in order to keep the certificate holder current in that area.
- (2) Develop the certificate holder's knowledge and skills in areas determined by the State Board of Education to be critical for all school service personnel.
- (3) Address the knowledge, skills, and goals of the certificate holder's local school improvement plan, if the certificate holder is employed in an Illinois public or State-operated elementary school, secondary school, or cooperative or joint agreement with a governing body or board of control.
- (4) Address the needs of serving students with disabilities, including adapting and modifying clinical or professional practices to meet the needs of students with disabilities and serving such students in the least restrictive environment.

The coursework or continuing professional development units ("CPDU") required under this subsection (e) must total 80 CPDUs or the equivalent and must address 3 of the 4 purposes described in items (1) through (4) of this subsection (e). Holders of school service personnel certificates may fulfill this obligation with any combination of semester hours or CPDUs as follows:

- (A) Collaboration and partnership activities related to improving the school service personnel certificate holder's knowledge and skills, including (i) participating on collaborative planning and professional improvement teams and committees; (ii) peer review and coaching; (iii) mentoring in a formal mentoring program, including service as a consulting teacher participating in a remediation process formulated under Section 24A-5 of this Code; (iv) participating in site-based management or decision-making teams, relevant committees, boards, or task forces directly related to school improvement plans; (v) coordinating community resources in schools, if the project is a specific goal of the school improvement plan; (vi) facilitating parent education programs for a school, school district, or regional office of education directly related to student achievement or school improvement plans; (vii) participating in business, school, or community partnerships directly related to student achievement or school improvement plans; or (viii) supervising a student teacher (student services personnel) or teacher education candidate in clinical supervision, provided that the supervision may be counted only once during the course of 5 years.
- (B) Coursework from a regionally accredited institution of higher learning related to one of the purposes listed in items (1) through (4) of this subsection (e), which shall apply at the rate of 15 continuing professional development units per semester hour of credit earned during the previous 5-year period when the status of the holder's school service personnel certificate was Valid and Active. Proportionate reductions shall apply when the holder's status was Valid and Active for less than the 5-year period preceding the renewal.
- (C) Teaching college or university courses in areas relevant to the certificate area being renewed, provided that the teaching may be counted only once during the course of 5 years.
- (D) Conferences, workshops, institutes, seminars, or symposiums designed to improve the certificate holder's knowledge and skills in the service area and applicable to the purposes listed in items (1) through (4) of this subsection (e). One CPDU shall be awarded for each hour of attendance. No one shall receive credit for conferences, workshops, institutes, seminars, or symposiums that are designed for entertainment, promotional, or commercial purposes or that are solely inspirational or motivational.

The State Superintendent of Education and regional superintendents of schools are authorized to review the activities and events provided or to be provided under this subdivision (D) and to investigate complaints

regarding those activities and events. Either the State Superintendent of Education or a regional superintendent of schools may recommend that the State Board of Education disapprove those activities and events considered to be inconsistent with this subdivision (D).

- (E) Completing non-university credit directly related to student achievement, school improvement plans, or State priorities.
- (F) Participating in or presenting at workshops, seminars, conferences, institutes, or symposiums.
- (G) Training as external reviewers for quality assurance.
- (H) Training as reviewers of university teacher preparation programs.
- (I) Other educational experiences related to improving the school service personnel's knowledge and skills as a teacher, including (i) participating in action research and inquiry projects; (ii) traveling related to one's assignment and directly related to school service personnel achievement or school improvement plans and approved by the regional superintendent of schools or his or her designee at least 30 days prior to the travel experience, provided that the traveling shall not include time spent commuting to destinations where the learning experience will occur; (iii) participating in study groups related to student achievement or school improvement plans; (iv) serving on a statewide education-related committee, including without limitation the State Teacher Certification Board, State Board of Education strategic agenda teams, or the State Advisory Council on Education of Children with Disabilities; (v) participating in work/learn programs or internships; or (vi) developing a portfolio of student and teacher work.
- (J) Professional leadership experiences related to improving the teacher's knowledge and skills as a teacher, including (i) participating in curriculum development or assessment activities at the school, school district, regional office of education, State, or national level; (ii) participating in team or department leadership in a school or school district; (iii) participating on external or internal school or school district review teams; (iv) publishing educational articles, columns, or books relevant to the certificate area being renewed; or (v) participating in non-strike-related professional association or labor organization service or activities related to professional development.

(Source: P.A. 94-105, eff. 7-1-05.)

Section 99. Effective date. This Act takes effect July 1, 2008.

Effective Date: 7/1/2008

CERTIFICATION OF SCHOOL SOCIAL WORKERS

A. Certification of School Social Workers

Candidates for the School Service Personnel Certificate endorsed for school social work shall:

- a. Hold a master's or higher degree in social work with a specialization in school social work awarded by a graduate school of social work accredited by the Council on Social Work Education. Note: Nothing in this document supersedes statute or rules that are in effect at the time of application. While these requirements were in effect at the time this document was posted on the ISBE Web site, there will be significant rule changes with various dates of implementation when Public Act 097-0607 becomes effective. Illinois State Board of Education, Educator Certification Division, Revised October 21, 2011 Page 20
- b. Have completed an Illinois program approved for the preparation of school social workers or a comparable approved program in another state or country and/or hold a comparable certificate issued by another state or country.
- c. Have completed both a supervised field experience of at least 400 contact hours, supervised by a field instructor holding a master's or higher degree in social work, and a school social work internship of at least 600 contact hours in a school setting or have one year's professional experience as a school social worker on a valid out-of-state school social work certificate or an Illinois provisional school service personnel certificate endorsed for school social work.
- d. Be required to pass the School Social Worker (#184) test, as well as the Basic Skills test. Applicants who hold a valid school social worker certificate from another state are automatically exempt from the Illinois test unless they previously failed the Illinois Basic Skills test. Note: When Public Act 097-0607 becomes effective, no exemption will be available for the Basic Skills. See the ICTS Web site for additional information regarding testing.

SOCIAL WORKER INTERNS NEED FORM 73-44 AND A FORM 73-42

DEFICIENCY LETTER REQUESTING DOCUMENTATION OF FIELD EXPERIENCE FOR SCHOOL SOCIAL WORK

If an out-of-state applicant applies without a valid certificate, requested to provide documentation for the field experiences. Below is a sample deficiency letter that shows what ISBE is looking for.

Please Note:

Illinois rules require that applicants for the school social work certificate provide documentation of 600 clock hours of graduate field experience in a K-12 school setting. An additional 400 clock hours of graduate field work is required. The additional 400 clock hours may have occurred in any setting including, but not limited to, a K-12 school setting. Undergraduate field experience is not applicable. All field placements must have been supervised by an individual holding a minimum of a master's degree in social work.

Please request that the authorized official from the School of Social Work at the college or university where the school social work program was completed submit documentation of the applicant's pre-service graduate field work. The letter must be submitted on official letterhead and bear an original signature. It should document the number of clock hours completed in a K-12 school setting, the number of clock hours completed in a non-school setting (if applicable), and the credentials of the field work supervisor.

Applicants who do not have a sufficient number of clock hours in graduate field work may submit evidence of at least one school year of full time employment on a valid school social work certificate. Experience on an Illinois provisional school social work certificate or a comparable valid out-of-state certificate/license may be submitted. Employment on a clinical social work license is not applicable. Under this option the employing school, district or special education cooperative must submit a letter on official stationery bearing an original signature of the authorized administrator or human services director. The letter must include the beginning and ending dates of employment, the equivalent number of full days worked, and documentation that applicant was employed on a valid school social work certificate/license.

Please send evidence that your field experience was supervised by a field instructor holding a master's or higher degree in social work.

400 - clock hours deficient for a supervised field experience in social work.

600 - clock hours deficient for a field experience in a school setting.

Note: Please note that beginning November 1, 2007, requests for Approval of Other Special Education Personnel for school psychology and school social work interns that are received by the Regional Office of Education (ROE) within the first 30 days of employment will be backdated by the ISBE Certification Division to the beginning date of employment. The approvals will be valid through September 1 of the following school year.

Requests received beyond the first 30 days of employment will be backdated only to the date they were received by the ROE and will also be valid through September 1 of the following school year. School psychology and school social work internship approvals will no longer automatically be dated September 1 of the current school year through September 1 of the following school year.

CERTIFICATION OF SCHOOL PSYCHOLOGISTS

- a. Candidates for the school service personnel certificate endorsed for school psychology shall hold a master's or higher degree in psychology or educational psychology with a specialization in school psychology from a regionally accredited institution.
- b. Each candidate shall have completed an Illinois program approved for the preparation of school psychologists or a comparable approved program in another state or country and/or hold a comparable certificate issued by another state or country.
- c. Candidates shall have completed both a supervised field experience of at least 250 hours in a school setting and/or child study center and an internship of at least 1200 contact hours lasting a full school year under the direction of a certified school psychologist. The internship requirement may be waived with verification of a full year of professional school psychologist experience on a valid state-issued school psychologist certificate, or an Illinois provisional school psychologist certificate.
- d. Candidates shall be required to pass the School Psychologist (#183) test, as well as the test of basic skills. Applicants who hold a valid school psychologist certificate from another state are assumed to have passed a test of basic skills and are exempt from the Illinois Basic Skills test unless they already failed the Illinois Basic Skills test. Note: BEGINNING JULY 1, 2012, no exemption will be available for the Basic Skills test. See the ICTS Web site for additional information regarding testing

PSYCHOLOGIST INTERNS NEED FORM 73-44 AND FORM 73-42

Note: Please note that beginning November 1, 2007, requests for Approval of Other Special Education Personnel for school psychology and school social work interns that are received by the Regional Office of Education (ROE) within the first 30 days of employment will be backdated by the ISBE Certification Division to the beginning date of employment. The approvals will be valid through September 1 of the following school year.

Requests received beyond the first 30 days of employment will be backdated only to the date they were received by the ROE and will also be valid through September 1 of the following school year. School psychology and school social work internship approvals will no longer automatically be dated September 1 of the current school year through September 1 of the following school year.

TIMING OF SUBMISSION OF REQUESTS FOR APPROVAL OF OTHER SPECIAL EDUCATION PERSONNEL

MEMORANDUM

DATE: October 26, 2007
TO: Illinois Regional Superintendent's of Schools
Illinois State-Approved Directors of Special Education
FROM: Linda Jamali, Division Administrator
Certification
RE: Special Education Internship Approvals

Please note that beginning December 1, 2007, requests for Approval of Other Special Education Personnel for school psychology and school social work interns that are received by the Regional Office of Education (ROE) within the first 30 days of employment will be backdated by the ISBE Certification Division to the beginning date of employment. The approvals will be valid through September 1 of the following school year.

Requests received beyond the first 30 days of employment will be backdated only to the date they were received by the ROE and will also be valid through September 1 of the following school year. School psychology and school social work internship approvals will no longer automatically be dated September 1 of the current school year through September 1 of the following school year.

Every year the ISBE Certification Division receives numerous late requests for internship approvals, some as late as spring of the school year for which approval is sought. The receipt of approval requests late in the school year has jeopardized district and cooperative reimbursement for these positions, particularly in cases for which some vital information, such as a required signature or university seal, is missing. Additionally, as the number of late requests has risen, the Certification Division has been overwhelmed by a large number of rush requests.

We believe this change in policy benefits all parties including interns, districts/cooperatives, ROE staff and ISBE staff. We respectfully request your cooperation in this matter.

Thank you for all of the hard work you do each and every day on behalf of Illinois students.

CERTIFICATION OF SCHOOL COUNSELORS

Applicants for the school service personnel certificate endorsed for school counseling shall:

- a. Hold a master's or higher degree awarded by a regionally accredited institution of higher education in school counseling, another counseling or related field (e.g., social work or psychology), or an educational field.
- b. Have completed an Illinois program approved for the preparation of school counselors or a comparable approved program in another state or country and/or hold a comparable certificate issued by another state or country.
- c. Have completed a supervised counseling practicum of at least 100 clock hours that provided interaction with individuals and groups of school age and included at least 40 hours of direct service work. Except as provided in subsection (e), each applicant shall have completed a structured and supervised internship that is part of an approved program.
 1. The internship shall be of a length that is determined by the approved program to be adequate to enable candidates to meet the standards but shall entail at least 600 hours and last no less than one semester, during which candidates shall engage in the performance of various aspects of the counseling role and shall be gradually introduced to the full range of responsibilities associated with that role.
 2. However, the internship for an individual with at least two years of teaching experience may, at the discretion of the institution offering the approved program, consist of no fewer than 400 hours.
 3. In each case at least 240 hours of the internship shall involve direct service work with school-age individuals and groups.
- d. The internship shall occur in a school setting except that, at the discretion of the institution, a maximum of one-third of the hours required may be credited for experiences in other related settings such as hospitals or day care settings that, in the judgment of the institution, expose the candidates to the needs of school-aged children and prepare the candidates to function as school counselors. Except as provided in subsections (e) and (f), each applicant shall do either (d)(1) or (d)(2) below:
 1. Hold or be qualified to hold a teaching certificate.
 2. Have completed, as part of an approved program, coursework addressing each of the following:
 - i. The structure, organization and operation of the educational system, with emphasis on P-12 schools.
 - ii. The growth and development of children and youth, and their implications for counseling in schools.
 - iii. The diversity of Illinois students and the laws and programs that have been designed to meet their unique needs.
 - iv. Effective management of the classroom and the learning process.
- e. Applicants who hold another state's certification in school counseling shall not be subject to the requirements of subsection (c) or subsection (d) of this section if he or she presents evidence of at least one year's full-time experience as a school counselor on a valid out-of-state school counseling certificate or an Illinois provisional school service personnel certificate endorsed for school counseling.
- f. An applicant who has completed an out-of-state approved school counseling program that includes an internship meeting the requirements of subsection (c) shall not be subject to the requirements of subsection (d).
- g. Candidates shall be required to pass the School Counselor (#181) test as well as the test of basic skills. Applicants who hold a valid school counselor certificate from another state are assumed to have passed a test of basic skills and are exempt from the Illinois test unless they already failed the Illinois Basic Skills test. Note: On July 1, 2012, no exemption will be available for the Basic Skills test. See the ICTS Web site for additional information regarding testing.

- h. Applicants who hold a master's degree in any field other than school counseling, or who hold a bachelor's degree only, shall be required to complete the equivalent of all requirements of an approved school counseling preparation program.
 1. The Illinois institution offering the program shall review the individual's educational and experiential background and identify any of the standards or other applicable requirements that the individual's preparation has not addressed.
 2. Upon successful completion of the coursework and experiences offered by the institution that address the identified standards, the applicant shall be eligible to be recommended for certification by entitlement.
(105 ILCS 5/10-22.24b)

SEC. 10-22.24B. SCHOOL COUNSELING SERVICES.

School counseling services in the public schools may be provided by school counselors as defined in Section 10-22.24a. School counseling services include but are not limited to: (1) educational planning; (2) career development and counseling; (3) college counseling; (4) developing and facilitating anti-violence education or conflict resolution programs, or both; (5) providing crisis intervention programs within the school setting; (6) making appropriate referrals to outside agencies; (7) interpreting achievement, career, and vocational test information; (8) developing individual career plans for all students; (9) providing individual and small group counseling; (10) addressing the developmental needs of students by designing curricula for classroom counseling and guidance; (11) consulting and counseling with parents for the academic, career, and personal success of their children; (12) facilitating school to work transition programs; and (13) supervising school counseling interns enrolled in school counseling programs that meet the standards of the State Board of Education.

Nothing in this Section prohibits other qualified professionals, including other certificated school personnel, from providing those services listed in this Section.

(Source: P.A. 91-70, eff. 7-9-99.)

INTERIM CERTIFICATION OF SCHOOL COUNSELOR INTERNS (2004)(TYPE 78)

Individuals who wish to participate in internships enabling them to meet the requirements for certification as school counselors may obtain interim certification as school counselor interns.

Applicants for this certification shall meet one of the following criteria ([1] or [2]):

1. Have completed, as part of an approved program, coursework covering each of the following:
 - The structure, organization and operation of the educational system, with emphasis on P-12 schools.
 - The growth and development of children and youth, and their implications for counseling in schools.
 - The diversity of Illinois students and the laws and programs that have been designed to meet their unique needs.
 - Effective management of the classroom and the learning process.
2. Hold a master's or higher degree in a field of community counseling and be working toward completion of all requirements necessary for certification as a school counselor.

Interim certification as a school counselor intern shall be valid for three years and shall not be renewable.

Note: Requires Form ISBE 73-94. Forms are at: <http://www.isbe.net/certification/html/forms.htm>

CERTIFICATION OF SCHOOL NURSES

Candidates for the school service personnel certificate endorsed for school nursing shall hold a bachelor's degree.

- a. Candidates shall be licensed as registered professional nurses in Illinois pursuant to the Nursing and Advanced Practice Nursing Act.
- b. Each candidate shall have completed an Illinois program approved for the preparation of school nurses or a comparable approved program in another state or country and/or hold a comparable certificate issued by another state or country.
- c. Candidates shall have met the requirements of either (c) (1) (A) and (c) (1) (B) or (c) (2) below.
 1. Completion of an internship that meets each of the following requirements:
 - A. Was determined by the approved program to be sufficient in length for the candidates to meet the standards set forth at 23 Ill. Adm. Code 23.120, but in no case consisted of fewer than 300 hours of experiences.
 - B. Was supervised by a certified school nurse with at least two full school years of full-time experience as a school nurse and at least one full school year of full-time experience with the current employer.
 2. Completion of two years of experience as a school nurse prior to July 1, 1972.
- d. Candidates shall be required to pass the School Nurse (#182) test and also the Illinois Basic Skills test. Applicants who hold a valid school nurse certificate from another state are assumed to have passed a test of basic skills and are exempt from the Illinois test unless they already failed the Illinois Basic Skills test. Note: On July 1, 2012, no exemption will be available for the Basic Skills test. See the ICTS Web site for additional information regarding testing.

(Source: Amended at 29 Ill. Reg. 12374, effective July 28, 2005)

SECTION 1.760 STANDARDS FOR PUPIL PERSONNEL SERVICES

- a) School psychologists, social workers in schools, and school guidance counselors, and school nurses, except as provided in subsection (c) of this Section, shall hold a Type 10 or Type 73 Certificate with the appropriate endorsement.
- b) Registered Professional Nurse means any nurse who is licensed to practice professional nursing in Illinois in accord with The Illinois Nursing Act (Ill. Rev. Stat. 1985, ch. 111, par. 3401 et seq.) and whose license is active and in good standing as determined by the Illinois Department of Registration and Education.
- c) School Nurse means any registered professional nurse who holds a Type 73 School Service Personnel Certificate with an endorsement in school nursing, or any non-certificated registered professional nurse who was employed in the school district of current employment before July 1, 1976.
- d) School boards that employ school nurses shall be responsible for verifying that each such person holds a valid license and certificate except as provided in subsection (c) of this Section.
- e) School boards that employ one or more school nurses for the purpose of providing professional nursing services shall develop and keep on file a written job description defining the duties of said school nurse(s).
- f) Any job description prepared pursuant to subsection (e) of this Section will be accepted by the State Board of Education as complying with Section 10-22.23 of The School Code (Ill. Rev. Stat. 1985, ch. 122, par. 10-22.23) if it contains at least:
 - a) the duty to provide professional nursing services as defined in The Illinois Nursing Act (Ill. Rev. Stat. 1985, ch. 111, par. 3405 (4)(1)); and
 - b) at least one or more additional duties as the school board shall select from subsection (g) of this Section.
- g) Additional duties of the school nurse shall include one or more of the following:
 - a) screening for deficits in vision, hearing, growth and development, immunization status, and other physical defects (e.g. scoliosis, hernia);
 - b) identifying student health problems, making referrals for their diagnosis, treatment and remediation, and providing follow-up for each referral;
 - c) recommending modification of the school programs for a student who requires a change because of a health deficit and developing health care plans when students need special physical health care procedures to be provided at school;
 - d) establishing a communicable disease prevention and control program;
 - e) assessing the health status of students and providing health counseling (e.g. on diet, exercise) for students, parents and school staff;
 - f) administering and monitoring medication and treatment given in school (subject to local policy regarding the administration of medication at school);
 - g) providing crisis intervention for students and/or staff in the advent of sudden illness or injury;
 - h) establishing an accident prevention program;
 - i) acting as liaison between the home, school, community health agencies and the private medical sector;
 - j) participating in the identification, evaluation and placement of students into special education programs, e.g., as a referring agent, a consultant to parents, teachers, etc., and/or as a member of a multidisciplinary team pursuant to the provisions of 23 Ill. Adm. Code 226 (Special Education);
- 11) collecting and analyzing health-related data (e.g. immunization records, medical records, incidence of specific diseases) and making recommendations based upon these data;
- 12) maintaining accurate school health records in accord with the Illinois School Student Records Act (Ill. Rev. Stat. 1985, ch. 122, par. 50-1 et seq.) and 23 Ill. Adm. Code 375 (Student Records);
- 13) carrying out other specified duties which the school nurse is qualified to perform, provided that the school nurse shall not be assigned teaching duties unless the nurse holds the appropriate teaching certificate.
- h) The duty to provide professional nursing services as defined in "The Illinois Nursing Act" shall not be included among the functions assigned to any school district personnel not covered by the job description required for school nurses.

(Source: Amended at 11 Ill. Reg. 3073, effective February 2, 1987.)

CERTIFICATION OF NON-TEACHING SPEECH-LANGUAGE PATHOLOGISTS

SECTION 25.252 CERTIFICATION OF NON-TEACHING SPEECH-LANGUAGE PATHOLOGISTS

Certain individuals may qualify for a school service personnel certificate with a non-teaching speech-language pathologist's endorsement, as provided in Section 14-1.09b of the School Code [105 ILCS 5/14-1.09b].

- a) Each applicant shall hold one of the licenses identified in Section 14-1.09b(b)(1) of the School Code [105 ILCS 5/14-1.09b(b)(1)].
- b) Each applicant shall hold a master's or doctoral degree earned through completion of a program that meets the requirements of Section 14-1.09b(b)(2) of the School Code [105 ILCS 5/14-1.09b(b)(2)].
- c) Each applicant shall meet the requirements of Section 14-1.09b(b)(3) of the School Code [105 ILCS 5/14-1.09b(b)(3)] by:
 - 1) having completed an Illinois program approved that leads to certification as a speech-language pathologist; or
 - 2) having completed a program in another state or country that is comparable to the Illinois programs or holding a comparable certificate issued by another state or country; or
 - 3) having completed an Illinois program of preparation in speech-language pathology that was not approved but was offered by a regionally accredited institution (see also subsection (d) of this Section); or
 - 4) having completed a program in another state or country that is comparable to the Illinois programs (see also subsection (d) of this Section).
- d) For purposes of subsection (c) of this Section, a comparable out-of-state program is one that leads to qualification as either a teaching or a non-teaching speech-language pathologist, and a comparable out-of-state certificate is one authorizing employment in the public schools in either capacity.
- e) Prior to submitting an application to the State Board of Education, an applicant who wishes to qualify for the school service personnel certificate based on the requirements of subsection (c)(3) or (c)(4) of this Section and whose professional preparation was completed prior to July 1, 2002, shall submit his or her transcripts and descriptive material for each relevant course completed to an Illinois institution that offers a program of preparation for speech-language pathologists that is approved.
 - 1) Professional personnel of the institution familiar with its approved program shall review the evidence submitted by the applicant and may request such additional information as may be needed in order to determine whether he or she has completed:
 - A) coursework leading to an understanding of the needs of students with various disabilities and an awareness of appropriate procedures for directing learning; and
 - B) a supervised field experience involving diagnostic and therapeutic work with school-aged children leading to an understanding of the specific problems, methods, and procedures relevant to serving school-aged children.
 - 2) If the individual has completed coursework and field experience fulfilling the requirements of subsection (e)(1) of this Section, the institution shall issue a letter of recommendation for the certificate, which shall be submitted to the State Board of Education along with the individual's application.
 - 3) If the individual lacks required coursework and/or field experience, the institution shall identify the courses and/or practica it offers that the individual must complete in order to qualify for the certificate. Upon the individual's successful completion of any such requirements, the institution shall recommend the individual for certification.
- f) Prior to submitting an application to the State Board of Education, an applicant who wishes to qualify for the school service personnel certificate based on the requirements of subsection (c)(3) or (c)(4) of this Section and whose professional preparation was completed on or after July 1, 2002, shall submit his or her transcripts and descriptive material for each relevant course completed to an Illinois institution that offers a program of preparation for speech-language pathologists that is approved.
 - 1) Professional personnel of the institution familiar with its approved program shall analyze the applicant's preparation and may request such additional information as may be needed to determine whether the individual has achieved an understanding of the aspects of practice addressed in the content-area standards for speech-language pathologists (see the policies of the State Board of Education related to certification in special education under the federal court order of February 27, 2001, in the matter of Corey H., et al., v. Board of Education of the City of Chicago, et al.) with respect to:
 - A. planning and intervention;

- B. the learning environment;
 - C. service delivery;
 - D. professional conduct and ethics; and
 - E. facilitation and advocacy.
- 2) If the individual's preparation has covered the aspects enumerated in subsection (f)(1) of this Section, the institution shall issue a letter of recommendation for the certificate, which the individual shall submit to the State Board of Education along with his or her application.
 - 3) If the individual's preparation has not covered all the aspects enumerated in subsection (f)(1) of this Section, the institution shall identify the coursework and/or field experience that the applicant must complete in order to do so. Upon the individual's successful completion of any such coursework or field experience, the institution shall issue a letter of recommendation for the certificate.
- g) Each candidate shall be required to pass the applicable content-area test, as well as the test of basic skills if its passage would be required for receipt of a standard certificate.
 - h) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

INTERIM CERTIFICATION OF SPEECH-LANGUAGE PATHOLOGIST INTERNS (TYPE 79)

An individual who wishes to participate in an internship enabling him or her to complete the supervised, school-based professional experience described in Section 14-1.09b(b)(3) of the School Code may obtain interim certification as a speech-language pathologist intern when he/she has:

- an Illinois Speech-Language Pathology License OR
- a current Certificate of Clinical Competence from ASHA & a license from another state and application for Illinois licensure OR
- a temporary Illinois speech language pathologist license and completion of an approved program AND
- A master or doctor degree in speech pathology from an ASHA accredited institution
 - a. Each applicant for this certification shall be in good health and of sound moral character and shall be a citizen of the United States or be legally present in the United States and possess legal authorization for employment.
 - a. Each applicant shall submit an application to the State Board of Education along with:
 - 1. the required fee;
 - 2. evidence that he or she meets the above licensing requirements ; and
 - 3. evidence that he or she holds the required advanced degree in conformance with
 - b. Interim certification as a speech-language pathologist intern shall be valid for three years, subject to Section 21-22 of the School Code, and shall not be renewable.

Interim Speech and Language Pathologist Intern (Type 79)

(From Felicia Malloy Memorandum January 11, 2007)

REQUIREMENTS

1. Master's or doctoral degree in communication disorders/speech pathology from an institution approved by the American Speech Language and Hearing Association (ASHA)
2. An IDPR license OR a temporary IDPR license OR all of the following: valid out-of-state license, valid ASHA Certificate of Clinical Competence and an application for an IDPR license.

Application Application for School Service Personnel or Administrative Certificate (ISBE 73-03D)

Endorsement Speech-Language Pathology (SLP) – grade level of certificate

SPECIAL TEACHING SPEECH AND LANGUAGE PATHOLOGY (TYPE 10 OR TYPE 03/09 SPLIT)

(From Felicia Malloy Memorandum January 11, 2007)

REQUIREMENTS

1. Master's or doctoral degree in communication disorders/speech pathology
2. Valid comparable out-of-state certificate OR completion of an approved program
3. Student teaching and clinical experience
4. Passage of certification tests
 - a. Basic Skills
 - b. Speech-Language Pathologist: Teaching #153
 - c. Assessment of Professional Teaching (APT) K – 12 Test #104
 - d. Special Education General Curriculum Test #163

Application Application for Teaching Certificate (ISBE 73-03C)

Endorsement Speech-Language Pathology (SLP) – grade level of certificate

NON-TEACHING SPEECH AND LANGUAGE PATHOLOGY (TYPE 73)

Requirements

1. Master's or doctoral degree in communication disorders/speech pathology from an institution approved by the American Speech Language and Hearing Association (ASHA)
2. Valid comparable out-of-state certificate OR completion of an approved program OR an official letter from the chief administrator or designee of a district/private school documenting a minimum of 150 hours of supervised experience with students with disabilities. The official letter must specify how the experience addressed:
 - a. planning and intervention
 - b. the learning environment
 - c. service delivery
 - d. professional conduct and ethics
 - e. facilitation and advocacy
3. An Illinois Department of Financial and Professional Regulations (IDPR) license OR a temporary IDPR license OR all of the following: valid out-of-state license, valid ASHA Certificate of Clinical Competence and an application for an IDPR license.
4. Passage of certification tests
 - a. Basic Skills
 - b. Speech-Language Pathologist: Non-teaching #154

Application Application for School Service Personnel or Administrative Certificate (ISBE 73-03D)

Endorsement Speech-Language Pathology (SLP) – grade level of certificate

INTERIM SPEECH AND LANGUAGE PATHOLOGIST INTERN (TYPE 79)

Requirements

1. Master's or doctoral degree in communication disorders/speech pathology from an institution approved by the American Speech Language and Hearing Association (ASHA)
2. An IDPR license OR a temporary IDPR license OR all of the following: valid out-of-state license, valid ASHA Certificate of Clinical Competence and an application for an IDPR license.

Application Application for School Service Personnel or Administrative Certificate (ISBE 73-03D)

Endorsement Speech-Language Pathology (SLP) – grade level of certificate

COMMON QUESTIONS

Question	What is the interim SLP intern certificate?
Answer	The interim SLP intern certificate is a three year nonrenewable certificate. The certificate allows speech pathologists to work in a public school district while completing a supervised work experience with special education students and/or passing the required certification tests.
Question	Can an applicant apply for more than one speech pathology certificate?
Answer	Yes. The applicant must meet all requirements for each certificate issued.
Question	If an applicant holds an interim SLP intern certificate, must he/she apply for a new certificate to move to the standard type 73 certificate?
Answer	Yes. The interim SLP intern certificate and the type 73 certificate are two separate certificates requiring separate applications/fees. Applicants can apply for both certificates at the same time or apply for the type 73 at a later date.
Question	If an individual receives the interim SLP intern certificate, does he/she also receive a letter explaining which deficiencies must be removed for the issuance of a type 73 speech pathology certificate?
Answer	No. As no deficiencies would exist on an issued interim SLS intern certificate, no deficiency letter would be issued. Applicants can review the requirements listed in the Guide to Requirements for Certification, Endorsement, and Assignment of Teachers, School Service Personnel and Administrators at www.isbe.net/certification and/or apply for a type 73 speech pathology certificate.
Question	Are the speech pathology content area tests interchangeable?
Answer	No. The teaching and non-teaching speech pathologist tests have separate content area tests. Applicants should verify the correct test when registering/taking the content area test.

SPEECH LANGUAGE PARAPROFESSIONAL

February 22, 2012

MEMORANDUM

TO: District Superintendents, Directors of Special Education, and Regional Superintendents of Schools
FROM: Linda Jamali, Division Administrator, Educator Certification
RE: Speech Language Paraprofessional Approval Phase Out

The purpose of this memorandum is to provide notification that the 2013-2014 school year will be the final year in which the Speech Language Paraprofessional (SLPP), or Pilot Speech-Language (PSL), Approval will be issued. Consistent with current procedures, the credentials issued during the 2012-2013 and 2013-2014 school years will be district-specific and valid for one year of serving as a SLPP. After June 30, 2014, all SLPP/PSL approvals will expire and no additional SLPP/PSL approvals will be issued.

Please share this information with any SLPP who is currently employed by your district or special education cooperative.

Enclosed is a Question & Answer document to answer issues that may arise for school districts, special education joint agreements and school staff. You may want to consult with private counsel regarding employment matters and other individual issues.

Questions or concerns about the SLPP/PSL Approval should be directed to Crystal Strohkirch at astrohki@isbe.net.

QUESTIONS AND ANSWERS

Our district currently utilizes SLPPs to deliver speech and language services and plans to do so again for the 2012-2013 school year. What do we need to do?

Districts may continue to utilize SLPPs to provide speech and language services through the 2013-2014 school year, provided that a valid SLPP/PSL Approval is in place for each SLPP during each year of service. For example, the SLPP must be approved for the current year, and an approvable request must be submitted for each SLPP to be utilized in the 2012-2013 and 2013-2014 school year(s).

What staff members can provide services currently provided by SLPPs?

Consistent with current law and rules, speech and language services can be provided by properly certificated speech-language pathologists [23 IAC 25.45, 23 IAC 25.252], speech-language pathologist interns [23 IAC 25.255] and speech-language pathology assistants [105 ILCS 5/14-6.03]. In addition, school districts may consider contracting for speech-language pathology services, consistent with the requirements of Section 14-6.04 of the School Code [105 ILCS 5/14-6.04].

I currently hold a SLPP/PSL Approval. What are my options?

Individuals who hold a current SLPP/PSL Approval may continue to provide appropriate speech and language services for the remainder of the current school year (2011-2012). In addition, such individuals may continue to provide those services through the 2013-2014 school year, provided that the school district or special education joint agreement that employs the individual applies for and receives a SLPP/PSL Approval valid for 2012-2013 and/or 2013-2014 school year(s). Thereafter, SLPP/PSL Approvals will no longer be granted, and individuals wishing to continue providing speech and language services will need to pursue further certification, consistent with all applicable requirements, as a speech-language pathologist, speech-language pathology intern or speech-language pathology assistant.

FROM: Educator Certification Division
Illinois State Board of Education
TO: Regional Superintendents of Schools
State Approved Directors of Special Education
Nonpublic Special Education Facilities
DATE: April 22, 2008
SUBJECT: New Speech and Language Paraprofessional Approval Form (ISBE 73-51)

The Educator Certification Division has created an application form specifically for speech and language paraprofessional approvals. The “[Request for Approval of a Speech and Language Paraprofessional](#)” form ISBE 73-51 was developed in an attempt to streamline the paraprofessional approval process. The paraprofessional approvals are often disapproved upon initial evaluation due to a lack of required documentation in the approval request. The format of ISBE 73-51 allows the district/joint agreement/nonpublic facility to supply specific information directly on the approval request form and includes prompts for additional required documentation. The “[Guidelines for Use of Speech and Language Paraprofessionals](#)” remains on the Certification Web site as a technical assistance document for the approval request process and the scope and limitations of the speech and language paraprofessional approvals.

The speech and language paraprofessional approval request option has been removed from forms ISBE 73-42 and ISBE 73-72. Those forms should still be utilized when requesting approvals for School Nurse Interns, Adapted Physical Education, School Psychologist Intern, and School Social Work Interns. The “[Request for Approval of a Speech and Language Paraprofessional](#)” form ISBE 73-51 is now available on the Certification Web site and can be utilized immediately for approval requests for the 2007-2008 school year. Approval requests for the 2008-2009 school year may be submitted no earlier than August 1, 2008.

It is our hope that the new form is beneficial to districts and joint agreements that must utilize the services of speech and language paraprofessionals. The following information is provided for your convenience.

- Form ISBE 73-51 is located at www.isbe.net/certification by accessing [Certification Forms](#) in the Quick Links box located on the right side of the Web page.
- The “Guidelines for Use of Speech and Language Paraprofessionals” is located at www.isbe.net/certification by accessing: Quick Links, A to Z Index, Speech and Language Paraprofessional Approvals.

For Speech Language Paraprofessional Approval use ISBE form 73-51

November 13, 2006

MEMORANDUM

TO: Directors of Special Education
Regional Superintendents of Schools
FROM: Division of Certification and Professional Preparation
SUBJECT: Speech Language Paraprofessionals

Districts and special education joint agreements that are unable to secure certified speech and language pathologists can request an approval for a speech and language paraprofessional. The approvals are reviewed and approved through the Division of Certification and Professional Preparation. Approvals submitted through the correct process with the required documentation reduce delays in issuing approvals. The information in this memorandum is provided to assist districts and joint agreements in completing the approval process.

1. When requesting a speech and language paraprofessional approval, district/joint agreements should reference the **Guidelines for Use of Speech and Language Paraprofessionals**, which delineates the application procedures. The guidelines are available on the Division of Certification and Professional Preparation webpage at www.isbe.net/certification.
2. All speech and language approval requests must be submitted through the local Regional Office of Education. The Regional Superintendent must sign and date speech and language approvals.
3. **Approval requests and supporting documentation can not be submitted through the Division of Special Education Services.** The Division of Special Education Services does not review or issue speech and language approvals and cannot provide any information regarding the status of approvals.
4. Districts/joint agreements must submit documentation verifying comprehensive search efforts for certified speech language pathologists. While paraprofessionals may be employed for more than one year, districts/joint agreements must continue recruitment efforts during the school year and summer.
5. **Speech and language approval requests must be submitted no earlier than August 1.** Approval requests submitted before August 1 will not be reviewed. Approval requests submitted at the end of a school year for services to be provided during the summer should include a cover letter regarding the summer services.
6. Additional documentation required to address identified deficiencies may be submitted through either the local Regional Office of Education or mailed directly to the Division of Certification and Professional Preparation 100 North First Street Springfield, IL 62777.

GUIDELINES FOR USE OF SPEECH-LANGUAGE PARAPROFESSIONALS

(Per Rules 1.762)

PROGRAM IMPLEMENTATION

- With approval from ISBE, entities may employ a paraprofessional with a bachelor's degree in communication disorders (or its equivalent) and Illinois teaching certification (minimally a Type 39 Substitute Certificate) to assist a certified speech-language pathologist (SLP). The paraprofessional must be referred to as a ***“speech-language paraprofessional”*** in person and in writing.
- Such a program may be implemented when an entity has exhausted all search efforts for a certified SLP and has been unable to employ such an individual. Any entity that employs a paraprofessional under this program must continue to post the vacancy and **actively** search for a certified SLP. This program is not to be confused with speech-language pathology assistants licensed by the Illinois Department of Professional Regulation (IDPR).
- Medicaid provider requirements for receiving reimbursement of speech and language activities state that with approval from ISBE, the paraprofessional may provide services under the supervision of a certified SLP. These services include screening and direct therapy only.

(Use Form ISBE 73-42 to apply)

SUPERVISION

- The supervisor must hold an ISBE certificate endorsed in speech-language pathology as well as a current speech-language pathology license issued by the IDPR.
- A full-time SLP may supervise a maximum of two paraprofessionals. The supervisor's caseload must be decreased by 15% for **each** paraprofessional supervised.
- A minimum total of 10% supervision is required each week (i.e., a minimum of four (4) hours in a full-time week) and must be documented. **Direct, on-site supervision** is required no less than 5% of the time per week (i.e., a minimum of two (2) hours in a full-time week) and includes direct observation of the paraprofessional's contact with students. **Indirect supervision** is required no less than 5% of the time per week and may include demonstration, record review, evaluation of taped sessions, and supervisory conferences. Additional supervision may be necessary depending on the experience of the paraprofessional and the needs of the students.
- At a minimum, supervision documentation must provide information regarding the quality of the paraprofessional's performance of assigned duties and verification that activities are limited to those specified in the scope of responsibilities delineated in this document. Information obtained during direct supervision may include data relative to (1) agreement (reliability) between the paraprofessional and the supervisor on recording of target behavior, (2) accuracy in implementation of screening and treatment procedures, (3) accuracy in recording data, and (4) ability to interact effectively with the student(s).
- At no time may a paraprofessional provide direct services when a supervisor cannot be reached by personal contact, phone, pager or some other immediate means.

SCOPE OF RESPONSIBILITIES

- Conducting speech-language screenings (without interpretation) following specified screening protocols developed by the supervisor.
- Providing speech-language services to students, who, by the specific nature of the therapeutic services required, are not in need of full-time monitoring of performance by a certified SLP. **Note:** An instructional special education classroom for students with severe communication disorders is not an appropriate work assignment for speech-language paraprofessionals.
- Implementing documented treatment plans or protocols developed by the supervisor.
- Documenting student performance and progress toward meeting established goals and objectives or benchmarks and reporting the information to the supervisor.
- Assisting with documentation, material preparation and other duties as directed by the supervisor.
- Scheduling activities, preparing charts/records/graphs, and performing checks and maintenance of equipment.
- Acting as an interpreter for non-English speaking students and their family members when competent to do so.

ACTIVITIES OUTSIDE THE SCOPE OF RESPONSIBILITIES

The paraprofessional **may not**:

- Administer or interpret tests or conduct evaluations.
- Participate in consultations, meetings or conferences without the presence of the supervisor or another designated, certified SLP.
- Develop, write, or modify IEPs or treatment plans in any way.
- Work with students without following the IEP or treatment plans prepared by the supervisor or without the required amount of supervision.
- Sign any document without the co-signature of the supervisor.
- Disclose clinical or confidential information to anyone not designated by the supervisor.
- Make referrals to other professionals or other agencies.
- Represent himself or herself as a speech-language pathologist.

NOTE: The specific role of the paraprofessional is determined by the supervisor. The supervisor is 100% responsible for the paraprofessional's activities. When paraprofessionals are responsible for carrying out treatment plans for individual students, parents must be notified **in writing** of this fact.

The approval is under Pilot Speech & Language (Code PSL). It requires an ISBE Form 73-03D.

Illinois State Board of Education

SPEECH-LANGUAGE PARAPROFESSIONAL CONTINUING PROFESSIONAL DEVELOPMENT WORKSHEET

Continuing education is required for individuals who were approved as speech-language paraprofessionals during the prior school year. For each full or partial year of employment, the paraprofessional must document the successful completion of at least one of the following:

1. A 3-semester-hour course in an area related to the field of communication disorders.
2. A 3-semester-hour course that is required for the completion of a master's degree in communication disorders or its equivalent.
3. A minimum of 10 clock hours of inservice training in an area related to communication disorders.
4. A minimum of two state or national conferences in communication disorders.

Paraprofessional's Name _____

Social Security Number _____

Employer _____

Employer's Address _____

City, State, Zip _____

Telephone (_____) _____ Fax (_____) _____

Supervising Speech/Language Pathologist's Name _____

Social Security Number _____

Supervising Speech/Language Pathologist's Employer _____

CONTINUING PROFESSIONAL DEVELOPMENT DOCUMENTATION

A 3-semester-hour course in an area related to the field of communication disorders.

Institution where course was completed _____

Course name _____ Course number _____

Date of completion (attach a copy of the final grade report) _____

A 3-semester-hour course that is required for the completion of a master's degree in communication disorders or its equivalent.

Institution where course was completed _____

Course name _____ Course number _____

Date of completion (attach a copy of the final grade report) _____

A minimum of 10 clock hours of inservice training in an area related to communication disorders.

DATE	LOCATION	TOPIC	HOURS	PRESENTER(S)
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

A minimum of two state or national conferences in communication disorders.

DATE	LOCATION	TOPIC(S)	CONFERENCE
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_____	_____	_____	_____
_____	_____	_____	_____

I verify that the information on the Speech-Language Paraprofessional Annual Continuing Professional Development Worksheet and all supporting documentation submitted with the worksheet is current and accurate to the best of my knowledge.

Signature of paraprofessional applicant

Date

Signature of supervising speech-language pathologist

Date

Date: June 11, 2002

MEMORANDUM

TO: Directors of Special Education
Regional Superintendents of Schools
FROM: Dr. Anthony Sims, Manager
Department of Specialized Support

SUBJECT: GUIDELINES FOR USE OF SPEECH-LANGUAGE PARAPROFESSIONALS

In the past, the Illinois State Board of Education (ISBE) has allowed school districts, special education joint agreements and nonpublic schools to request approval for the employment of speech-language pathology assistants when they were unable to secure the employment or services of certified speech-language pathologists. Several changes have been implemented in the ISBE program due to P.A. 92-0510, which became effective June 1, 2002. Major changes are delineated below:

- The program name and title utilized by the individual approved under this program has changed from “speech-language pathology assistant” to “speech-language paraprofessional”
- The certified speech-language pathologist who is responsible for supervising the paraprofessional must hold a current speech-language pathology license issued by the Illinois Department of Professional Regulation (IDPR) in addition to his or her ISBE certificate

In addition, P.A. 92-0510 establishes a new definition for “speech-language pathology assistant” and states that no person shall perform the duties of a speech-language pathology assistant without first applying for and receiving a license for that purpose from IDPR. This does not apply to speech-language paraprofessionals with a bachelor’s degree approved by ISBE. However, it does apply to individuals who were previously classified as “Program Assistant – Speech-Language” or “PA SL”. These individuals held the minimum of a high school diploma and functioned as speech aides/support personnel with 100% supervision from a certified speech-language pathologist. Due to the language of the new law (P.A. 92-0510), entities will no longer be able to employ (or receive personnel reimbursement from ISBE for) individuals under the “PA SL” program assignment. In order for the employing entity to receive reimbursement, an individual who was formerly classified as a “PA SL” must become an IDPR-licensed speech-language pathology assistant.

Questions regarding the ISBE speech-language paraprofessional program or its guidelines may be directed to Jodi Fleck at 217-782-5589 (V) or 217-782-1900 (TTY). Questions regarding the IDPR-licensed speech-language pathology assistant may be directed to IDPR staff at 217-782-8556.

RENEWAL REQUIREMENTS FOR SPEECH-LANGUAGE PATHOLOGISTS WITH TYPE 10 CERTIFICATES

Note: SLPs employed on **Type 73 School Service Personnel** certificates pay registration only until July 1, 2008.

Speech-language pathologists (SLPs) employed on **Type 10** certificates in public, charter or state-operated schools, cooperatives or joint agreements who **do not hold** IDPR or ASHA complete renewal requirements as other Type 10 certificate holders do. To learn more about requirements, visit our website <http://www.isbe.net>, click on "Certification" and then "Experienced Teachers."

Speech-language pathologists employed on **Type 10** certificates in public, charter or state-operated schools, cooperatives or joint agreements who hold IDPR licenses and/or ASHA certification are affected by legislation implemented June 1, 2002.

Those who hold valid **IDPR licensing** are exempt from renewal requirements after the June 1, 2002, implementation date. SLPs issued Type 10 Standard certificates in 2000-01 or 2001-02 school years must complete professional development to cover the timeframe between the implementation of the renewal requirements in February 2000 and the implementing of the legislation exempting them from certificate renewal requirements June 1, 2002. Because speech-language pathologists hold advanced degrees, they are eligible for the one-third reduction if they use the CPDU/CEU or coursework options.

SLPs who have **ASHA** certification are on a ten-year cycle aligned with the Master Teaching Certificate issued to those with National Board for Professional Teaching Standards certification. Those who hold ASHA are eligible for a two-thirds reduction in the CPDU/CEU and coursework options (40 CPDUs over ten years or the equivalent of 4 CPDUs per year or 2 CPDUs per semester.) The assurance statement is not required until the end of the 10-year cycle; however, the certificate registration may need to be paid when the first five-year cycle is complete.

SLPS who have **ASHA and IDPR** complete the professional development for the 2000-01 or 2001-02 school year at the reduced rate of 4 CPDUs per year or 2 CPDUs per semester and then the IDPR exempts them from the remaining semesters over the ten-year period.

Listed below are the CPDUs required on the assurance statement for speech-language pathologists who hold IDPR only, ASHA only or IDPR and ASHA:

CPDU/CEU or Equivalent Semester Hours Issued 2002 and after

No IDPR or AHSA (5 years)	80 CPDUs
IDPR only (5 years)	none
ASHA only (10 years)	40 CPDUs
IDPR and ASHA (10 years)	none
*Type 73 (four years)	80 CPDU'S

One-half of the credits must meet Purpose E (special education).

* Beginning July 1, 2008, Public Act 095-0592 mandates requirements for all Type 73's.

SEC. 14-6.04. CONTRACTING FOR SPEECH-LANGUAGE PATHOLOGY SERVICES.

(a) For purposes of this Section:

"Reasonable efforts" means performing all of the following:

- (1) placing at least 3 employment advertisements for a speech-language pathologist published in the newspaper of widest distribution within the school district or cooperative;
- (2) placing one employment listing in the placement bulletin of a college or university that has a speech-language pathology curriculum that is located in the geographic area of the school district or cooperative, if any; and
- (3) posting the position for speech-language pathologist on the Illinois Association of School Administrators' job placement service for at least 30 days.

"Speech-language pathologist" means a person who:

- (1) holds a master's or doctoral degree with a major emphasis in speech-language pathology from an institution whose course of study was approved or program was accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association or its predecessor; and
- (2) either (i) has completed a program of study that meets the content-area standards for speech-language pathologists approved by the State Board of Education, in consultation with the State Teacher Certification Board, (ii) has completed a program in another state, territory, or possession of the United States that is comparable to an approved program of study described in item (i), or (iii) holds a certificate issued by another state, territory, or possession of the United States that is comparable to the school service personnel certificate with a speech-language endorsement. If the requirements described in items (i), (ii), or (iii) of this paragraph (2) have not been met, a person must provide evidence that he or she has completed at least 150 clock hours of supervised experience in speech-language pathology with students with disabilities in a school setting, including experience required by federal law or federal court order; however, a person who lacks such experience may obtain interim certification as established by the Illinois State Board of Education, in consultation with the State Teacher Certification Board, and shall participate in school-based professional experience of at least 150 clock hours to meet this requirement.

"Speech-language pathology services" means the application of methods and procedures for identifying, measuring, testing, appraising, predicting, and modifying communication development and disorders or disabilities of speech, language, voice, swallowing, and other speech, language, and voice-related disorders for the purpose of counseling, consulting, and rendering services or participating in the planning, directing, or conducting of programs that are designed to modify communicative disorders and conditions in individuals or groups of individuals involving speech, language, voice, and swallowing functions.

(b) A school district or a cooperative must make reasonable efforts to employ a speech-language pathologist. While making those reasonable efforts or after unsuccessful reasonable efforts have been made, or both, a school district or cooperative may contract for speech-language pathology services with a speech-language pathologist or an entity that employs speech-language pathologists. A speech-language pathologist who provides speech-language pathology services pursuant to a contract must:

- (1) hold a speech-language pathology license under the Illinois Speech-Language Pathology and Audiology Practice Act or hold or have applied for a temporary license issued under Section 8.1 of that Act; and
- (2) hold a certificate under this Code with an endorsement in speech-language pathology.

(Source: P.A. 93-110, eff. 7-8-03; 93-1060, eff. 12-23-04.)

REQUIREMENTS FOR THE SUPERVISORY ENDORSEMENT ON THE SCHOOL SERVICE PERSONNEL CERTIFICATE

The holder of the School Service Personnel Certificate may have the added endorsement for supervision upon presentation of evidence of:

- A. Possessing a master's degree or higher from a recognized institution of higher learning.
- B. Possessing eight semester hours of graduate professional education which shall include at least one course related primarily and explicitly to the supervision of personnel and one course primarily and explicitly related to the administration and organization of schools.
- C. At least two years of appropriate school service personnel experience.

Anyone desiring the supervisory endorsement should submit all official documentation through the office of a Regional Superintendent of Schools with an application. Check with the Regional Office for payment method..

Note: Use ISBE Form 73-03D and apply for the Supervisory Endorsement on NEW CERTIFICATES.
Use form 73-52 (on the bottom of the back side) for existing certificates. This Supervisory Endorsement is valid only for the area(s) listed on the certificate to be endorsed.

ADMINISTRATIVE CERTIFICATES (TYPE 75) / PROVISIONAL ADMINISTRATIVE CERTIFICATES (TYPE 76)

The Administrative Certificate valid for supervising and administering in the common schools may be issued to persons who have graduated from a recognized institution of higher learning with a master's degree and who have been certified by these institutions of higher learning as having completed a program of preparation for one or more of these endorsements. Such programs of academic and professional preparation required for endorsement shall be administered by the institution in accordance with standards set forth by the State Board of Education in consultation with the State Teacher Certification Board.

DEPARTMENT HEAD AND DEAN REQUIREMENTS

SECTION 1.705 REQUIREMENTS FOR SUPERVISORY AND ADMINISTRATIVE STAFF

- a) Each head of a general education department or supervisor for a specific subject shall hold either:
 - 1) an administrative certificate with a General Supervisory, General Administrative, or Superintendent's endorsement;
or
 - 2) a teaching certificate endorsed for supervision in the area supervised.
- b) Each supervisory dean shall hold an administrative certificate with a General Supervisory, General Administrative, Director of Special Education's, or Superintendent's endorsement.
- c) Each dean of students shall hold:
 - 1) an administrative certificate with a General Supervisory, General Administrative, Director of Special Education's, or Superintendent's endorsement; or
 - 2) a teaching certificate (endorsed for supervision if the holder disciplines or suspends students); or
 - 3) a school service personnel certificate endorsed for any field other than school nursing (and for supervision if the holder disciplines or suspends students).

(Source: Old Section repealed at 28 Ill. Reg. 8486, effective June 1, 2004; new Section adopted at 31 Ill. Reg. 5116, effective March 16, 2007) (Source: Amended at 36 Ill. Reg. 5580, effective March 20, 2012)

June 3, 2008

I'm sorry I neglected to inform you in writing out the outcome of the recent discussion. I was authorized by the General Counsel here to let you know that we read our rule as extending only to discipline **under 10-22.6 of the School Code (see below)**, meaning that individuals who are called "deans of students" but do not perform those duties need only a teaching or school service personnel certificate and no supervisory endorsement. We will amend Section 1.705 at the next available opportunity to clarify that the discipline that is meant is discipline under Section 10-22.6, not every possible form of discipline such as handing out detentions.

Thank you so much for bringing this problem to our attention. It is nice to be able to fix something every once in a while!

Best regards, Sally Vogl
Agency Rules Coordinator

(105 ILCS 5/10-22.6) (from Ch. 122, par. 10-22.6)

SEC. 10-22.6. SUSPENSION OR EXPULSION OF PUPILS; SCHOOL SEARCHES.

- (a) To expel pupils guilty of gross disobedience or misconduct, and no action shall lie against them for such expulsion. Expulsion shall take place only after the parents have been requested to appear at a meeting of the board, or with a hearing officer appointed by it, to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The board, or a hearing officer appointed by it, at such meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective. If a hearing officer is appointed by the board he shall report to the board a written summary of the evidence heard at the meeting and the board may take such action thereon as it finds appropriate.
- (b) To suspend or by regulation to authorize the superintendent of the district or the principal, assistant principal, or dean of students of any school to suspend pupils guilty of gross disobedience or misconduct, or to suspend pupils guilty of gross disobedience or misconduct on the school bus from riding the school bus, and no action shall lie against them for such suspension. The board may by regulation authorize the superintendent of the district or the principal, assistant principal, or dean of students of any school to suspend pupils guilty of such acts for a period not to exceed 10 school days. If a pupil is suspended due to gross disobedience or misconduct on a school bus, the board may suspend the pupil in excess of 10 school days for safety reasons. Any suspension shall be reported immediately to the parents or guardian of such pupil along with a full statement of the reasons for such suspension and a notice of their right to a review, a copy of which shall be given to the school board. Upon request of the parents or guardian the school board or a hearing officer appointed by it shall review such action of the superintendent or principal, assistant principal, or dean of students. At such review the parents or guardian of the pupil may appear and discuss the suspension with the board or its hearing officer. If a hearing officer is appointed by the board he shall report to the board a written

summary of the evidence heard at the meeting. After its hearing or upon receipt of the written report of its hearing officer, the board may take such action as it finds appropriate.

- (c) The Department of Human Services shall be invited to send a representative to consult with the board at such meeting whenever there is evidence that mental illness may be the cause for expulsion or suspension.
- (d) The board may expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis. A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case by case basis. For the purpose of this Section, the term "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, or billy clubs, or (3) "look alikes" of any weapon as defined in this Section. Expulsion or suspension shall be construed in a manner consistent with the Federal Individuals with Disabilities Education Act. A student who is subject to suspension or expulsion as provided in this Section may be eligible for a transfer to an alternative school program in accordance with Article 13A of the School Code. The provisions of this subsection (d) apply in all school districts, including special charter districts and districts organized under Article 34.
- (e) To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this Section produces evidence that the student has violated or is violating either the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities. The provisions of this subsection (e) apply in all school districts, including special charter districts and districts organized under Article 34.
- (f) Suspension or expulsion may include suspension or expulsion from school and all school activities and a prohibition from being present on school grounds.
- (g) A school district may adopt a policy providing that if a student is suspended or expelled for any reason from any public or private school in this or any other state, the student must complete the entire term of the suspension or expulsion before being admitted into the school district. This policy may allow placement of the student in an alternative school program established under Article 13A of this Code, if available, for the remainder of the suspension or expulsion. This subsection (g) applies to all school districts, including special charter districts and districts organized under Article 34 of this Code.

(Source: P.A. 92-64, eff. 7-12-01.)

Note: Sally Vogel explained this to mean that if a Dean of Students does not suspend students, they may be qualified on a Teaching or School Service certificate. If they do suspend students, they need a Type 75 or a Supervisory Endorsement. (July 11, 2008)

GENERAL ADMINISTRATIVE ENDORSEMENT

This endorsement is required for principals, assistant principals, assistant or associate superintendents, and staff filling other similar or related positions.

SECTION 25.335 GENERAL ADMINISTRATIVE ENDORSEMENT (2004)

The General Administrative Endorsement will be replaced by the Principal endorsement and the Teacher Leader endorsement in 2013. Information can be found in ILCS 5/21-7.1

This endorsement is required for principals, assistant principals, assistant or associate superintendents, and staff filling other similar or related positions as indicated in 23 Ill. Adm. Code 1.705. (See also 23 Ill. Adm. Code 29.120.) The requirements of this Section shall apply to the issuance of this endorsement except as otherwise provided in Sections 21-5d and 21-5e of the School Code [105 ILCS 5/21-5d and 5/21-5e] and Sections 25.313 and 25.314 of this Part.

- a) Each candidate for the general administrative endorsement shall hold a master's degree awarded by a regionally accredited institution of higher education and shall have completed the coursework in educational administration and supervision required by Section 21-7.1(e)(2) of the School Code [105 ILCS 5/21-7.1(e)(2)].
- b) Each candidate shall have completed an Illinois program approved for the preparation of administrators pursuant to Subpart C of this Part or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country (see Section 25.425 of this Part).
- c) Each candidate shall have *two years' full-time teaching or school service personnel experience in public schools, schools under the supervision of the Department of Corrections, schools under the administration of the Department of Human Services, or nonpublic schools recognized by the State Board of Education or meeting comparable out-of-state recognition standards* (Section 21-7.1(e)(2) of the School Code). Beginning with applications submitted on or after February 1, 2012, in order to be acceptable toward fulfillment of this requirement:
 - 1) teaching experience shall have been accrued while the individual held a valid early childhood, elementary, secondary, special K-12, or special preschool – age 21 certificate; and
 - 2) school service personnel experience shall have been accrued while the individual held a valid school service personnel certificate.
- d) Each candidate shall be required to pass the applicable content-area test (see Section 25.710 of this Part), as well as the test of basic skills if its passage would be required for receipt of a standard certificate pursuant to Section 25.720(a) of this Part.
- e) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

(Source: Amended at 34 Ill. Reg. 1582, effective January 12, 2010.)

CHIEF SCHOOL BUSINESS OFFICIAL

This endorsement is required for chief school business officials.

- a) Each candidate for the chief school business official's endorsement shall hold a master's degree awarded by a regionally accredited institution of higher education.
- b) Each candidate, other than a candidate whose master's degree was earned in *business administration, finance, or accounting* (Section 21-7.1(e)(3) of the School Code [105 ILCS 5/21-7.1(e)(3)]), shall:
 - 1) have completed an Illinois program approved for the preparation of school business officials pursuant to Subpart C of this Part or a comparable approved program in another state or country or hold a comparable certificate issued by another state or; and
 - 2) have *two years' administrative experience in school business management* (Section 21-7.1(e)(3) of the School Code).
- c) Each candidate shall be required to pass the applicable content-area test, as well as the test of basic skills if its passage would be required for receipt of a standard certificate.
- d) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

(105 ILCS 5/21-7.1) (from Ch. 122, par. 21-7.1)

SEC. 21-7.1. ADMINISTRATIVE CERTIFICATE.

- (a) After July 1, 1999, an administrative certificate valid for 5 years of supervising and administering in the public common schools (unless changed under subsection (a-5) of this Section) may be issued to persons who have graduated from a regionally accredited institution of higher learning with a master's degree and who have been recommended by a recognized institution of higher learning as having completed a program of preparation for one or more of these endorsements. Such programs of academic and professional preparation required for endorsement shall be administered by the institution in accordance with standards set forth by the State Superintendent of Education in consultation with the State Teacher Certification Board.
- (a-5) Beginning July 1, 2003, if an administrative certificate holder holds a Standard Teaching Certificate, the validity period of the administrative certificate shall be changed, if necessary, so that the validity period of the administrative certificate coincides with the validity period of the Standard Teaching Certificate. Beginning July 1, 2003, if an administrative certificate holder holds a Master Teaching Certificate, the validity period of the administrative certificate shall be changed so that the validity period of the administrative certificate coincides with the validity period of the Master Teaching Certificate.
- (b) No administrative certificate shall be issued for the first time after June 30, 1987 and no endorsement provided for by this Section shall be made or affixed to an administrative certificate for the first time after June 30, 1987 unless the person to whom such administrative certificate is to be issued or to whose administrative certificate such endorsement is to be affixed has been required to demonstrate as a part of a program of academic or professional preparation for such certification or endorsement: (i) an understanding of the knowledge called for in establishing productive parent-school relationships and of the procedures fostering the involvement which such relationships demand; and (ii) an understanding of the knowledge required for establishing a high quality school climate and promoting good classroom organization and management, including rules of conduct and instructional procedures appropriate to accomplishing the tasks of schooling; and (iii) a demonstration of the knowledge and skills called for in providing instructional leadership. The standards for demonstrating an understanding of such knowledge shall be set forth by the State Board of Education in consultation with the State Teacher Certification Board, and shall be administered by the recognized institutions of higher learning as part of the programs of academic and professional preparation required for certification and endorsement under this Section. As used in this subsection: "establishing productive parent-school relationships" means the ability to maintain effective communication between parents and school personnel, to encourage parental involvement in schooling, and to motivate school personnel to engage parents in encouraging student achievement, including the development of programs and policies which serve to accomplish this purpose; and "establishing a high quality school climate" means the ability to promote academic achievement, to maintain discipline, to recognize substance abuse problems among students and utilize appropriate law enforcement and other community resources to address these problems, to support teachers and students in their education endeavors, to establish learning objectives and to provide instructional leadership, including the development of policies and programs which serve to accomplish this purpose; and "providing instructional leadership" means the ability to effectively evaluate school personnel, to possess general communication and interpersonal skills, and to establish and

maintain appropriate classroom learning environments. The provisions of this subsection shall not apply to or affect the initial issuance or making on or before June 30, 1987 of any administrative certificate or endorsement provided for under this Section, nor shall such provisions apply to or affect the renewal after June 30, 1987 of any such certificate or endorsement initially issued or made on or before June 30, 1987.

- (c) Administrative certificates shall be renewed every 5 years with the first renewal being 5 years following the initial receipt of an administrative certificate, unless the validity period for the administrative certificate has been changed under subsection (a-5) of this Section, in which case the certificate shall be renewed at the same time that the Standard or Master Teaching Certificate is renewed.
- (c-5) Before July 1, 2003, renewal requirements for administrators whose positions require certification shall be based upon evidence of continuing professional education which promotes the following goals: (1) improving administrators' knowledge of instructional practices and administrative procedures; (2) maintaining the basic level of competence required for initial certification; and (3) improving the mastery of skills and knowledge regarding the improvement of teaching performance in clinical settings and assessment of the levels of student performance in their schools. Evidence of continuing professional education must include verification of biennial attendance in a program developed by the Illinois Administrators' Academy and verification of annual participation in a school district approved activity which contributes to continuing professional education.
- (c-10) Except as otherwise provided in subsection (c-15) of this Section, persons holding administrative certificates must follow the certificate renewal procedure set forth in this subsection (c-10), provided that those persons holding administrative certificates on June 30, 2003 who are renewing those certificates on or after July 1, 2003 shall be issued new administrative certificates valid for 5 years (unless changed under subsection (a-5) of this Section), which may be renewed thereafter as set forth in this subsection (c-10).

A person holding an administrative certificate and employed in a position requiring administrative certification, including a regional superintendent of schools, must satisfy the continuing professional development requirements of this Section to renew his or her administrative certificate. The continuing professional development must include without limitation the following continuing professional development purposes:

- (1) To improve the administrator's knowledge of instructional practices and administrative procedures in accordance with the Illinois Professional School Leader Standards.
- (2) To maintain the basic level of competence required for initial certification.
- (3) To improve the administrator's mastery of skills and knowledge regarding the improvement of teaching performance in clinical settings and assessment of the levels of student performance in the schools.

The continuing professional development must include the following in order for the certificate to be renewed:

- (A) Participation in continuing professional development activities, which must total a minimum of 100 hours of continuing professional development. The participation must consist of a minimum of 5 activities per validity period of the certificate, and the certificate holder must maintain documentation of completion of each activity.
- (B) Participation every year in an Illinois Administrators' Academy course, which participation must total a minimum of 30 continuing professional development hours during the period of the certificate's validity and which must include completion of applicable required coursework, including completion of a communication, dissemination, or application component, as defined by the State Board of Education.

The certificate holder must complete a verification form developed by the State Board of Education and certify that 100 hours of continuing professional development activities and 5 Administrators' Academy courses have been completed. The regional superintendent of schools shall review and validate the verification form for a certificate holder. Based on compliance with all of the requirements for renewal, the regional superintendent of schools shall forward a recommendation for renewal or non-renewal to the State Superintendent of Education and shall notify the certificate holder of the recommendation. The State Superintendent of Education shall review the recommendation to renew or non-renew and shall notify, in writing, the certificate holder of a decision denying renewal of his or her certificate. Any decision regarding non-renewal of an administrative certificate may be appealed to the State Teacher Certification Board.

The State Board of Education, in consultation with the State Teacher Certification Board, shall adopt rules to implement this subsection (c-10).

The regional superintendent of schools shall monitor the process for renewal of administrative certificates established in this subsection (c-10).

- (c-15) This subsection (c-15) applies to the first period of an administrative certificate's validity during which the holder becomes subject to the requirements of subsection (c-10) of this Section if the certificate has less than 5 years' validity or has less than 5 years' validity remaining when the certificate holder becomes subject to the requirements of subsection (c-10) of this Section. With respect to this period, the 100 hours of continuing professional development and 5 activities per validity period specified in clause (A) of subsection (c-10) of this Section shall instead be deemed to mean 20 hours of continuing professional development and one activity per year of the certificate's validity or remaining validity and the 30 continuing professional development hours specified in clause (B) of subsection (c-10) of this Section shall instead be deemed to mean completion of at least one course per year of the certificate's validity or remaining validity. Certificate holders who evaluate certified staff must complete a 2-day teacher evaluation course, in addition to the 30 continuing professional development hours.
- (c-20) The State Board of Education, in consultation with the State Teacher Certification Board, shall develop procedures for implementing this Section and shall administer the renewal of administrative certificates. Failure to submit satisfactory evidence of continuing professional education which contributes to promoting the goals of this Section shall result in a loss of administrative certification.
- (d) Any limited or life supervisory certificate issued prior to July 1, 1968 shall continue to be valid for all administrative and supervisory positions in the public schools for which it is valid as of that date as long as its holder meets the requirements for registration or renewal as set forth in the statutes or until revoked according to law.
- (e) The administrative or supervisory positions for which the certificate shall be valid shall be determined by one or more of 3 endorsements: general supervisory, general administrative and superintendent.

Subject to the provisions of Section 21-1a, endorsements shall be made under conditions set forth in this Section. The State Board of Education shall, in consultation with the State Teacher Certification Board, adopt rules pursuant to the Illinois Administrative Procedure Act, establishing requirements for obtaining administrative certificates where the minimum administrative or supervisory requirements surpass those set forth in this Section.

The State Teacher Certification Board shall file with the State Board of Education a written recommendation when considering additional administrative or supervisory requirements. All additional requirements shall be based upon the requisite knowledge necessary to perform those tasks required by the certificate. The State Board of Education shall in consultation with the State Teacher Certification Board, establish standards within its rules which shall include the academic and professional requirements necessary for certification. These standards shall at a minimum contain, but not be limited to, those used by the State Board of Education in determining whether additional knowledge will be required. Additionally, the State Board of Education shall in consultation with the State Teacher Certification Board, establish provisions within its rules whereby any member of the educational community or the public may file a formal written recommendation or inquiry regarding requirements.

- (1) Until July 1, 2003, the general supervisory endorsement shall be affixed to the administrative certificate of any holder who has at least 16 semester hours of graduate credit in professional education including 8 semester hours of graduate credit in curriculum and research and who has at least 2 years of full-time teaching experience or school service personnel experience in public schools, schools under the supervision of the Department of Corrections, schools under the administration of the Department of Rehabilitation Services, or nonpublic schools meeting the standards established by the State Superintendent of Education or comparable out-of-state recognition standards approved by the State Superintendent of Education.

Such endorsement shall be required for supervisors, curriculum directors and for such similar and related positions as determined by the State Superintendent of Education in consultation with the State Teacher Certification Board.

- (2) Until August 31, 2014, general administrative endorsement shall be affixed to the administrative certificate of any holder who has at least 20 semester hours of graduate credit in educational administration and supervision and who has at least 2 years of full-time teaching experience or school service personnel experience in public schools, schools under the supervision of the Department of Corrections, schools under the administration of the Department of Rehabilitation Services, or nonpublic schools meeting the standards established by the State Superintendent of Education or comparable out-of-state recognition standards approved by the State Superintendent of Education.

Such endorsement shall be required for principal, assistant principal, assistant or associate superintendent, junior college dean and for related or similar positions as determined by the State Superintendent of Education in consultation with the State Teacher Certification Board.

Notwithstanding any other provisions of this Act, after January 1, 1990 and until January 1, 1991, any teacher employed by a district subject to Article 34 shall be entitled to receive an administrative certificate with a general administrative endorsement affixed thereto if he or she: (i) had at least 3 years of experience as a certified teacher for such district prior to August 1, 1985; (ii) obtained a Master's degree prior to August 1, 1985; (iii) completed at least 20 hours of graduate credit in education courses (including at least 12 hours in educational administration and supervision) prior to September 1, 1987; and (iv) has received a rating of superior for at least each of the last 5 years. Any person who obtains an administrative certificate with a general administrative endorsement affixed thereto under this paragraph shall not be qualified to serve in any administrative position except assistant principal.

(2.5) The principal endorsement shall be affixed to the administrative certificate of any holder who qualifies by:

(A) successfully completing a principal preparation program approved in accordance with Section 21-7.6 of this Code and any applicable rules;

(B) having 4 years of teaching experience; however, the State Board of Education shall allow, by rules, for fewer than 4 years of experience based on meeting standards set forth in such rules, including without limitation a review of performance evaluations or other evidence of demonstrated qualifications; and (C) having a master's degree.

- (3) The chief school business official endorsement shall be affixed to the administrative certificate of any holder who qualifies by having a Master's degree, 2 years of administrative experience in school business management or 2 years of university-approved practical experience, and a minimum of 20 semester hours of graduate credit in a program established by the State Superintendent of Education in consultation with the State Teacher Certification Board for the preparation of school business administrators. Such endorsement shall also be affixed to the administrative certificate of any holder who qualifies by having a Master's Degree in Business Administration, Finance or Accounting and 6 semester hours of internship in school business management from a regionally accredited institution of higher education.

After June 30, 1977, such endorsement shall be required for any individual first employed as a chief school business official.

- (4) The superintendent endorsement shall be affixed to the administrative certificate of any holder who has completed 30 semester hours of graduate credit beyond the master's degree in a program for the preparation of superintendents of schools including 16 semester hours of graduate credit in professional education and who has at least 2 years experience as an administrator or supervisor in the public schools or the State Board of Education or education service regions or in nonpublic schools meeting the standards established by the State Superintendent of Education or comparable out-of-state recognition standards approved by the State Superintendent of Education and holds general supervisory or general administrative endorsement, or who has had 2 years of experience as a supervisor, chief school business official, or administrator while holding an all-grade supervisory certificate or a certificate comparable in validity and educational and experience requirements.

After June 30, 1968, such endorsement shall be required for a superintendent of schools, except as provided in the second paragraph of this Section and in Section 34-6.

Any person appointed to the position of superintendent between the effective date of this Act and June 30, 1993 in a school district organized pursuant to Article 32 with an enrollment of at least 20,000 pupils shall be exempt from the provisions of this paragraph (4) until June 30, 1996.

SUPERINTENDENT

This endorsement is required of school district superintendents

- a) Each candidate for the superintendent's endorsement shall hold a master's degree awarded by a regionally accredited institution of higher education.
- b) Each candidate shall have completed an Illinois program approved for the preparation of superintendents pursuant to Subpart C of this Part or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country.
- c) Each candidate shall have *at least two years' administrative or supervisory experience in schools*, on at least a half-time basis, on a general supervisory, general administrative, or all-grade supervisory endorsement on an administrative certificate, or a comparable out-of-state credential. The superintendent's endorsement shall not be issued as an individual's first endorsement on the administrative certificate unless issued on the basis of a comparable out-of-state credential.
- d) Each candidate shall be required to pass the applicable content-area test, as well as the test of basic skills if its passage would be required for receipt of a standard.
- e) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

From the Rules 25.360 Superintendent (2004)

(105 ILCS 5/21-7.1) (from Ch. 122, par. 21-7.1)

- (f) All official interpretations or acts of issuing or denying administrative certificates or endorsements by the State Teacher's Certification Board, State Board of Education or the State Superintendent of Education, from the passage of P.A. 81-1208 on November 8, 1979 through September 24, 1981 are hereby declared valid and legal acts in all respects and further that the purported repeal of the provisions of this Section by P.A. 81-1208 and P.A. 81-1509 is declared null and void.

(g) This Section is repealed on June 30, 2013.

(Source: P.A. 96-56, eff. 1-1-10, 96-903, eff. 7-1-10; 96-982, eff. 1-1-11; 96-1423, eff. 8-3-10; revised 9-2-10.)

(105 ILCS 5/21-7.5)

SEC. 21-7.5. TEACHER LEADER ENDORSEMENT.

It shall be the policy of the State of Illinois to improve the quality of instructional leaders by providing a career pathway for teachers interested in serving in leadership roles. Beginning on July 1, 2007, the State Board, in consultation with the State Teacher Certification Board, shall establish and implement a teacher leader endorsement, to be known as a teacher leader endorsement. Persons who meet the requirements of and successfully complete the requirements of the endorsement established under this Section on or before August 31, 2012 shall be issued a teacher leader endorsement for serving in schools in this State. No teacher leader endorsement under this Section shall be issued after December 31, 2012. The endorsement shall be a career path endorsement but not a restrictive endorsement available to: (i) teachers who are

certified through the National Board for Professional Teaching Standards and complete a specially designed strand of teacher leadership courses; (ii) teachers who have completed a master's degree program in teacher leadership; and (iii) proven teacher leaders with a master's degree who complete a specially designed strand of teacher leadership courses. Colleges and universities shall have the authority to qualify the proficiency of proven teacher leaders under clause (iii) of this Section. A teacher who meets any of clauses (i) through (iii) of this Section shall be deemed to satisfy the requirements for the teacher leader endorsement. The State Board may adopt rules that are consistent with this Section and that the State Board deems necessary to establish and implement this teacher leadership endorsement program.

This Section is repealed on January 1, 2013.

SEC. 21-7.6. PRINCIPAL PREPARATION PROGRAMS.

- a) It is the policy of this State that an essential element of improving student learning is supporting and employing highly effective school principals in leadership roles who improve teaching and learning and increase academic achievement and the development of all students.
- b) No later than September 1, 2014, all institutions of higher education and not-for-profit entities approved by the State Board of Education, in consultation with the State Teacher Certification Board, to offer principal preparation programs must do all of the following:
 - 1) Meet the standards and requirements for such programs in accordance with this Section and any rules adopted by the State Board of Education.
 - 2) Prepare candidates to meet approved standards for principal skills, knowledge, and responsibilities, which shall include a focus on instruction and student learning and which must be used for principal professional development, mentoring, and evaluation.
 - 3) Include specific requirements for
 - i) the selection and assessment of candidates,
 - ii) training in the evaluation of staff,
 - iii) an internship, and
 - iv) a partnership with one or more school districts or State-recognized, non-public schools where the chief administrator is required to have the certification necessary to be a principal in an Illinois public school and where a majority of the instructors are required to have the certification necessary to be instructors in an Illinois public school.

In accordance with subsection (a) of Section 21-7.1 of this Code, any principal preparation program offered in whole or in part by a not-for-profit entity must also be approved by the Board of Higher Education.

- c) No candidates may be admitted to an approved general administrative preparation program after September 1, 2012. Institutions of higher education currently offering general administrative preparation programs may no longer entitle principals with a general administrative endorsement after August 31, 2014.
- d) Candidates successfully completing a principal preparation program established pursuant to this Section shall obtain a principal endorsement on an administrative certificate and are eligible to work in, at a minimum, those capacities set forth in paragraph (2) of subsection (e) of Section 21-7.1 of this Code. Beginning on August 31, 2014, the general administrative endorsement shall no longer be issued. Individuals who hold a valid and registered administrative certificate with a general administrative endorsement prior to July 1, 2014 and who have served for at least one full year during the 5 years prior in a position requiring a general administrative endorsement shall, upon request to the State Board of Education and through July 1, 2015, have their respective general administrative endorsement converted to a principal endorsement. All other individuals holding a valid and registered administrative certificate with a general administrative endorsement prior to August 31, 2014 shall have such general administrative endorsement converted to a principal endorsement upon request to the State Board of Education and by completing one of the following pathways:
 - 1) Take and pass a State principal assessment developed by the State Board of Education.
 - 2) Through July 1, 2019, complete an Illinois Administrators' Academy course designated by the State Superintendent of Education.
 - 3) Complete a principal preparation program established and approved pursuant to this Section and applicable rules.

Nothing in this amendatory Act of the 96th General Assembly shall prevent an individual having a general administrative endorsement from serving at any time in any position identified in paragraph (2) of subsection (e) of Section 21-7.1 of this Code.

- e) The State Board of Education may adopt rules necessary to implement and administer principal preparation programs under this Section.
 - f) This Section is repealed on June 30, 2013.
- (Source: P.A. 96-903, eff. 7-1-10.)

RENEWAL OF ADMINISTRATIVE CERTIFICATES

A person holding an administrative certificate and employed in a position requiring administrative certification, including a regional superintendent of schools, must satisfy the continuing professional development requirements of this Section to renew his or her administrative certificate. The continuing professional development must include without limitation the following continuing professional development purposes:

- (1) To improve the administrator's knowledge of instructional practices and administrative procedures in accordance with the Illinois Professional School Leader Standards.
- (2) To maintain the basic level of competence required for initial certification.
- (3) To improve the administrator's mastery of skills and knowledge regarding the improvement of teaching performance in clinical settings and assessment of the levels of student performance in the schools.

The continuing professional development must include the following in order for the certificate to be renewed:

- (A) Participation in continuing professional development activities, which must total a minimum of 100 hours of continuing professional development. The participation must consist of a minimum of 5 activities per validity period of the certificate, and the certificate holder must maintain documentation of completion of each activity.
- (B) Participation every year in an Illinois Administrators' Academy course, which participation must total a minimum of 30 continuing professional development hours during the period of the certificate's validity and which must include completion of applicable required coursework, including completion of a communication, dissemination, or application component, as defined by the State Board of Education.

The certificate holder must complete a verification form developed by the State Board of Education and certify that 100 hours of continuing professional development activities and 5 Administrators' Academy courses have been completed. The regional superintendent of schools shall review and validate the verification form for a certificate holder. Based on compliance with all of the requirements for renewal, the regional superintendent of schools shall forward a recommendation for renewal or non-renewal to the State Superintendent of Education and shall notify the certificate holder of the recommendation. The State Superintendent of Education shall review the recommendation to renew or non-renew and shall notify, in writing, the certificate holder of a decision denying renewal of his or her certificate. Any decision regarding non-renewal of an administrative certificate may be appealed to the State Teacher Certification Board.

The State Board of Education, in consultation with the State Teacher Certification Board, shall adopt rules to implement this subsection (c-10).

The regional superintendent of schools shall monitor the process for renewal of administrative certificates established in this subsection (c-10).

DUPLICATE TEXT CONTAINED ELSEWHERE IN THIS DOCUMENT

SECTION 25.365 DIRECTOR OF SPECIAL EDUCATION

Note: This endorsement may only be added on a Type 75 Certificate. Use form IBSE 73-52. If the educator already has a Type 75 General Administrative do use the endorsement application. If an applicant applies for a Type 75 with the Director of Special Education Endorsement then ISBE will look only for an Approved Program, not just the classes and the test.

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

The requirements of this subsection (c) shall apply to applications received on or after February 1, 2012. Each candidate shall:

- 1) have completed an Illinois program approved for the preparation of directors of special education pursuant to Subpart C of this Part or a comparable approved program specific to directors of special education in another state or country or hold a comparable certificate issued by another state or country, provided that the requirements met by the applicant for the out-of-state program or certificate included completion of at least one course each in:
 - A) special education law;

- B) special education finance;
 - C) supervision of programs for children with disabilities; and
 - D) cross-categorical special education methods; or
- 2) submit, along with the application for the endorsement and the applicable fee, a copy of a letter of approval as an administrator of special education issued by the State Board of Education at any time; or
 - 3) submit, along with the application for the endorsement and the applicable fee, evidence of holding an administrative certificate and having completed 30 semester hours of coursework, distributed as specified in this subsection (c)(3).
 - A) at least one course in each of the areas described in subsection (c)(1) of this Section; and
 - B) additional coursework to reach the required total of 30 semester hours, chosen from the areas of:
 - i) curricular adaptations/modifications and assistive technology;
 - ii) facilitation of the least restrictive environment for all students;
 - iii) characteristics of students with disabilities;
 - iv) collaboration with parents and school personnel;
 - v) transition services for students with disabilities; and
 - vi) educational and psychological diagnosis and remedial techniques.
 - d) The requirements of this subsection (d) shall apply to applications received on or before January 31, 2012. Later applications shall be subject to the requirements set forth in subsection (e) of this Section. Each candidate shall have two years' full-time teaching experience or school service personnel experience in a field other than school nursing in public schools, schools under the supervision of the Department of Corrections, schools under the administration of the Department of Human Services, or nonpublic schools recognized by the State Board of Education or meeting comparable out-of-state recognition standards.
 - e) The requirements of this subsection (e) shall apply to applications received on or after February 1, 2012. Each candidate shall have two years' full-time experience providing special education services:
 - 1) in the public schools, as a special education teacher, a speech-language pathologist, a school social worker, or a school psychologist; or
 - 2) in a nonpublic school, if the candidate holds the appropriate corresponding Illinois certificate as a special education teacher, a speech-language pathologist, a school social worker, or a school psychologist.
 - f) Each candidate shall be required to pass the applicable content-area test (see Section 25.710 of this Part), as well as the test of basic skills if its passage would be required for receipt of a subsequent certificate pursuant to Section 25.720 of this Part.
 - g) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.
- (Source: Amended at 34 Ill. Reg. 1582, effective January 12, 2010.)

TRANSITIONAL BILINGUAL DIRECTOR

PART 228

TRANSITIONAL BILINGUAL EDUCATION

Section 228.30 Establishment of Programs

c) Administrators

Beginning July 1, 2008, each individual newly assigned to administer a program under this Part shall meet the applicable requirements of this subsection (c). Administrators first assigned on or before June 30, 2008, shall be subject to the applicable requirements of this subsection (c) as of July 1, 2010.

- 1) Except as provided in subsections (c)(3) and (4) of this Section, any person designated to administer a TBE program must hold a valid administrative certificate or supervisory endorsement issued by the State Board of Education in accordance with applicable provisions of 23 Ill. Adm. Code 25 (Certification) and 23 Ill. Adm. Code 1 (Public Schools Evaluation, Recognition and Supervision) and must hold the bilingual approval or endorsement.
- 2) Except as provided in subsections (c)(3) and (4) of this Section, any person designated to administer a TPI program must hold a valid administrative certificate or supervisory endorsement issued by the State Board of Education in accordance with applicable provisions of 23 Ill. Adm. Code 25 and 1 and must hold the bilingual or ESL approval or endorsement.
- 3) A person designated to administer a TBE or TPI program in a district with fewer than 200 TBE/TPI students shall be exempt from the requirement for bilingual or ESL approval or endorsement, provided that he or she annually

completes two hours of professional development specifically designed to address the needs of students with limited English proficiency. Documentation for this professional development activity shall be made available to a representative of the State Board of Education upon request.

- 4) A person who has been assigned to administer a TPI program in a district that experiences such growth in the number of students eligible for bilingual education that a TBE program is required shall become subject to the requirements of subsection (c)(1) of this Section at the beginning of the fourth school year of the TBE program's operation. A person who has been assigned to administer a program under subsection (c)(3) of this Section in a district where the number of students eligible for bilingual education grows beyond 200 shall become subject to the requirements of subsection (c)(2) of this Section at the beginning of the fourth school year in which the eligible population exceeds 200 students. That is, each individual may continue to serve for the first three school years on the credentials that qualified him or her to administer the program previously operated.

REGIONAL VOCATIONAL SYSTEM DIRECTOR

1.705

k) Each director of an area vocational center and each director or supervisor of more than one field in career and technical education (including regional system directors) shall hold an administrative certificate with a General Administrative or Superintendent's endorsement and have teaching qualifications in one of the five occupational areas and 2,000 hours of work experience outside the field of education.

The following certification and qualification are required for the position of System Director:

- Type 75 - General Administrative Endorsement
- Qualified in one of the five occupational areas. (Technology Education, Agriculture Education, Business, Family and Consumer Science, and Health)
- Possess a minimum of 2,000 hours of employment experience outside of education.

(The only place I could find these requirements is in a Memorandum, dated July 6, 1987, titled Regional System Director Requirements. It was signed by James R. Galloway)

ALTERNATIVE ROUTE TO CERTIFICATION NEEDS TO BE ADDED 5/21-5B, C, D

(105 ILCS 5/21-5e)

Sec. 21-5e. Alternative Route to Administrative Certification for National Board Certified Teachers. Does this still exist???

- (a) It shall be the policy of the State of Illinois to improve the recruitment and preparation of instructional leaders.
- (b) On or before July 1, 2007, the State Board of Education, in consultation with the State Teacher Certification Board, shall establish and implement an alternative route to administrative certification for teacher leaders, to be known as the Alternative Route to an Administrative Certificate for National Board Certified Teachers. "Teacher leader" means a certified teacher who has already received National Board certification through the National Board for Professional Teaching Standards and who has a teacher leader endorsement under Section 21-7.5 of this Code. Persons who meet the requirements of and successfully complete the program established by this Section shall be issued a standard administrative certificate for serving in schools in this State. The State Board shall approve a course of study that persons must successfully complete in order to satisfy one criterion for issuance of the administrative certificate under this Section. The Alternative Route to an Administrative Certificate for National Board Certified Teachers must include the current content and skills contained in a college's or university's courses and the Illinois Professional School Leader Standards for State certification, with the exception of courses that contain the competency areas and the Illinois Professional School Leader Standards that a candidate has already met through National Board certification or through a teacher leadership master's degree program.
- (c) The Alternative Route to an Administrative Certificate for National Board Certified Teachers shall be comprised of the following 4 phases:
 - (1) National Board certification and an endorsement in teacher leadership in accordance with Section 21-7.5 of this Code;
 - (2) a master's degree in a teacher leader program;
 - (3) 15 hours of coursework in which the candidate must show evidence of meeting competencies for organizational management and development, finance, supervision and evaluation, policy and legal issues, and leadership, as stated in the Illinois Professional School Leader Standards for principals; and
 - (4) a passing score on the Illinois Administrator Assessment.
- (d) Successful completion of the Alternative Route to an Administrative Certificate for National Board Certified Teachers shall be deemed to satisfy all requirements to receive an administrative certificate established by law. The State Board shall adopt rules that are consistent with this Section and that the State Board deems necessary for the establishment and implementation of the program.

(Source: P.A. 94-1039, eff. 7-20-06.)

TEACHER LEADER ENDORSEMENT

(105 ILCS 5/21-7.5)

Sec. 21-7.5. Teacher leader endorsement. It shall be the policy of the State of Illinois to improve the quality of instructional leaders by providing a career pathway for teachers interested in serving in leadership roles. Beginning on July 1, 2007, the State Board, in consultation with the State Teacher Certification Board, shall establish and implement a teacher leader endorsement, to be known as a teacher leader endorsement. Persons who meet the requirements of and successfully complete the requirements of the endorsement established under this Section on or before August 31, 2012 shall be issued a teacher leader endorsement for serving in schools in this State. No teacher leader endorsement under this Section shall be issued after December 31, 2012. The endorsement shall be a career path endorsement but not a restrictive endorsement available to: (i) teachers who are certified through the National Board for Professional Teaching Standards and complete a specially designed strand of teacher leadership courses; (ii) teachers who have completed a master's degree program in teacher leadership; and (iii) proven teacher leaders with a master's degree who complete a specially designed strand of teacher leadership courses. Colleges and universities shall have the authority to qualify the proficiency of proven teacher leaders under clause (iii) of this Section. A teacher who meets any of clauses (i) through (iii) of this Section shall be deemed to satisfy the requirements for the teacher leader endorsement. The State Board may adopt rules that are consistent with this Section and that the State Board deems necessary to establish and implement this teacher leadership endorsement program.

This Section is repealed on January 1, 2013.

(Source: P.A. 94-1039, eff. 7-20-06.)

SECTION 25.30 ENDORSEMENT IN TEACHER LEADERSHIP

Beginning July 1, 2007, endorsement as a teacher leader shall be available to persons who fulfill the requirements of this Section. The teacher leader endorsement shall be an optional, advanced credential and shall not be subject to the provisions of Section 25.100 of this Part, except that payment of the fee specified in Section 21-12 [105 ILCS 5/21-12] of the School Code shall be required.

- a) The teacher leader endorsement shall include a designation identifying the area of the individual's master's degree in teacher leadership, if any, or reflecting the content area in which the individual holds certification from the National Board for Professional Teaching Standards (NBPTS), holds a master's degree, or has completed a major field of specialization and demonstrates the leadership experience called for in subsection (d) of this Section. Additional subject-specific designations may be added to a teacher leader endorsement in accordance with the provisions of subsection (g) of this Section.
- b) Eligibility of Teachers
Each applicant for endorsement as a teacher leader shall hold a standard or master early childhood, elementary, secondary, special K-12, or special preschool-age 21 certificate, including an alternative certificate of one of these types, or an administrative certificate that is valid for teaching.
- c) Strand of Coursework
Only Illinois institutions of higher education that conduct approved teacher preparation programs shall be eligible to offer the "specially designed strand of teacher leadership courses" discussed in Section 21-7.5 of the School Code [105 ILCS 5/21-7.5].
 - 1) Each institution's strand of coursework shall include a range of graduate level courses addressing subject-specific content knowledge and pedagogy, as well as professional development and curriculum design and implementation. In order to avoid duplicating an individual's prior preparation or experience in these areas, the institution shall select the specific courses from the approved strand that will make up the required program for that individual.
 - 2) In order to receive approval for its proposed strand of coursework, an institution shall submit to the State Superintendent of Education, in a format required by the State Superintendent, a program description that:
 - A) identifies the group of courses that will make up the strand;
 - B) describes the institution's method for selecting coursework and experiences from the approved strand for particular individuals in light of those individuals' prior preparation and achievements, in order to ensure that recipients of the teacher leader endorsement are prepared to understand and interpret research in their individual fields, exercise leadership in curriculum development and implementation, and provide professional development to other teachers to assist them in strengthening their teaching practice; and
 - C) indicates how the institution will determine that individuals who complete the teacher leader endorsement program have demonstrated the dispositions necessary to become effective instructional leaders.

- 3) The institution may be asked to clarify or revise aspects of its proposal as necessary. The State Superintendent of Education shall seek a recommendation from the State Teacher Certification Board regarding approval of the proposal, shall present the recommendation to the State Board of Education, and shall provide a response to the institution within 90 days after receipt of the proposal or the last revisions to it. If the State Board of Education disapproves the proposal, the State Superintendent's response shall identify the specific deficiencies upon which disapproval is based. When the State Board has approved a proposal, the institution shall be authorized to recommend individuals who complete its teacher leadership program for the teacher leader endorsement with the individuals' original subject-area designations, as well as any additional subject-area designations for which individuals qualify under subsection (g) of this Section.

d) Proven Teacher Leader

To be considered a "proven teacher leader" for purposes of this Section, an individual shall provide letters signed by the chief administrators or other designated officials of the employing school districts or nonpublic schools documenting that the individual has no fewer than four semesters' experience in service in any of the following capacities, in any combination:

- 1) department or grade-level chair;
- 2) mentor or peer coach;
- 3) member of a school improvement team; or
- 4) leader of a curriculum development team.

e) When an institution recommends an individual for the teacher leader endorsement based on his or her completion of an approved strand of coursework, the recommendation shall signify that the institutional representative has also verified either:

- 1) that the applicant's name appears on the composite list of teachers who hold certification from the National Board for Professional Teacher Standards (NBPTS) that is posted by the NBPTS; or
- 2) that an official transcript or, in the case of an individual prepared at an institution outside the United States, a statement from an evaluation service approved under Section 25.425 of this Part, shows that the applicant holds a master's degree in any field and that the individual has presented evidence that he or she qualifies as a "proven teacher leader" under subsection (d) of this Section.

f) Master's Degree in Teacher Leadership

An individual seeking the teacher leader endorsement based on completion of a master's degree program in teacher leadership shall submit an application accompanied by the required fee and an official transcript showing that he or she holds an advanced degree in teacher leadership from an Illinois teacher preparation institution or a comparable degree granted by an out-of-state institution that prepares teachers.

g) Additional Designations

An individual who earns a teacher leader endorsement in one subject area by meeting the applicable requirements of this Section may add further designations denoting those additional subject areas in which he or she is considered "highly qualified" pursuant to Appendix D to this Part. For additional designations sought by application to the State Superintendent of Education after issuance of the original teacher leader endorsement, the fee required by Section 21-12 of the School Code shall apply.

(Source: Section repealed at 29 Ill. Reg. 15831, effective October 3, 2005; new Section adopted at 31 Ill. Reg. 10645, effective July 16, 2007)

Note: Rules do not specify what job duties this endorsement actually qualifies an educator to perform.

Use ISBE Form 73-52A

PROVISIONAL CERTIFICATES

Applicants who hold another state's **valid comparable** certificate may be issued a Provisional Early Childhood, Elementary, High School, Special, School Service Personnel or Administrative certificate if an evaluation determines that they do not meet the requirements, including the required state certification examinations, for full Illinois certification. Provisional certificates of these types have a period of validity of two fiscal years and may not be renewed. The first year of all certificates expires on June 30 following the date of issuance. If the deficiencies are not corrected by June 30th, another application fee will be required. Only one Provisional certificate of any type may be issued to an applicant.

During the period of validity of the Provisional certificate, the certificate holder may take courses or examinations to remove the deficiencies. Should the holder still have deficiencies following the expiration of the Provisional certificate, the holder may not teach unless the holder holds another type of certificate valid for the grade level and subject area of employment.

(105 ILCS 5/21-10) (from Ch. 122, par. 21-10)

SEC. 21-10. PROVISIONAL CERTIFICATE.

(A)

(B) After July 1, 1972, the State Teacher Certification Board may issue a **provisional certificate** valid for teaching in early childhood, elementary, high school or special subject fields, or for providing service as school service personnel or for administering schools subject to the following conditions: A provisional certificate may be issued to a person who meets the requirements for a regular teaching, school service personnel or administrative certificate in another State and who presents certified evidence of having earned a bachelor's degree from a recognized institution of higher learning. The academic and professional courses offered as a basis of the provisional certificate shall be courses approved by the State Board of Education in consultation with the State Teacher Certification Board. A certificate earned under this plan is valid for a period of 2 years and shall not be renewed.

(C) The State Teacher Certification Board may also issue a **provisional vocational certificate** and a temporary provisional vocational certificate.

- (1) The requirements for a provisional vocational certificate shall be determined by the State Board of Education in consultation with the State Teacher Certification Board; provided, the following minimum requirements are met:
 - (a) after July 1, 1972, at least 30 semester hours of credit from a recognized institution of higher learning; and
 - (b) after July 1, 1974, at least 60 semester hours of credit from a recognized institution of higher learning.
- (2) The requirements for a temporary provisional vocational certificate shall be determined by the State Board of Education in consultation with the State Teacher Certification Board; provided, the following minimum requirements are met: (a) after July 1, 1973, at least 4,000 hours of work experience in the skill to be certified for teaching; and (b) after July 1, 1975, at least 8,000 hours of work experience in the skill to be certified for teaching. Any certificate issued under the provisions of this paragraph shall expire on June 30 following the date of issue. Renewals may be granted on a yearly basis, but shall not be granted to any person who does not file with the State Teacher Certification Board a transcript showing at least 3 semester hours of credit earned during the previous year in a recognized institution of learning. No such certificate shall be issued except upon certification by the employing board, subject to the approval of the regional superintendent of schools, that no qualified teacher holding a regular certificate or a provisional vocational certificate is available and that actual circumstances and need require such issuance. The courses or work experience offered as a basis for the issuance of the provisional vocational certificate or the temporary provisional vocational certificate shall be approved by the State Board of Education in consultation with the State Teacher Certification Board.

(D) Blank

(E) Notwithstanding anything in this Act to the contrary, the State Teacher Certification Board shall issue part-time provisional certificates to eligible individuals who are professionals and craftsmen.

The requirements for a part-time provisional teachers certificate shall be determined by the State Board of Education in consultation with the State Teacher Certification Board, provided the following minimum requirements are met: 60 semester hours of credit from a recognized institution of higher learning or 4000 hours of work experience in the skill to be certified for teaching.

A part-time provisional certificate may be issued for teaching no more than 2 courses of study for grades 6 through

12.

A part-time provisional teachers certificate shall be valid for 2 years and may be renewed at the end of each 2 year period.

(F) This Section is repealed on June 30, 2013.

(Source: P.A. 96-689, eff. 8-25-09)

MEMORANDUM

TO: Regional Superintendents, Assistant Regional Superintendents, and Staff
FROM: Linda Jamali, Administrator, Educator Certification Division
Date: August 31, 2009
SUBJECT: *CHANGES TO PROVISIONAL CERTIFICATES AND OUT-OF-STATE TEST WAIVERS PER PUBLIC ACT 96-0689*

PA 96-0689 went into effect on August 25, 2009. Please use this link to download the legislation:
<http://www.ilga.gov/legislation/publicacts/fulltext.asp?name=096-0689&GA=96&SessionId=76&DocTypeId=HB&DocNum=2675&GAID=10&Session=>

The portion of the legislation pertaining to educator certification makes changes to the length of time a provisional certificate is valid and requires that all out of state applicants take the Illinois content test(s) applicable to their area(s) of endorsement. Changes to TCIS might take some time, so please bear with us as we work to implement these changes.

Please note that applications from out-of-state applicants for certificates/endorsements signed by the Regional Office of Education beginning on August 25, 2009, will be affected in the following manner:

1. All provisional certificates will now be valid for two full fiscal years—including testing deficiencies. That means that if an applicant applies for a provisional in February 2010, the certificate will be valid for the remainder of the 2010 fiscal year, and also remain valid for the next two fiscal years expiring on June 30, 2012.
2. Any provisional certificate issued from this date forward will be cancelled when it expires on June 30. You will no longer have to deal with mid-year cancellations.
3. All out-of-state applicants are now required to take the applicable Illinois content test(s). This is in addition to the Assessment of Professional Teaching (APT) that is already required of out-of-state applicants.
4. Any out-of-state applicant with a valid out-of-state certificate will be assumed to have passed a test of basic skills for either certification or for admission to an educator preparation program, and will not have to take the Illinois test of basic skills. However, applicants who previously failed the Illinois test of basic skills will be required to pass the Illinois test.
5. Any out-of-state applicant who does not present a valid out-of-state certificate but instead presents only a completed SAP form will have to take the test of basic skills.
6. *We will continue to honor the following:* If an applicant satisfies all deficiencies (testing and/or coursework) in the first year of validity, he/she will not need to submit a new fee to move to an initial or standard certificate.

We will not modify existing deficiency letters unless existing deficiencies are removed and we update the deficiency letter. If an out-of-state applicant has an active deficiency in which the content test was waived, such letter will stand. Likewise, if an out-of-state applicant was required to take the test of basic skills, such letter will stand. All applicants who must take the test(s) will have the full two years in which to pass the test(s).

Please contact our office if you have additional questions.

Thank you so much for your assistance and for all you do on behalf of Illinois educators.

PROVISIONAL VOCATIONAL (TYPE 35) AND TEMPORARY PROVISIONAL VOCATIONAL (TYPE 36) CERTIFICATES

A Provisional Vocational certificate or a Temporary Provisional Vocational certificate may be issued to individuals who have work experience in specific skill areas for which school districts have state-approved reimbursable vocational programs. Applicants who seek either of these certificates must complete the ISBE Form 73-03C, "Application for Certificate," indicating the program title for which they are being employed **and the employing school district must sign the application form indicating their interest in employing the applicant. In addition, the applicant must attach ISBE Form 73-23, "Application for Provisional Vocational Certificate," and forward original letters of experience from employers, or notarized statements if the applicant has been self-employed, outlining the work experience relating to the skill area.** The following are the specific requirements for each certificate type:

Note: This may only be requested for a Vocationally Reimbursable program. Call or email Debbie Gheen to find out about which programs are reimbursable @ 217-782-4620.

Requirements for the Provisional Vocational Certificate

1. Official transcripts showing 60 semester hours of credit from a regionally recognized education institution.
2. Documented evidence of 2,000 hours of work experience in the skill area.

Requirements for the Temporary Provisional Vocational Certificate

1. This certificate may be issued only when the employing board certifies to the satisfaction and approval of the Regional Superintendent of Schools that no qualified teacher holding a regular certificate or a Provisional Vocational Certificate is available and that actual circumstances and need require such issuance. This certificate is currently valid for 11th and 12th grade courses.
2. Documented evidence of 8,000 hours of work experience in the specific skill area to be taught.
3. This certificate is valid for one year and may be renewed. Renewal requires proof that the holder has completed three semester hours of credit during the previous year.

If the area applied for requires a state license (Nursing), please include a copy of the license with the application.

Hiring districts can only hire provisional vocational certificate holders if they can not find a certified teacher to teach that subject.

Note: New Temporary Provisional Vocational Certificates (Type 36) are valid only for junior and senior level classes. New Provisional Vocational Certificates (Type 35) are valid only for grades 7-12. (23 ILLINOIS ADMINISTRATIVE CODE CH. I, S. 1.APP. A SUBTITLE A SUBCHAPTER a, Section 1.APPENDIX A Professional Staff Certification EMERGENCY)

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

Per IAC 1.737-c (1-3)

Rules Part 1

SECTION 1. APPENDIX A PROFESSIONAL STAFF CERTIFICATION

	Type	Grade Levels	Still Issued	Yrs Valid
34	Provisional Vocational	K-12 Field Endorsed	No	21-10
34	Provisional Vocational	11-12 Field Endorsed	No	21-10
35	Provisional Vocational	7-12 Field Endorsed**	Yes	21-10
36	Temp. Prov. Vocational	11-12 Field Endorsed***	Yes 1	21-10
37	Temp. Prov. Vocational	K-12 Field Endorsed	No	1 21-10

* If endorsed for teaching, valid for subjects for which the individual is assignable under Section 1.710, 1.720, 1.737, 1.745, or 1.755 of this Part, or to which the individual is assigned pursuant to authorization received under 23 Ill. Adm. Code 25.464 (Short-Term Authorization for Positions Otherwise Unfilled).

** Valid in approved, reimbursable programs of career and technical education (CTE), for “skill-level” instruction in grades 11 and 12 in the field of specialization and for “orientation-level” instruction in grades 9 and 10 in the field of career and technical education endorsement to which the specialization belongs. Provided that the certificate-holder is employed to teach in any of grades 9 through 12 in the field of specialization, the certificate is also valid for exploratory career and technical education courses in grades 7 and 8 in that field of endorsement.

*** Valid only in approved, reimbursable CTE programs for “skill-level” instruction in grades 11 and 12 in the field of specialization.

These certificates are processed through the Career Development and Preparation section. The evaluators for specific areas are listed below.

Career Development and Preparation @ 217/782-4620

Agricultural Education:	Harley Hepner (hhepner@isbe.net)
Industrial Technology:	Steve Parrott (sparrott@isbe.net)
Family and Consumer Sciences:	Deb Hopper (dhopper@isbe.net)
Business, Marketing and Management:	Carol Brooks (cbrooks@isbe.net)
Health Occupations:	Annie Brooks (abrooks@isbe.net)

SECTION 25.75 PART-TIME PROVISIONAL CERTIFICATES

- a) Pursuant to Section 21-10 of the School Code [105 ILCS 5/21-10], a part-time provisional certificate valid for teaching no more than two courses of study in grades 6-12 shall be issued to professionals and craftsmen who present evidence of meeting one of the following requirements:
- 1) 60 semester hours of credit from a recognized institution of higher learning, 9 semester hours of which are to be in the skill to be certified for teaching, or
 - 2) 4,000 hours of work experience in the skill to be certified for teaching.
- b) A skill area shall be certified for teaching if:
- 1) The skill area is identified by a school district as part of its curriculum, and
 - 2) The skill area evidenced by coursework or experience is one taught to students in grades 6-12 (e.g., a craftsman jeweler may be issued a part-time provisional certificate for teaching a course on jewelry design as part of a 6-12 art program).
- c) The holder of a part-time provisional certificate may teach no more than two courses of study.
- d) Pursuant to Section 21-10 of the School Code, a part-time provisional teacher's certificate shall be valid for 2 years and may be renewed at the end of each 2 year period.

Source: Added at 19 Ill. Reg. 16826, effective December 11, 1995)

Rules Part 1

SECTION 1.APPENDIX A PROFESSIONAL STAFF CERTIFICATION

Type		Grade Levels		Still Issued	Yrs Valid
40	Part-Time Provisional	6-12	Yes	2	21-10

PROVISIONAL VOCATIONAL CERTIFICATES

SECTION 25.70 PROVISIONAL VOCATIONAL CERTIFICATE

- a) Each applicant for a provisional vocational certificate shall present evidence of having completed 60 semester hours of college coursework from a regionally accredited institution and 2,000 hours of work experience in each area to be taught. The required evidence of this work experience shall be written statements from former supervisors who can be reached for verification or, in cases in which supervisors are no longer available to verify the individual's employment, affidavits by the applicant describing the work experience.
- b) Each provisional vocational certificate issued on or after July 1, 2009 shall be valid for five years and shall be renewable contingent upon the certificate-holder's fulfillment of the applicable requirements set forth in this Section.
- c) Each provisional vocational certificate issued on or before June 30, 2009 shall be valid for five years from the date of issue or the date of its most recent registration, whichever is later. When any such certificate is next registered after June 30, 2009, the registration shall be for a five-year period of validity, and renewal of the certificate after that five-year period shall be contingent upon the certificate-holder's fulfillment of the applicable requirements of this Section.
- d) For purposes of this subsection (d), coursework shall be considered "related to education" if it leads to teaching, administrative, or school service personnel certification or endorsement or if it relates to the field of an individual's current teaching assignment or any other field of teaching assignment. Each affected certificate-holder shall complete:
 - 1) eight semester hours of undergraduate or graduate-level coursework related to education, of which no fewer than two semester hours must address advancing the certificate-holder's knowledge and skills as a teacher in relation to the Illinois Professional Teaching Standards (see 23 Ill. Adm. Code 24.100) and the content-area standards in his or her area of certification, endorsement, or assignment; or
 - 2) one hundred twenty continuing professional development units (CPDUs) in accordance with Section 25.875 of this Part; or
 - 3) any combination of the types of activities described in subsections (a)(1) and (2) of this Section, provided that the total effort represents the equivalent of 120 CPDUs, and provided that one semester hour of college credit shall be considered the equivalent of 15 CPDUs; or
 - 4) an advanced degree from a regionally accredited institution in an education-related field; or
 - 5) all required activities in pursuit of certification or recertification by the National Board for Professional Teaching Standards (NBPTS); or
 - 6) four semester hours of graduate-level coursework on the assessment of one's own performance in relation to the Illinois Professional Teaching Standards; or
 - 7) four semester hours of graduate-level coursework in preparation for meeting the requirements for certification by the National Board for Professional Teaching Standards.
- e) Each professional development activity used to fulfill the requirements of this Section, other than those identified in subsections (d)(4)-(7) of this Section, shall be required to address one or more of the purposes identified for the renewal of standard and master certificates in Section 21-14(e)(2) of the School Code [105 ILCS 5/21-14(e)(2)]. At least 20 percent of the units required must address the purpose identified in Section 21-14(e)(2)(E) of the School Code.
- f) CPDUs shall be generated for completion of activities in accordance with provisions of Section 25.875 of this Part, provided that the activity described in subsection (h) of that Section shall not be used to generate CPDUs for holders of the provisional vocational certificate and references to Section 21-14 of the School Code [105 ILCS 5/21-14] are not applicable in the case of the provisional vocational certificate.
- g) The provisions of Sections 25.855, 25.860, 25.865, and 25.872 of this Part shall apply to the awarding of CPDUs for activities offered by providers, provided that:
 - 1) the references to Section 21-14 of the School Code are not applicable to the provisional vocational certificate;
 - 2) references to Subpart J of this Part shall be understood as referring to this Section where necessary to the context; and
 - 3) references to continuing education units (CEUs) shall not apply in the case of the provisional vocational certificate.
- h) Each provisional vocational certificate shall be maintained as "valid and active" or "valid and exempt" for each semester of its validity. Periods of exemption and proportionate reductions in the requirements for continuing professional development shall be determined as discussed in Section 25.880(a) of this Part. In addition, the number of continuing professional development units needed to renew the certificate shall be reduced by 50 percent for any

amount of time during which the certificate-holder has been employed and performing services on a part-time basis, i.e., for less than 50 percent of the school day or school term.

- i) Credit earned for any activity that is completed (or for which the certificate-holder receives evidence of completion) on or after April 1 of the final year of a certificate's validity, if not claimed with respect to that period of validity, may be carried over and claimed in the subsequent period of validity, provided that the activity in question is relevant to the requirements that apply to that period.
- j) Each certificate-holder shall:
 - 1) maintain the required form of evidence of completion for each activity throughout the period of validity that follows the renewal of the certificate based on completion of the activities documented; and
 - 2) present the evidence of completion upon request by the regional superintendent or a representative of the State Board of Education or if required as part of an appeal under Section 25.840 of this Part.
- k) Each holder of a provisional vocational certificate shall apply for renewal of that certificate as set forth with respect to standard teaching certificates in Section 25.830 of this Part, including the submission of a statement of assurance that conforms to the requirements of subsection (b) of that Section, except that:
 - 1) each application for certificate renewal shall be submitted to the regional superintendent of schools, regardless of whether a local professional development committee is in operation in the employing district; and
 - 2) references to standard certificates in that Section shall be understood to apply to provisional vocational certificates as necessary to the context.
- l) Within 14 days after receiving an application for the renewal of a provisional vocational certificate, the regional superintendent shall forward to the State Teacher Certification Board a recommendation for renewal or nonrenewal on a form prescribed by the State Superintendent of Education.
 - 1) The regional superintendent shall transmit a list identifying all the certificate-holders with respect to whom the regional superintendent is recommending renewal of provisional vocational certificates, along with verification that:
 - A) each certificate-holder has completed professional development or otherwise qualifies for certificate renewal in accordance with this Section; and
 - B) each certificate-holder has submitted the statement of assurance required in accordance with subsection (k) of this Section.
 - 2) If the recommendation is not to renew the certificates held, or if the application indicates the individual is or may be out of compliance with Section 10-65 of the Illinois Administrative Procedure Act [5 ILCS 100/10-65] with regard to child support payments, the certificate-holder's copy shall be sent concurrently by certified mail, return receipt requested. Each recommendation for nonrenewal shall include the regional superintendent's rationale.
- m) A certificate-holder with respect to whom a regional superintendent has recommended nonrenewal of the provisional vocational certificate may appeal to the State Teacher Certification Board in accordance with the provisions of Section 25.835(h) of this Part, except that references to the requirements of Section 21-14 of the School Code shall not apply in the case of the provisional vocational certificate.
- n) The State Teacher Certification Board shall review regional superintendents' recommendations regarding the renewal of provisional vocational certificates and notify the affected certificate-holders in writing as to whether their certificates have been renewed or not renewed. This notification shall take place within 90 days after the State Teacher Certification Board receives regional superintendents' recommendations, subject to the right of appeal set forth in this subsection (n).
 - 1) Within 60 days after receipt of an appeal filed by a certificate-holder challenging a regional superintendent's recommendation for nonrenewal, the State Teacher Certification Board shall hold an appeal hearing. The Board shall notify the certificate-holder of the date, time, and place of the hearing.
 - 2) The certificate-holder shall submit to the State Teacher Certification Board such additional information as the Certification Board determines is necessary to decide the appeal.
 - 3) The State Teacher Certification Board may request that the certificate-holder appear before it. The certificate-holder shall be given at least ten days' notice of the date, time, and place of the hearing.
 - 4) In verifying whether the certificate-holder has met the renewal criteria set forth in this Section, the State Teacher Certification Board shall review the recommendation of the regional superintendent of schools and all relevant documentation.
- o) The State Teacher Certification Board shall notify the certificate-holder in writing, within seven days after completing its review, as to whether the certificate has been renewed. Upon receipt of notification of renewal, the certificate-holder shall pay the applicable registration fee to the regional superintendent. If the decision is not to renew the certificate, the notice to the certificate-holder shall be transmitted by certified mail, return receipt requested, and shall

state the reason for the decision. The decision of the State Teacher Certification Board is final and subject to administrative review as set forth in Section 21-24 of the School Code [105 ILCS 5/21-24].

- p) An individual whose certificate is not renewed because of his or her failure to meet the requirements of this Section may apply for a reinstated certificate valid for one year. After the one-year period of validity of the reinstated certificate, the individual shall receive a renewable provisional vocational certificate only if he or she presents evidence of having:
- 1) completed the balance of the professional development activities that were required for renewal of the certificate previously held; and
 - 2) earned five additional semester hours of credit from a regionally accredited institution of higher learning relevant to the field of certification.
- q) The provisions of Section 25.840(d) of this Part shall apply to the renewal of the provisional vocational certificate.
- r) An individual who performs services on a provisional vocational certificate and concurrently also on some other type of certificate that is subject to renewal requirements shall be subject to the provisions of Section 25.475 of this Part.
- (Source: Amended at 32 Ill. Reg. 13263, effective July 25, 2008)

RENEWAL OF PROVISIONAL VOCATIONAL CERTIFICATE

Effective July 1, 2009, individuals who are employed in positions requiring Provisional Vocational certificates in Illinois public schools are required to complete professional development in order to continue registering their certificates. (If you are not employed in an Illinois public school or employed as a substitute, you only pay the registration fee to renew your certificate.) For more information please visit the 23 Illinois Administrative Code, part 25.70 rules, for the renewal requirements: <http://www.isbe.net/rules/archive/pdfs/25ark.pdf>

The requirements are “phased in,” meaning that not all certificate holders must fulfill renewal requirement at the same time. If you are employed in an Illinois public school on a Provisional Vocational certificate that was issued on or after July 1, 2009, you must complete renewal requirements by the end of the five-year valid period in order to reregister at the end of that five-year validity cycle. If your certificate was issued prior to June 30, 2009, when you next register after July 1, 2009, the certificate will be valid for five years and be renewable contingent on your fulfilling renewal requirements. For example, a person whose registration expires June 30, 2011, will start the five-year validity cycle for renewal July 1, 2011. At the end of the five-year period that ends June 30, 2016, the renewal requirements must be met or the certificate cannot be reregistered.

SUBSTITUTE CERTIFICATE

(Type 39) (ILCS 5/21-9)

A Substitute Certificate, valid for four fiscal years, may be issued for teaching in all grades of the common schools when no appropriate fully certified teacher is available to teach in a substitute capacity. A person holding a Substitute Certificate **may teach only in place of a certified teacher under contract for a maximum of 90 school days in any single district in any single year**; the City of Chicago is excluded from this limitation. Applicants **may obtain a Temporary Employment Authorization** from their Regional Superintendent who will determine if the applicant qualifies for certification. Requirements for this certificate are as follows:

1. The applicant holds a regular certificate; or
2. The applicant holds a bachelor’s degree or higher either from an institution accredited by the North Central Association of Schools or from a recognized teacher education institution; or

(b) A teacher holding a substitute teacher's certificate may teach only in the place of a certified teacher who is under contract with the employing board and may teach only when no appropriate fully certified teacher is available to teach in a substitute capacity. If, however, there is no certified teacher under contract because of an emergency situation, then a school district may employ a substitute teacher for no longer than 30 calendar days per each vacant position in the district if the district notifies the appropriate regional office of education within 5 business days after the employment of the substitute teacher in the emergency situation. An emergency situation is one in which an unforeseen vacancy has occurred and

- (i) a teacher is unable to fulfill his or her contractual duties or

(ii) teacher capacity needs of the district exceed previous indications, and the district is actively engaged in advertising to hire a fully certified teacher for the vacant position.

There is **no limit on the number of days** that a substitute teacher may teach in a single school district, provided that no substitute teacher may teach for longer than 90 school days for any one certified teacher under contract in the same school year.

An teacher holding an Early Childhood, Elementary, High School, or Special certificate may serve as a substitute teacher in all grades (K-12) on the certificate the individual holds. However, they also are limited to teaching only in place of a certified teacher under contract and they are limited to substituting a maximum of 120 school days in any single district in a single year.

A Substitute Certificate is valid for four years and may not be renewed. Upon its expiration the holder must apply for a new certificate. Substitute certificates are not subject to endorsement as described in Section 21-1b of school code.

Note: Substitute Certificates may be used to substitute in Early Childhood, however teaching certificates are limited to grades K-12.

Note: ROE's should only apply for substitute certificates (Type 39) if the applicant has a foreign evaluation on their transcript. Submit the original evaluation and personally make a copy of the foreign transcript(s). Place a note on the copy that you copied it from the original. It may be easiest to make this copy before the transcript is submitted to an agency for evaluation.

The Educator Certification Division has been requested to issue a memo detailing current policy for issuing subsequent substitute certificates and paraprofessional approvals by Regional Offices.

GUIDELINES FOR ISSUING A SUBSTITUTE CERTIFICATE

September 2008

- Applicant must be a US citizen and have completed all of the following steps:
 - Checked NO in reply to all the questions on the application,
 - Signed and dated the statement indicating he or she is not delinquent in child support payments, and
 - Signed and dated the statement that all the information provided and the credentials submitted are true, complete, and correct.
- If an applicant is not a US citizen or holds foreign credentials, forward the application and the supporting documents to ISBE, even if prior certificates or approvals have been issued. Also, if the applicant has answered YES to any question, neglected to sign and date the child support statement, or neglected to sign and date the application, forward the application and documents to Springfield.
- Proof of the applicant's having received a bachelor's degree from a *regionally accredited* college must be available. Acceptable proof is:
 - An official transcript from a *regionally accredited* college or university that was submitted in a sealed envelope,
 - An official transcript from a *regionally accredited* college or university previously submitted in a sealed envelope from which the ROE made and kept a copy, or
 - A leveled teaching certificate previously issued through transcript evaluation by ISBE.
- To determine if the college or university is regionally accredited, check the US Department of Education website at <http://ope.ed.gov/accreditation/Search.aspx>.
- **Regional offices should not issue substitute certificates on the basis of the following:**
 - **A teaching certificate issued by entitlement if no official bachelor's degree transcript was presented,**
 - A foreign credential evaluation report,
 - A master's or higher degree transcript without proof of having a bachelor's degree, or
 - No proof of degree.

If you are in doubt on any of the bulleted items above, the application and supporting documents should be forwarded to ISBE for evaluation.

MEMORANDUM

TO: Regional Superintendents of Education and ROE staff
FROM: Linda Jamali, Division Administrator, Educator Certification
DATE: April 16, 2009

RE: *ISSUING TYPE 39 CERTIFICATES WHEN NO DEGREE IS POSTED*

The following message serves as clarification regarding Regional Offices of Education issuing Type 39 substitute certificates to applicants who lack a conferred degree.

You *may* **issue** a Type 39 certificate only to a **non-education major** who has completed all degree requirements. The application must be accompanied by a letter on college or university letterhead and signed and sealed by the registrar stating that the applicant has completed all requirements and that a degree will definitely be conferred on a specific date.

You *may not* issue a Type 39 certificate to an **education major** unless ISBE has established a process for awarding education degrees with the entitling institution of higher education. This includes applicants that have recently completed student teaching. The sign-off process for teacher candidates is more complicated and thus a process must be in place at the institution that will ensure that the candidate has satisfied all requirements for graduation and the institution needs to know that the process has been satisfactorily completed when the institution entitles the candidate.

If you would like our assistance with this issue, please send me the names of institutions that provide student teachers to your districts so that a process can be established. We want to work with you to address this issue but please understand that we are mandated to ensure that school personnel are properly certificated.

If this is not an issue for your region, you do not need to send any information to our office.

TRANSITIONAL BILINGUAL CERTIFICATE (TYPE 29)

Note: Transitional-Bilingual (Type 29) allows you to also teach E.S.L. in grades K-6.

(105 ILCS 5/14C-8) (from Ch. 122, par. 14C-8)

Transitional Bilingual Certificate

The Transitional Bilingual certificate is valid for six years for teaching in content areas of approved bilingual programs in grades Pre K-12 of the common schools using the target language and K-6 ESL instruction. Upon the expiration of a Transitional Bilingual certificate, a regional superintendent may grant a single two-year renewal. Individuals who wish to continue teaching in a bilingual setting must obtain an initial or standard certificate with the appropriate approval or endorsement.

Requirements

- A bachelor's degree from a recognized institution of higher learning outside of the United States or from a regionally accredited institution in the United States.
- The applicant must submit a [foreign credential evaluation report](#) from one of the organizations listed on our web site, and the degree earned must be equivalent to a United States bachelor's degree.

Requirements of Prior Certification

Applicants must possess one of the following:

- A current and valid certificate issued by the State of Illinois (this could be a Substitute Teaching Certificate)
- Within five years prior to the date of application, the applicant must have possessed a valid teaching certificate or comparable legal authorization issued by another country or by a state or possession or territory of the United States

Language Requirements

Applicants must demonstrate adequate speaking, reading, writing, and grammar skills in a non-English language in which transitional bilingual education is offered in Illinois. This requirement may be fulfilled in one of the following ways:

- The applicant presents evidence of having graduated from an institution of higher education in which the medium of instruction was a non-English language in which transitional bilingual education is offered in Illinois.
- The applicant successfully completes the required examination in the non-English language in which transitional bilingual education is offered in Illinois.

The applicant must demonstrate adequate speaking, reading, writing, and grammar skills in English. This requirement may be fulfilled on one of the following ways:

- Applicant presents evidence of having graduated from an institution of higher education in which the medium of instruction was English.
- Applicant successfully completes the English Language Proficiency test. (Spanish Target Language Exam is #056)

SCHOOL CODE: TEACHER CERTIFICATION - QUALIFICATIONS – ISSUANCE OF CERTIFICATES.

Sec. 14C-8.

No person shall be eligible for employment by a school district as a teacher of transitional bilingual education without either (a) holding a valid teaching certificate issued pursuant to Article 21 of this Code and meeting such additional language and course requirements as prescribed by the State Board of Education or (b) meeting the requirements set forth in this Section. The Certification Board shall issue certificates valid for teaching in all grades of the common school in transitional bilingual education programs to any person who presents it with satisfactory evidence that he possesses an adequate speaking and reading ability in a language other than English in which transitional bilingual education is offered and communicative skills in English, and possessed within 5 years previous to his or her applying for a certificate under this Section a valid teaching certificate issued by a foreign country, or by a State or possession or territory of the United States, or other evidence of teaching preparation as may be determined to be sufficient by the Certification Board, or holds a degree from an institution of higher learning in a foreign country which the Certification Board determines to be the

equivalent of a bachelor's degree from a recognized institution of higher learning in the United States; provided that any person seeking a certificate under this Section must meet the following additional requirements:

- (1) Such persons must be in good health;
- (2) Such persons must be of sound moral character;
- (3) Such persons must be legally present in the United States and possess legal authorization for employment;
- (4) Such persons must not be employed to replace any presently employed teacher who otherwise would not be replaced for any reason.

Certificates issuable pursuant to this Section shall be issuable only during the 5 years immediately following the effective date of this Act and thereafter for additional periods of one year only upon a determination by the State Board of Education that a school district lacks the number of teachers necessary to comply with the mandatory requirements of Section 14C-3 of this Article for the establishment and maintenance of programs of **transitional bilingual education and said certificates issued by the Certification Board shall be valid for a period of 6 years following their date of issuance and shall not be renewed, except that one renewal for a period of two years may be granted if necessary to permit the holder of a certificate issued under this Section to acquire a teaching certificate pursuant to Article 21 of this Code.** Such certificates and the persons to whom they are issued shall be exempt from the provisions of Article 21 of this Code except that Sections 21-12, 21-13, 21-16, 21-17, 21-21, 21-22, 21-23 and 21-24 shall continue to be applicable to all such certificates.

After the effective date of this amendatory Act of 1984, an additional renewal for a period to expire August 31, 1985, may be granted. The State Board of Education shall report to the General Assembly on or before January 31, 1985 its recommendations for the qualification of teachers of bilingual education and for the qualification of teachers of English as a second language. Said qualification program shall take effect no later than August 31, 1985.

Beginning July 1, 2001, the State Board of Education shall implement a test or tests to assess the speaking, reading, writing, and grammar skills of applicants for a certificate issued under this Section in the English language and in the language of the transitional bilingual education program requested by the applicant and shall establish appropriate fees for these tests. The State Board of Education, in consultation with the Certification Board, shall promulgate rules to implement the required tests, including specific provisions to govern test selection, test validation, determination of a passing score, administration of the test or tests, frequency of administration, applicant fees, identification requirements for test takers, frequency of applicants taking the tests, the years for which a score is valid, waiving tests for individuals who have satisfactorily passed other tests, and the consequences of dishonest conduct in the application for or taking of the tests.

If the qualifications of an applicant for a certificate valid for teaching in transitional bilingual education programs in all grades of the common schools do not meet the requirements established for the issuance of that certificate, the Certification Board nevertheless shall issue the applicant a substitute teacher's certificate under Section 21-9 whenever it appears from the face of the application submitted for certification as a teacher of transitional bilingual education and the evidence presented in support thereof that the applicant's qualifications meet the requirements established for the issuance of a certificate under Section 21-9; provided, that if it does not appear from the face of such application and supporting evidence that the applicant is qualified for issuance of a certificate under Section 21-9 the Certification Board shall evaluate the application with reference to the requirements for issuance of certificates under Section 21-9 and shall inform the applicant, at the time it denies the application submitted for certification as a teacher of transitional bilingual education, of the additional qualifications which the applicant must possess in order to meet the requirements established for issuance of (i) a certificate valid for teaching in transitional bilingual education programs in all grades of the common schools and (ii) a substitute teacher's certificate under Section 21-9.

(Source: P.A. 94-1105, eff. 6-1-07; 95-496, eff. 8-28-07; 95-876, eff. 8-21-08.)

Note: Foreign applicants do not need to also hold the Type 39 certificate in order to obtain the Type 29. ISBE has issued Type 29 certificates for foreign applicants who do not hold the equivalent of a U.S. B.A. In some countries, individuals holding a degree from an institution of higher learning enables them to teach. They can apply for the Type 29 certificate.

Per Jolene Reddy (January 18, 2006)

BILINGUAL AND E.S.L.

Approvals

Teachers in approved bilingual education programs may possess either a Transitional Bilingual Certificate (29) or a valid Illinois teaching certificate and a statement of approval issued by the State Board of Education.

Approvals will only be issued to applicants who already possess a regular teaching certificate and will be limited to the grade levels or subjects for which the teaching certificate is valid.

A. Bilingual Approval

Approval as a bilingual teacher may be obtained by making application through a Regional Office of Education on **ISBE Form 73-49**, "Request for Approval as a Bilingual or ESL Teacher." A letter of approval will be issued to individuals meeting the following requirements:

1. A valid Illinois teacher certificate (early childhood, elementary, secondary, or special K-12)
2. Bilingual clinical experience totaling 100 clock hours or three months teaching experience in bilingual programs.
3. Successful completion of a target language examination in the non-English language to be taught.
(Register for the appropriate ICTS Language Proficiency test at www.icts.nesinc.com.)
4. Credits totaling 18 semester hours distributed among the following course areas:
 - a) Foundations of Bilingual Education
 - b) Assessment of Bilingual Students
 - c) Methods and Materials for Teaching Limited-English-Proficient Students in Bilingual Programs
 - d) Cross-Cultural Studies for Teaching Limited-English-Proficient Students
 - e) Methods and Materials for Teaching English as a Second Language.

(Target Language Proficiency Test – Spanish #056)

B. English as a Second Language

Approval to teach ESL in the context of a state-approved bilingual education program may be obtained by making application through a Regional Office of Education on ISBE Form 73-49, "Request for Approval as a Bilingual or ESL Teacher." The requirements for obtaining this approval are as follows:

1. A valid Illinois teaching certificate.
2. ESL clinical experience equal to 100 clock hours or three months teaching experience with ESL students.
3. Credits totaling 18 semester hours distributed among the following course areas.
 - a) Linguistics
 - b) Theoretical Foundations of Teaching ESL
 - c) Assessment of the Bilingual Student
 - d) Methods and Materials for Teaching ESL
 - e) Cross-Cultural Studies for Teaching Limited-English-Proficient Students

Individuals who obtain an ESL approval may teach in this capacity only at the grade level for which their regular certificate is valid. Individuals who qualify for bilingual approval, however, may teach ESL in grades K-6, as well as all other subject areas of a bilingual education program in the language for which they have approval.

Forms may be downloaded at: <http://www.isbe.net/certification/html/forms.htm>

ILLINOIS STATE BOARD OF EDUCATION

March, 2007

BILINGUAL AND ESL APPROVALS AND ENDORSEMENTS

ENL ENDORSEMENTS BILINGUAL SPECIAL EDUCATION APPROVALS

The approvals are tied to the corresponding certificates held and allow the teacher to teach at the grade level of the certificates held.

BILINGUAL APPROVALS

Approval to teach in a bilingual setting may be obtained by making application through a Regional Office of Education on ISBE form 73-49, "Request for Approval as a Bilingual or ESL Teacher/" No fee is required for the approval application. The requirements for obtaining this approval are as follows:

1. Possess an Illinois Elementary, Early Childhood, Secondary, or Special Teaching Certificate.
2. Complete 100 clock hours or 3 months of teaching experience in a bilingual setting.
3. Pass the appropriate target language proficiency test.
4. Complete 18 semester hours of coursework including at least one course in each of the areas listed below:
 - Foundations of Bilingual Education;
 - Assessment of the Bilingual Student;
 - Methods and Materials for Teaching Limited-English-Proficient Students in Bilingual Programs;
 - Cross-cultural Studies for Teaching Limited-English-Proficient Students; and
 - Methods and Materials for Teaching English As A Second Language.
 - (The 3 semester hour elective could be an additional course in one of the above areas, or it could be a bilingual elective offered by the college or university.)

ENGLISH AS A SECOND LANGUAGE (ESL) APPROVALS

Approval to teach ESL may be obtained by making application through a Regional Office of Education on ISBE form 73-49, "Request for Approval as a Bilingual or ESL Teacher." No fee is required for the approval application. The requirements for - obtaining this approval are as follows:

1. Possess an Illinois Elementary, Early Childhood, Secondary, or Special Teaching Certificate.
2. Complete 100 clock hours or 3 months of teaching experience in an ESL setting.
3. Complete 18 semester hours of coursework including at least one course in each of the areas listed below.
 - Linguistics;
 - Theoretical Foundations of Teaching ESL;
 - Assessment of the Bilingual Student;
 - Methods and Materials for Teaching English As A Second Language; and
 - Cross-cultural Studies for Teaching Limited-English-Proficient Students.
 - (The 3 semester hours elective could be an additional course in one of the above areas, or it could be an ESL elective offered by the college or university.)

Individuals who obtain an ESL approval may teach in this capacity only at the grade level for which their regular certificate is valid. Individuals who hold an elementary certificate and who qualify for a bilingual approval, however, may teach ESL in grades K-6 as well as all other subject areas of a bilingual education program in the language for which they have approval.

BILINGUAL AND ESL ENDORSEMENTS

The core area requirements for the bilingual and ESL endorsements are the same as the requirements for the bilingual and ESL approvals. The one difference, however, is that all middle grade endorsements require the additional six semester hours of coursework in middle grade education. Endorsement grade ranges for these endorsements include K-3 for early childhood certificate holders, primary (K-4) and middle grade (K-8) for elementary certificate holders, middle grades (6-8) and high school for secondary certificate holders, and primary, middle grade, and high school for special certificate holders. In order to apply for a bilingual and/or ESL endorsement, the applicant would need to apply on ECS at www.isbe.net/ECS. Log in and then click on Applications, the on Endorsement Application. The fee is \$51.75. Another way to apply for an endorsement is to submit an application through a Regional Office of Education on ISBE form 73-52 "Application for Endorsement of Issued Certificate." A \$50 fee is required with this application. If additional endorsements are awarded, the applicant's certificate is not reprinted unless a new copy of the certificate is ordered. The endorsement can be found on ECS, My Credentials, Current Credentials.

ENGLISH AS A NEW LANGUAGE (ENL) ENDORSEMENT

The ENL secondary endorsement requires the applicant to have 24 semester hours of coursework in ENL and the ENL test.. ENL coursework is a combination of ESL and bilingual coursework. No course distribution is required. In order to apply for this endorsement, the applicant would need to apply on ECS at www.isbe.net/ECS. Log in and then click on Applications, the on Endorsement Application. The fee is \$51.75. Another way to apply for an endorsement is to submit an application through a Regional Office of Education on ISBE form 73-52 "Application for Endorsement of Issued Certificate." A \$50 fee is required with this application. The applicant may apply for an ENL endorsement and/or an ENL endorsement with a language designation. If the applicant wants an ENL endorsement with a language designation, then the applicant will also need to pass the corresponding target language proficiency or English language proficiency test.

BILINGUAL SPECIAL EDUCATION APPROVALS

NOTE: Reviewing ISBE Form 73-67 is the BEST way to understand the options for this approval.

Approval to teach in a Bilingual Special Education setting may be obtained by making application through a Regional Office of Education on ISBE form 73-67, "Request for Bilingual Special Education Approval." No fee is required for the approval application. The bilingual special education approval is designed for individuals with a special education, bilingual, ESL, or school service personnel background. After completing additional coursework, the applicant is then considered to be qualified to teach in a bilingual or ESL special education setting.

On the application, the applicant needs to indicate the special education area requested and the language or ESL requested. Also, the applicant needs to check one of the areas on the left side of the application which applies to his/her qualification. The requirements are then as follows:

1. The first category is for special education teachers. These teachers either hold a regular special education certificate or a special education approval. **NOTE:** We also conduct evaluations for individuals who hold a SLI endorsement on a Special Education certificate. The approval coding is linked to the language or ESL because they already have the special education designation on TCIS. Example: The approval coding could be BES for Special Education ESL or BSA for Bilingual Special Education - Spanish, etc. The requirements for this approval include:
 - Successful completion of the language examination in the non-English language of instruction (not required for ESL);
 - Psychological/Education Assessment of the LEP student with disabilities;
 - Theoretical Foundations of Bilingual/ESL Education (including the study of first and second language acquisition); and
 - Methods and Materials for Teaching LEP Students with Disabilities or Methods and Materials for Teaching LEP Students.
2. The second category is for bilingual or ESL teachers who hold a regular Early Childhood, Elementary, Secondary, or Special teaching certificate with the corresponding bilingual or ESL approval. The approval coding would be aligned to the special education area they desire. Example: The approval coding for LBS1 would be BLBS for Bilingual Learning Behavior Specialist I. The requirements for this approval include:

- LBS1 Methods;
- Psychological/Educational Assessment of the LEP Student with Disabilities or Psychological Diagnosis for all Types of Exceptional Children; and
- LBS1 Characteristics or Characteristics of the LEP Student with Specific Disabilities.

3. The third category is for bilingual teachers who hold a Transitional Bilingual Certificate and have at least two years of teaching experience. The approval coding would be aligned to the special education area they desire. Example: The approval coding for LBS1 would be BLBS for Bilingual Learning Behavior Specialist I. The requirements for this group of individuals include both special education and bilingual education coursework.

- Survey of Exceptional Children;
- Assessment of the Bilingual Student or Psychological/Educational Assessment of the LEP Student with Disabilities;
- Theoretical Foundations of Bilingual/ESL Education (including the study of first and second language acquisition);
- LBS1 Methods; and
- LBS1 Characteristics or Characteristics of the LEP Student with Disabilities.

The fourth category is for school service personnel (guidance, school social worker, or school psychologist) who want the bilingual designation. The approval coding would be aligned to the language area requested or ESL. (Example: BPO is Bilingual Special Education - Polish), etc. The requirements for this group of individuals include the following coursework:

- Successful completion of the language examination in the non-English language of instruction (not required for ESL); and
- Assessment of the Bilingual Student or Psychological/Education Assessment of the LEP Student with Disabilities.

BILINGUAL/ESL TEACHER CERTIFICATION QUALIFICATIONS

FAQS

1. Who may teach in Transitional Bilingual Education programs?

Teachers with Bilingual Approval or endorsement, English as a Second Language (ESL) Approval or endorsement, teachers with the Transitional Bilingual (Type 29) Certificate.

2. Who qualifies as a Bilingual Teacher?

There are two ways to qualify:

1. Those with a regular teaching certificate with a Bilingual Approval or endorsement or
2. Those with a Transitional Bilingual (Type 29) Certificate.

3. What is the Bilingual Approval?

A statement of approval in Bilingual Education, endorsed for the language of instruction by meeting the language proficiency requirement through examination, and is issued upon completion of specific bilingual education coursework.

It is attached to a regular teaching certificate (i.e., Early Childhood, Elementary or Secondary).

It cannot be attached to a Standard Special Certificate because that certificate is limited to the single subject area of endorsement.

It is limited to the regular certificate's grade levels/subject areas for which it is valid. Holders can teach ESL in grades K-6, but not beyond grade 6 without an ESL approval.

4. What are the requirements for the Bilingual Approval?

Must have a valid Illinois teaching certificate

Successful completion of a language examination in the non-English language to be taught

Must have 18 semester hours in the field, distributed among these 5 areas:

1. Foundations of Bilingual Education
2. Assessment of Bilingual Students
3. Methods & Materials for Teaching LEP Students
4. Cross-cultural Studies for Teaching LEP Students
5. Methods & Materials for Teaching ESL, and

Must have 100-clock hours of bilingual clinical experience or 3 months of bilingual education teaching.

5. What is the Transitional Bilingual (Type 29) Certificate?

It is a temporary certificate valid for all grades of the common school (K-12, but also PK when offered as part of the TBE program).

Valid for six years, with a one-time two-year extension granted by the ROE if teacher is completing certification coursework.

- There is no extension beyond 8 years.
- Individual should work on getting regular certificate for grade level(s)/subject(s) they are teaching and Bilingual Approval.
- Individuals may teach all subjects ONLY within the bilingual education program.
- Can teach ESL but only through Grade 6
- Can be attached to an Illinois regular teaching certificate.

6. What are the requirements of the Transitional Bilingual (Type 29) Certificate?

- Proficiency in English and another language - Established one of the following ways:
 1. Pass ISBE language proficiency test in English if graduated from teacher training/higher education institution where official language of instruction was another language.
 2. Pass ISBE language proficiency test in another language if graduated from teacher training/higher education institution where official language of instruction was English.
 3. No examination if graduated from one or more institutions where English and another language were officially used for instruction.

Prior certification - any of the following:

1. Have current and valid Illinois teaching certificate.
2. Have had, within 5 years prior to application, a valid certificate or comparable teaching authorization from another state, a U.S. territory or a foreign country.
3. Have a degree from the U.S. or a foreign country equivalent to U.S. Bachelor's.

7. Who qualifies as a Teacher of ESL?

There are two ways to qualify:

1. Those with a regular certificate and ESL Approval, and
2. Those with a Standard Special Certificate (Type 10) endorsed for ESL.
3. What is the ESL Approval?

A statement of approval in English as a Second Language and issued upon completion of specific coursework in ESL. It is attached to a regular teaching certificate (i.e., Early Childhood, Elementary or Secondary). It is limited to the regular certificate's grade levels/subject areas for which it is valid.

8. What are the requirements for the ESL Approval?

- Must have a valid Illinois teaching certificate
- Must have 18 semester hours in the field, distributed among these 5 areas:
 1. Linguistics
 2. Theoretical Foundations of Teaching ESL
 3. Assessment of Bilingual Students
 4. Methods & Materials for Teaching ESL
 5. Cross-cultural Studies for Teaching LEP Students

Must have 100-clock hours of bilingual clinical experience or 3 months of bilingual education teaching.

9. What is the Standard Special Certificate Endorsed for ESL?

- It is a certificate valid for grades K-12 with endorsement in ESL as a major area of concentration (32 semester hours plus 2 hours of methods of teaching ESL).
- Must have completed the professional education sequence required of all teachers.
- No current Illinois teacher education programs offer this certificate (they exist in other states).
- Experienced teachers may obtain it by transcript evaluation.

TEACHER IN AN ALTERNATIVE PROGRAM

Certification Requirements

(105 ILCS 5/13B-65)

Sec. 13B-65. Teacher certification.

Teachers with a valid and active elementary, secondary, or special PK-12 Illinois teaching certificate may teach in an alternative learning opportunities program.

(Source: P.A. 92-42, eff. 1-1-02.)

(105 ILCS 5/13B-20.5)

Sec. 13B-20.5. Eligible activities and services.

Alternative learning opportunities programs may include without limitation evening high school, in-school tutoring and mentoring programs, in-school suspension programs, high school completion programs to assist high school dropouts in completing their education, support services, parental involvement programs, and programs to develop, enhance, or extend the transition for students transferring back to the regular school program, an adult education program, or a post-secondary education program.

(Source: P.A. 92-42, eff. 1-1-02.)

PARAPROFESSIONAL/TEACHER AIDE APPROVAL

Paraprofessional Approvals (Teacher Aides)

An individual who holds a valid, Illinois certificate indicative of completion of at least a bachelor's degree, or who holds a provisional vocational certificate, may serve as a paraprofessional without a statement of approval.

All other individuals serving as paraprofessionals must have a statement of approval to serve in this capacity. This application may be made on ISBE [Form 73-95](#) and must be filed with a regional superintendent of schools. A paraprofessional approval statement will indicate whether the holder meets the NCLB requirements. Each applicant must be a high school graduate or possess an equivalent to a high school diploma.

There are two types of paraprofessional approvals, State approvals and NCLB approvals. While individuals may select either type of approval, only those with NCLB approval can teach in schools with Title I funded programs.

Requirements for State Paraprofessional Approval (Excluding Title I Funded)

These individuals must meet one of the following credentials:

- 30 semester hours of college credit from a regionally accredited institution*
- Passing score on the ETS ParaPro test*
- Passing scores on the ACT Work Keys test*

REQUIREMENTS FOR NCLB PARAPROFESSIONAL APPROVAL

These individuals may be deemed highly qualified by meeting *one* of the following sets of requirements :

- 60 semester hours of credit from a regionally accredited institution*
- An associate's degree from a regionally accredited institution
- An acceptable score on the ETS paraPro wor Work Keys test*
- 30 semester hours of credit from a regionally accredited institution and have earned 300 Professional Training Points (PTP)*
 - Professional Training Points can be earned by:
 - Work experience as a paraprofessional (30 PTS's per year of service: maximum 150 points)
 - College credits beyond the required 30 semester hours (15 PTPs per credit hour)
 - Completion of the Paraprofessional Test Preparation Curriculum developed by the Illinois Community College Board in partnership with the Illinois State Board of Education (15 PTPs)
- Professional development activity (1 PTP per hour) One (1) hour of professional development related to the paraprofessional's ability to assist in the instruction of reading/language arts, writing, and/or mathematics = 1 PTP.

If the training activity occurred before July 1, 2004, evidence is a written description of the activity, which includes the subject, date, location, and name of the provider. If available, provide a program, outline, or provider completion form.

Evidence is a provider completion form (ISBE Form 77-21) which includes subject, date, and location. If available, provide a program or outline.

*Any qualification method that does not include an associate's degree or higher requires proof of high school graduation, in the form of a diploma, a high school transcript, or a letter from the high school indicating graduation date.

File ISBE Form 73-95 with a Regional Office of Education. There is no fee for this approval.

official transcripts showing 30 semester hours of academic credit from an institution recognized for teacher education, or a community college or an institution of higher learning that is regionally recognized or other comparable regional accrediting association

or proof of successful completion of the Work Keys portion of the ACT Test, or proof of completion of the ParaPro test from ETS are necessary to meet the state requirements.

The form must be submitted with a copy of a High School Diploma, high school transcript or evidence of having completed a G.E.D. unless the applicant has an Associates degree or higher. There is no fee for this service. The approval will be issued by the Regional Office of Education where the application is filed.

Those persons who have been educated in a foreign country must furnish the same documentation as foreign-educated persons seeking a certificate. It is also helpful if such persons include their date of birth with their documentation.

People who meet the requirements for the state approved paraprofessional approval may also use the point system (shown on the back of form 73-95) to meet the Highly Qualified definition.

There is no school code for a Substitute aide. Anyone who is hired, or volunteers, must have State and/or NCLB approval, as mandated by the position.

NON-CERTIFICATED PERSONNEL

Section 1.630

- a) Pursuant to Sections 10-22.34 and 34-18 of the School Code [105 ILCS 5/10 22.34 and 34-18], school boards may employ nonteaching personnel or use volunteer personnel for nonteaching duties not requiring instructional judgment or evaluation of pupils.
- b) Paraprofessionals; Teacher Aides
 - 1) School boards may further utilize volunteer non-certificated personnel or employ non-certificated personnel as paraprofessionals (or “teacher aides”) to assist in the instruction of pupils, so long as each non-certificated individual is under the immediate supervision of a teacher who holds a valid certificate and is directly engaged in teaching subject matter or conducting activities (see Sections 10-22.34 and 34-18 of the School Code). To “assist in the instruction of pupils”, i.e., to serve as a paraprofessional, means to support teachers through interactions with students that will help them master curricular content, such as by tutoring; or to assist with classroom management, such as by organizing instructional materials.
 - 2) Employment as a paraprofessional requires a letter of approval issued by the State Board of Education, in consultation with the State Teacher Certification Board, **except that an individual who holds any certificate indicative of completion of at least a bachelor’s degree, or who holds a provisional vocational certificate, may serve as a paraprofessional without a statement of approval.**
 - 3) Each paraprofessional shall be under the direct supervision and control of a fully certificated teacher when assisting with instruction, whether this occurs in classrooms, laboratories, shops, playgrounds, libraries, or other educational settings where instructional judgment requires the supervision of a fully certificated teacher. The certificated teacher shall be responsible for planning the activities to be conducted by the paraprofessional and for evaluating the pupils with whom the paraprofessional works. The certificated teacher shall be continuously aware of the paraprofessional’s activities, i.e., the teacher shall be responsible for controlling the paraprofessional’s activities and shall be able to modify them at any time.
 - 4) Paraprofessionals shall not be utilized as substitutes for or replacement of certificated teachers, and they shall not have equivalent responsibilities. Certificated teachers shall exercise professional judgment when assigning duties to paraprofessionals and shall retain the responsibility for determining students’ scholastic activities.
 - 5) Each school district shall:
 - A) submit a list of all paraprofessionals it employs to the State Superintendent of Education with its annual application for recognition;
 - B) maintain a file for each paraprofessional that describes his or her functions and includes his or her statement of approval and evidence that he or she has met the relevant requirements of 23 Ill. Adm. Code 25.510; and
 - C) be responsible for ensuring that no individual is employed as a paraprofessional without a statement of approval, except as permitted under subsection (b)(2) of this Section, and that paraprofessionals are assigned only to tasks for which their approval is valid.
- c) School boards may designate non-certificated persons of good character to serve as supervisors, chaperones or sponsors, either on a voluntary or on a compensated basis, for school activities not connected with the academic program of the schools (see Section 10-22.34a of the School Code [105 ILCS 5/10-22.34a]).
- d) School boards may utilize non-certificated persons, under the direction of a certified teacher, for providing specialized instruction related to a course assigned to the certified teacher on a regular basis, not otherwise readily available in the

immediate school environment, in the fields for which they are particularly qualified or skilled (see Section 10-22.34b of the School Code [105 ILCS 5/1022.34b]).

- e) Non-certificated personnel in special education programs under contract to the local board of education, other than paraprofessionals, shall be governed by 23 Ill. Adm. Code 226 (Special Education). Also, beginning July 1, 2006, educational interpreters for persons who are deaf or hard of hearing shall be approved pursuant to 23 Ill. Adm. 25.550 (Approval of Educational Interpreters).
- f) In accordance with Section 10-22.34(d) of the School Code [105 ILCS 5/1022.34(d)], school districts may utilize non-certificated persons who are completing their clinical experiences and/or student teaching.
 - 1) A candidate participating in clinical experiences shall not be required to hold a statement of approval as a paraprofessional if:
 - A) the candidate is engaging in the clinical experience as part of an approved Illinois teacher preparation program in which he or she is enrolled;
 - B) when the candidate assists in instruction, he or she is under the immediate supervision of a teacher who holds a valid certificate and is directly engaged in teaching the subject matter or conducting other learning activities; and
 - C) the cooperating teacher constantly evaluates the candidate's activities and is able to control or modify them.
 - 2) Non-certificated personnel enrolled in a student teaching course at a college or university are not required to be under the constant supervision of a teacher, provided that their activity has the prior approval of the representative of the higher education institution, that teaching plans have been previously discussed with and approved by the supervising teacher, and the teaching is performed in accordance with the requirements of 23 Ill. Adm. Code 25.620 (Student Teaching) (see Section 10-22.34(d) of the School Code).

This was repealed in 2010.

- g) In accordance with Section 10-22.34b of the School Code [105 ILCS 5/1022.34b], school districts may, with the prior approval of the responsible regional superintendent of schools, utilize noncertified persons *to provide specialized instruction not otherwise readily available in the immediate school environment in the fields for which they are particularly qualified by reason of specialized knowledge or skill*. The regional superintendent shall approve an assignment of this type when:
 - 1) the certified teacher under whose direction the instruction will be provided has specified in writing the material to be covered and the amount of time to be allotted for the specialized instruction
 - 2) the district superintendent has identified in writing the selected individual's professional competence or outstanding proficiency in the area of specialization in which instruction is to be provided;
 - 3) the district superintendent has affirmed in writing that a district representative has determined the environment where instruction will be provided, if away from the school, to be safe and appropriate to the age of the students involved; and
 - 4) the district superintendent has described the precise function to be served by the specialized instruction and any compensation to be paid to the selected individual.

(Source: Amended at 33 Ill. Reg. 15193, effective October 20, 2009)

MEMORANDUM

TO: Illinois Regional Superintendents of Schools
FROM: Linda Tomlinson, Ph.D.
Assistant Superintendent of Schools School Support Services for all Schools
DATE: May 15, 2008
RE: *HIGH SCHOOL EQUIVALENCY FOR PARAPROFESSIONAL APPROVAL*

Beginning immediately applicants applying for a State or State and NCLB paraprofessional letter of approval are no longer required to submit evidence of holding a high school diploma if they hold a two-year, four-year, or higher college degree from a regionally accredited US college/university or from a foreign institution deemed by an approved ISBE foreign credential evaluator to hold the equivalent of regional accreditation. ISBE will accept the degree as evidence that the applicant earned the equivalent of a high school diploma. Two-year applied and two-year associate's degrees are both acceptable.

If an applicant has a number of college credits but does not hold a degree as defined above, the individual must provide one of the following documents:

- A copy of his or her high school diploma or transcript
- An original letter from the high school or school district signed by the authorized administrator stating the applicant's name and date of graduation
- **An official college or university transcript bearing both the name of the high school and the graduation date**
- A copy of the General Education Development (GED) certificate
- A copy of a foreign high school diploma or transcript accompanied by a notarized translation

Foreign applicants who cannot obtain a copy of a high school diploma or transcript may submit an original signed and notarized statement explaining why the diploma or transcript cannot be obtained. The statement must include the applicant's name and date of birth, the name and address of the high school, and the date of high school graduation.

All other paraprofessional requirements remain the same. For a list of the paraprofessional requirements please refer to *Requirements For State-Approved Paraprofessional* on the Illinois State Board of Education's website at http://www.isbe.net/certification/pdf/paraprofessional_requirements.pdf.

Thank you for working with us on this issue. We hope that this change in policy will serve to reduce red tape.

MEMORANDUM

DATE: July 17, 2007
TO: Regional Superintendents of Education
FROM: Linda Jamali, Division Administrator Certification

RE: *LETTERS OF PARAPROFESSIONAL APPROVAL*

This memorandum serves as notification that the Regional Offices of Education are authorized to issue paraprofessional letters of approval through October 1, 2007. At that time a team of individuals will be convened to determine if the process has improved or if there is a need to alter the procedure.

Please note that Regional Offices of Education are authorized to issue letters of paraprofessional approval for individuals who are U.S. citizens and present domestic credentials only. In no instance should a Regional Office of Education issue a letter of paraprofessional approval to individuals who are not citizens or to those who are citizens but present foreign credentials of any kind.

A letter of State Paraprofessional Approval is required for individuals employed in non-Title I positions in non-Title I schools. The following information *must* accompany an application if a letter of State Paraprofessional Approval is to be approved:

1. The original signature of the applicant.
2. Evidence of high school graduation such as:
 - a. A legible copy of a high school diploma
 - b. A legible copy of a high school transcript with the graduation date clearly identifiable
 - c. A letter from the high school that provides the date of graduation
 - d. The name of the high school *and* the date of graduation appearing on an official transcript from a regionally accredited institution of higher education. Any time post-secondary transcripts are submitted as documentation of any credential they must be official copies signed and sealed by the institution.
 - e. Individuals who attended a high school that is now closed must contact the school district or high school that is currently serving that area to obtain documentation of their graduation. Individuals who attended faith-based private schools may contact the dioceses or church currently serving that area for documentation of their high school diploma.
 - f. In extremely rare instances an applicant may not be able to obtain any of the above. Under those circumstances ISBE will accept a notarized statement signed by the applicant that includes birth date, social security number, name of the high school, date of graduation and *the steps that were taken to obtain evidence of the diploma and reason why the documentation cannot be obtained*
3. An official transcript from a *regionally accredited institution* that reflects 30 semester hours of college credit at the 100 level, i.e. non-remedial level, or higher. Do not issue approvals for individuals who present unofficial transcripts or transcripts that are from non-accredited institutions. Please refer to the Council for Higher Education Accreditation database to determine if an institution is accredited. The web address is: <http://www.chea.org/search/default.asp>
4. Applicants who do not have 30 semester hours of college credit at the 100 level, i.e. non-remedial level, or higher from a regionally accredited institution of higher education must pass one of the following approved standardized tests:
 - a. The ETS Parapro assessment with a minimum score of 460. Evidence is an original score report. Do not accept an Internet generated report or a copy of the report. A copy of the report may be submitted to ISBE but the ROE must indicate that it was made from an original, **or**
 - b. The ACT WorkKeys test with acceptable scores of 4 in math and reading, 3 in writing and “acceptable” in the *Instructional Support Inventory*. Evidence is an original ACT WorkKeys Proficiency Certificate for Teacher Assistants. Do not accept an Internet generated report or a copy of the certificate. A copy of the certificate may be submitted to ISBE but the ROE must indicate that it was made from an original.
5. Professional training points *do not* apply toward State level approval. Rigorous local academic assessments *do not* apply toward State level approval.

A letter of State and NCLB Paraprofessional Approval is required for all individuals employed in a Title I school or in a Title I position. The following information *must* accompany an application if a letter of State and NCLB Paraprofessional Approval is to be approved:

1. The original signature of the applicant
2. Evidence of high school graduation such as:
 - a. A legible copy of a high school diploma
 - b. A legible copy of a high school transcript with the graduation date clearly identifiable
 - c. A letter from the high school that provides the date of graduation
 - d. The name of the high school *and* the date of graduation appearing on an official transcript from a regionally accredited institution of higher education. Any time post-secondary transcripts are submitted as documentation of any credential they must be official copies signed and sealed by the institution.
 - e. Individuals who attended a high school that is now closed must contact the school district or high school that is currently serving that area to obtain documentation of their graduation. Individuals who attended faith-based private schools may contact the dioceses or church currently serving that area for documentation of their high school diploma.
 - f. In extremely rare instances an applicant may not be able to obtain any of the above. Under those circumstances ISBE will accept a notarized statement signed by the applicant that includes birth date, social security number, name of the high school, date of graduation and *the steps that were taken to obtain evidence of the diploma and reason why the documentation cannot be obtained.*
3. An official transcript from a *regionally accredited institution* that reflects 60 semester hours of college credit at the 100 level, i.e. non-remedial level, or higher. Do not issue approvals for individuals who present unofficial transcripts or transcripts that are from non-accredited institutions. Please refer to the Council for Higher Education Accreditation database to determine if an institution is accredited. The web address is: <http://www.chea.org/search/default.asp>
4. Applicants who do not have 60 semester hours of college credit at the 100 level, i.e. non-remedial level or higher from a regionally accredited institution of higher education must pass one of the following approved standardized tests:
 - a. The ETS Parapro assessment with a minimum score of 460. Evidence is an original score report. Do not accept an Internet generated report or a copy of the report. A copy of the report may be submitted to ISBE but the ROE must indicate that it was made from an original, **or**
 - b. The ACT WorkKeys test with acceptable scores of 4 in math and reading, 3 in writing and “acceptable” in the *Instructional Support Inventory*. Evidence is an original ACT WorkKeys Proficiency Certificate for Teacher Assistants. Do not accept an Internet generated report or a copy of the certificate. A copy of the certificate may be submitted to ISBE but the ROE must indicate that it was made from an original, **or**
 - c. Submitting evidence of at least 300 Professional Training Points as follows:
 - i. Paraprofessional work experience (public or private): 1 year = 30 PTPs (maximum 150). Evidence is an official letter signed by the chief administrator or other designated official of the employing school or district that includes employment dates and full time equivalency status.
 - ii. College credit beyond the 30-semester-hour state requirement: 1 semester hour = 15 PTPs. Evidence is an official transcript.
 - iii. ISBE/ICCB Paraprofessional Test Preparation Curriculum training = 15 PTPs. Evidence is a certificate of completion*
 - iv. Professional development activity related to assisting in the instruction of reading/language arts, writing and/or mathematics: 1 hour participation = 1 PTP
 - a) Evidence before July 1, 2004, is a written description of the activity, which includes the subject, date, location, and name of the provider. If available, provide a program, outline, or provider completion form.
 - b) Evidence beginning July 1, 2004, is a provider completion form (ISBE Form 77-21) which includes subject, date, and location. If available, provide a program or outline.
 - d. Evidence that the applicant completed a rigorous local assessment that conforms to federal guidelines. Under this option the applicant must submit ISBE form 77-34. No other evidence is acceptable.

*It should be noted that community colleges no longer offer paraprofessional training courses. However, it is our understanding that community colleges still offer the ETS and WorkKeys tests. To date ISBE has not approved any Paraprofessional Test Preparation Curriculum training.

I trust this memorandum will clarify this issue.

GUIDELINES FOR ISSUING A PARAPROFESSIONAL APPROVAL

Note: The following memo came to ROEs as a result of the number of errors ROEs were making when issuing paraprofessional approvals.

September 2008

If you are in doubt about any of the bulleted items below, send the application and supporting documents to ISBE for evaluation.

- Applicant must be a US citizen and have completed all of the following steps:
 - Checked NO in reply to all the questions on the application,
 - Signed and dated the statement indicating he or she is not delinquent in child support payments, and
 - Signed and dated the statement that all the information provided and the credentials submitted are true, complete, and correct.
- If the applicant has answered YES to any question, neglected to sign and date the child support statement, or neglected to sign and date the application, forward the application and documents to ISBE.
- If an applicant is not a US citizen or holds foreign credentials, forward the application and the supporting documents to ISBE, even if prior certificates or approvals have been issued.
- Applicant must submit proof of holding an associate's degree or higher or of having the required number of semester hours. If he or she does not have a degree, the required number of semester hours from a *regionally* accredited college are as follows:
 - 30 semester hours of credit *at the college level (not to include remedial coursework)* for state approval
 - 60 semester hours of credit *at the college level (not to include remedial coursework)* or an associate's degree or higher for the state/NCLB level

NOTE: College-level courses are typically at the 100 level or higher. However, some institutions number their courses differently.

- The following are proof of having credit hours or degrees:
 - An official transcript from a *regionally* accredited college or university that was submitted in a sealed envelope,
 - An official transcript from a *regionally* accredited college or university previously submitted in a sealed envelope from which the ROE made and kept a copy, or
 - A leveled teaching certificate previously issued through entitlement or transcript evaluation by ISBE.
- To determine if the college or university is *regionally* accredited, check the US Department of Education website at <http://ope.ed.gov/accreditation/Search.aspx>. *The college or university must have been regionally accredited at the time the applicant earned a degree and/or credit.* The acceptable regional accrediting bodies are:
 - Middle States Association of Colleges and Schools, Middle States Commission on Higher Education

States served by the **Middle States Association of Colleges and Schools**

Delaware

District of Columbia

Maryland

New Jersey

New York

Pennsylvania

Puerto Rico

U.S. Virgin Islands

Web address: www.msache.org

New England Association of Schools and Colleges, Commission on Institutions of Higher Education

States served by the **New England Association of Schools and Colleges**

Connecticut

Maine

Massachusetts

New Hampshire

Rhode Island

Vermont

Web address: www.neasc.org

New England Association of Schools and Colleges, Commission on Technical and Career Institutions

North Central Association of Colleges and Schools, The Higher Learning Commission

States served by the **North Central Association of Colleges and Schools**

Arizona

Arkansas

Colorado

Illinois

Indiana

Iowa

Kansas

Michigan

Minnesota

Missouri

Nebraska

New Mexico

North Dakota

Ohio

Oklahoma

South Dakota

West Virginia

Wisconsin

Wyoming

Web address: www.ncahigherlearningcommission.org

Northwest Commission on Colleges and Universities

States served by the **Northwest Association of Schools and of Colleges and Universities**

Alaska

Idaho

Montana

Nevada

Oregon

Utah

Washington

Web address: www.nwccu.org

Southern Association of Colleges and Schools, Commission on Colleges

States served by the **Southern Association of Colleges and Schools**

Alabama

Florida

Georgia

Kentucky

Louisiana

Mississippi

North Carolina

South Carolina

Tennessee

Texas

Virginia

Web address: www.sacscoc.org

Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges

States served by the **Western Association of Schools and Colleges**

California
Hawaii
the United States territories of
Guam and
American Samoa
the Republic of Palau
the Federated States of Micronesia
the Commonwealth of the Northern Mariana Islands, and
the Republic of the Marshall Islands.

Web address: www.wascweb.org

To find out if a college or university is regionally accredited, you may visit the website of the agency responsible for accreditation in that state. Click on the **web address** of the association to connect.

- Quarter hours must be converted to semester hours. One quarter hour = $\frac{2}{3}$ semester hour (see the chart below.)

Conversion Chart

Sem. Hrs.	Qtr. Hrs.
1	$\frac{2}{3}$
2	$1 \frac{1}{3}$
3	2
4	$2 \frac{2}{3}$
5	$3 \frac{1}{3}$
6	4
7	$4 \frac{2}{3}$
8	$5 \frac{1}{3}$
9	6
10	$6 \frac{2}{3}$

- Applicants for state or state/NCLB paraprofessional approval *who do not hold a two-year degree or higher* must submit evidence of high school graduation. Evidence of high school graduation in the United States is one of the following:
 - a copy of a high school transcript,
 - a copy of a high school diploma,
 - a letter from the high school confirming the graduation date,
 - a copy of the General Education Development certificate. (Official transcripts of the GED test scores are not acceptable unless they clearly indicate the date a GED was awarded.)
- Evidence of graduation from a high school outside the United States requires one of the following
 - an original evaluation of foreign credentials report from an ISBE approved foreign credential evaluator accompanied by copies of the foreign documents and documentation from the ROE that the copies were made from original foreign documents (for a list of approved evaluation agencies see http://www.isbe.net/certification/html/foreign_credential.htm), or
 - a copy of the foreign diploma or transcript accompanied by a notarized translation and documentation from the ROE that copies of the foreign documents were made from originals, or
 - a notarized statement from the applicant that provides the following information:
 - Name and birth date,
 - Name and address of the high school,
 - Date of graduation, and
 - The reason the transcripts cannot be obtained
 - The applicant's signature

PLEASE NOTE:

- Paraprofessional letters of approval are not district or regional specific. If a paraprofessional letter of approval was issued in another region do not issue a duplicate.
- If ISBE issued a deficiency statement, do not issue a paraprofessional letter of approval. Send all additional documentation submitted by the applicant to ISBE.

MEMORANDUM

DATE: October 28, 2008
TO: Regional Superintendents of Schools
FROM: Linda Jamali, Division Administrator Educator Certification
RE: *WORKKEYS INSTRUCTION SUPPORT INVENTORY*

ACT recently informed us that they would no longer score the Instructional Support Inventory (ISI) or issue certificates to applicants who registered for the WorkKeys tests after August 25, 2008 (see note below). Several months ago this issue was taken to the State Teacher Certification Board. The Board determined that we would continue to accept WorkKeys score reports after ACT discontinued scoring the ISI and issuing certificates.

Applicants seeking state and NCLB paraprofessional approval who registered for WorkKeys *on or before August 25, 2008*, must submit the following documents with their application:

- Proof of a high school diploma or its equivalent
- A copy of the WorkKeys certificate

Applicants seeking state and NCLB paraprofessional approval who registered for WorkKeys *on or after August 26, 2008*, must submit the following documents with their application:

- Proof of a high school diploma or its equivalent
- A copy of an official WorkKeys score report
(We will not accept computer-generated reports printed by the applicant.)

Please notify the staff in your office that are responsible for issuing paraprofessional letters of approval of these changes. If you or any of your staff members should have questions about this issue, please contact Debra Stephens from 9:00 a.m. to noon on Thursdays at 217-557-6763. As always, if you have an emergency, please email me at ljamali@isbe.net and copy Kathy Best at kbest@isbe.net.

Thank you.

Marie McHarry
Certification Division
Illinois State Board of Education
100 North First Street, E-306
Springfield, Illinois 62777-0001
Fax: 217-524-1289

Note: The official score report is called the *WorkKeys Official Skill Report*. I have only seen a few so far, but they have test dates and report dates on them. The test date is given in month/year format and the report date is given in month/day/year format. Test dates in month/year format will be an issue for those who took the test in August. For this reason we have decided that we will accept the *WorkKeys Official Skill Report* from anyone who took the test *anytime* in August 2008 or afterward.

Please remember that the *scores must be Level 4 or higher for Applied Mathematics and Reading for Information and a Level 3 or higher for Writing/Business Writing*. Lower scores cannot be accepted.

NOTE FOR SPECIAL EDUCATION PARAPROFESSIONALS

Section 226.800 Personnel Required to be Qualified:

k) Noncertified Personnel

- 1) Each noncertified professional individual employed in a special education class, program, or service, and each individual providing assistance at a work site, shall function under the general direction of a professional staff member.
- 2) Each program assistant/aide, as well as each nonemployee providing any service in the context of special education, shall function under the direct supervision of a professional staff member.
- 3) Each district shall provide training experiences appropriate to the nature of their responsibilities to the individuals discussed in subsections (k)(1) and (2) of this Section. Training shall be in lieu of the requirements for noncertified personnel set forth in 23 Ill. Adm. Code 1, Subpart G.

APPROVAL OF EDUCATIONAL INTERPRETERS:

SIGN LANGUAGE INTERPRETERS AND CUED SPEECH INTERPRETERS

Each educational interpreter in the public schools shall

- be of good character and
- be a citizen of the United States or legally present and authorized for employment and
- be physically fit and freedom from tuberculosis.
- hold a high school diploma or its recognized equivalent.

Beginning July 1, 2006, assignment as an educational interpreter in the public schools shall require a statement of approval from the State Superintendent of Education valid either for sign language interpreting or for cued speech interpreting. Each individual who is required to hold a statement of approval shall submit an application to the State Superintendent, accompanied by the \$30 fee required under Section 21-12 of the School

Code and evidence that he or she meets the requirements applicable to the type and level of approval sought.

Initial Approval

- 1) Each applicant shall have:
 - A. completed 30 semester hours of college credit from one or more regionally accredited institutions of higher education; or
 - B. passed the Educational Interpreter Knowledge Assessment (EIKA); or
 - C. passed the written examination administered by the Registry of Interpreters for the Deaf (RID); or
 - D. achieved the score identified as passing by the Illinois State Board of Education on either the ParaPro test or the WorkKeys test.
- 2) **Sign Language Interpreters:** Each applicant for initial approval as a sign language interpreter shall have:
 - A. attained a rating of Level 3.0 or above on the Educational Interpreter Performance Assessment (EIPA); or
 - B. received a certificate issued by the RID; or
 - C. scored at the "passing" level or above on the examination of the American Consortium of Certified Interpreters (ACCI).
- 3) **Cued Speech Interpreters:** Each applicant for initial approval as a cued speech interpreter shall have:
 - A. attained a rating of Category 4 or above on the Basic Cued Speech Proficiency Rating administered by Testing, Evaluation and Certification Unit, Inc. (TEC Unit); or
 - B. attained Transliteration Skills Certification from TEC Unit at level 3 or above.

Standard Approval

- 1) Each applicant shall:
 - A. have completed 60 semester hours of college credit from one or more regionally accredited institutions of higher education; or
 - B. hold an associate's degree issued by a regionally accredited institution of higher education; or
 - C. have passed one of the examinations required for initial approval
- 2) **Sign Language Interpreters:** Each applicant for standard approval as a sign language interpreter shall:
 - A. have attained a rating of Level 3.5 or above on the EIPA; or
 - B. provide evidence that he or she was employed as a sign language interpreter in the Illinois public schools during the 2005-06 school year and holds certification from the RID.
- 3) **Cued Speech Interpreters:** Each applicant for standard approval as a cued speech interpreter shall have attained Transliteration Skills Certification at Level 3 or above.

Master Approval

- 1) Each applicant shall have met the requirements for a Standard Approval
- 2) **Sign Language Interpreters:** Each applicant for master approval as a sign language interpreter shall have attained a rating of Level 4.5 or above on the EIPA.
- 3) **Cued Speech Interpreters:** Each applicant for master approval as a cued speech interpreter shall have attained Transliteration Skills Certification at Level 4 or above.

Emergency Approval

- 1) Each applicant shall have completed 10 semester hours of college credit from one or more regionally accredited institutions of higher education.
- 2) **Sign Language Interpreters:** Each applicant for approval as a sign language interpreter shall have:
 - A. attained a rating of Level 3.0 or above on the EIPA; or
 - B. received a certificate issued by the RID; or
 - C. scored at the “passing” level or above on the examination of the ACCI.
- 3) **Cued Speech Interpreters:** Each applicant for approval as a cued speech interpreter shall have:
 - A. attained a rating of Category 4 or above on the Basic Cued Speech Proficiency Rating; or
 - B. attained Transliteration Skills Certification at level 3 or above.

Validity; Renewal

- 1) **Initial approval** shall be valid for four years of interpreting within the eight-year period following its issuance, provided that the approval of an individual who completes four years of interpreting shall continue to be valid through the immediately following June 30. Initial approval shall not be renewable. An individual need not have Initial approval to qualify for standard or master approval.
- 2) **Standard approval** shall be valid for five years, with the first year ending on June 30 following the issue date, and shall be renewable upon presentation of evidence that, during the five-year period of the approval’s validity, the individual has:
 - A. completed 40 hours of continuing education; or
 - B. completed 25 hours of continuing education and received certification from RID or from ACCI.
- 3) **Master approval** shall be valid for ten years, with the first year ending on June 30 following the issue date, and shall be renewable upon presentation of evidence that, during the ten-year period of the approval’s validity, the individual has:
 - A. completed 80 hours of continuing education; or
 - B. completed 65 hours of continuing education and received certification from RID or from ACCI.
- 4) Emergency approval shall be valid for two years, with the first year ending on June 30 following the issue date, and shall not be renewable.

Continuing Education

- 1) An individual may accrue hours of continuing education by participating in conferences, workshops, institutes, seminars, symposia, or other, similar training events that:
 - A. are designed to improve the skills and knowledge of interpreters for the deaf; or
 - B. are organized by an entity that is approved pursuant to Section 25.855 or 25.860 of Part 25 of the 23 Illinois Administrative Code and address educational concerns.
- 2) An individual may accrue the required credit for continuing education by completing college coursework that is part of an interpreter training program offered by a regionally accredited institution of higher education or an Illinois community college.
 - One course of at least three semester hours may be used to fulfill 100 percent of the requirement for renewal of standard approval or
 - 50 percent of the requirement for renewal of master approval.
 - Two courses totaling at least six semester hours may be used to fulfill 100 percent of the requirement for renewal of master approval.
- 3) Holders of approval at the master level only may accrue up to 20 hours of continuing education for mentoring provided to holders of initial or standard approval.
- 4) Each individual shall be required to accrue at least 60 percent of the required hours of continuing education in activities under (1)(A), (2), or, if applicable, (3) above, in any combination.
- 5) Evidence of Completion
 - A. Along with his or her statement of approval, each individual who will be required to complete continuing education as a condition of renewal shall be furnished with a log format enabling him or her to record the activities completed. For any activity completed under (1) above, the individual shall present the attendance form provided by the entity organizing the event, except that the organizer’s signature on the log form shall suffice in cases where participants receive no other written verification of their attendance.

- B. As evidence of completion for college coursework, the individual shall present a grade report or official transcript issued by the institution indicating that he or she has passed the course or courses.
- C. As evidence of completion for mentoring, the individual shall present the signature of an authorized representative of the employing entity on the log format provided, documenting the formal mentoring arrangement and the time spent.

Revocation

The provisions of revocation of paraprofessional approvals shall apply to the revocation of approval for educational interpreters.

APPROVAL OF EDUCATIONAL INTERPRETERS

Section 25.550

Each educational interpreter who serves students with hearing impairments in the public schools shall be of good character and shall be a citizen of the United States or legally present and authorized for employment. Each educational interpreter shall be subject to that portion of Section 24-5 of the School Code that requires physical fitness and freedom from tuberculosis. Each educational interpreter shall hold a high school diploma or its recognized equivalent. Beginning July 1, 2006, each individual newly assigned as an educational interpreter in the public schools shall require a statement of approval from the State Superintendent of Education, which shall be identified as valid either for sign language interpreting or for cued speech interpreting. Interpreters first employed on or before June 30, 2006, shall be subject to this requirement as of July 1, 2007. Each individual who is required to hold a statement of approval shall submit an application to the State Superintendent, accompanied by the fee required under Section 21-12 of the School Code and evidence that he or she meets the requirements applicable to the type and level of approval sought. **(ISBE Form 77-35 to apply for the Approval)**

a) Initial Approval

- 1) Each applicant shall have:
 - A) completed 30 semester hours of college credit from one or more regionally accredited institutions of higher education; or
 - B) passed the Educational Interpreter Knowledge Assessment (EIKa); or
 - C) passed the written examination administered by the Registry of Interpreters for the Deaf (RID); or
 - D) achieved the score identified as passing by the Illinois State Board of Education on either of the examinations for paraprofessionals discussed in Section 25.510(c)(3) and (4) of this Part.
- 2) Each applicant for initial approval as a sign language interpreter shall have:
 - A) attained a rating of Level 3.0 or above on the Educational Interpreter Performance Assessment (EIPA); or
 - B) received a certificate issued by the RID; or
 - C) scored at the "passing" level or above on the examination of the American Consortium of Certified Interpreters (ACCI).
- 3) Each applicant for initial approval as a cued speech interpreter shall have:
 - A) attained a rating of Category 4 or above on the Basic Cued Speech Proficiency Rating administered by Testing, Evaluation and Certification Unit, Inc. (TEC Unit); or
 - B) attained Transliteration Skills Certification from TEC Unit at level 3 or above.

b) Standard Approval

- 1) Each applicant shall:
 - A) have completed 60 semester hours of college credit from one or more regionally accredited institutions of higher education; or
 - B) hold an associate's degree issued by a regionally accredited institution of higher education; or
 - C) have passed one of the examinations required for initial approval under subsection (a) of this Section.
- 2) Each applicant for standard approval as a sign language interpreter shall:
 - A) have attained a rating of Level 3.5 or above on the EIPA; or
 - B) provide evidence that he or she was employed as a sign language interpreter in the Illinois public schools during the 2005-06 school year and holds certification from the RID.
- 3) Each applicant for standard approval as a cued speech interpreter shall have attained Transliteration Skills Certification at Level 3 or above.

c) Master Approval

- 1) Each applicant shall have met the requirements of subsection (b)(1) of this Section.
 - 2) Each applicant for master approval as a sign language interpreter shall have attained a rating of Level 4.5 or above on the EIPA.
 - 3) Each applicant for master approval as a cued speech interpreter shall have attained Transliteration Skills Certification at Level 4 or above.
- d) Emergency Approval
- 1) Each applicant shall have completed 10 semester hours of college credit from one or more regionally accredited institutions of higher education.
 - 2) Each applicant for approval as a sign language interpreter shall have:
 - A) attained a rating of Level 3.0 or above on the EIPA; or
 - B) received a certificate issued by the RID; or
 - C) scored at the “passing” level or above on the examination of the ACCI.
 - 3) Each applicant for approval as a cued speech interpreter shall have:
 - A) attained a rating of Category 4 or above on the Basic Cued Speech Proficiency Rating; or
 - B) attained Transliteration Skills Certification at level 3 or above.
- e) Validity; Renewal
- 1) Initial approval shall be valid for four years of interpreting within the eight-year period following its issuance, provided that the approval of an individual who completes four years of interpreting shall continue to be valid through the immediately following June 30. Initial approval shall not be renewable. However, an individual whose initial approval has expired may receive another initial approval by meeting the requirements of this Section as applicable at the time. An individual need not have held initial approval to qualify for standard or master approval.
 - 2) Standard approval shall be valid for five years, subject to the provisions of Section 21-22 of the School Code, and shall be renewable upon presentation of evidence that, during the five-year period of the approval’s validity, the individual has:
 - A) completed 40 hours of continuing education; or
 - B) completed 25 hours of continuing education and received certification from RID or from ACCI.
 - 3) Master approval shall be valid for ten years, subject to the provisions of Section 21-22 of the School Code, and shall be renewable upon presentation of evidence that, during the ten-year period of the approval’s validity, the individual has:
 - A) completed 80 hours of continuing education; or
 - B) completed 65 hours of continuing education and received certification from RID or from ACCI.
 - 4) Emergency approval shall be valid for two years, subject to the provisions of Section 21-22 of the School Code, and shall not be renewable.
- f) Continuing Education
- 1) An individual may accrue hours of continuing education by participating in conferences, workshops, institutes, seminars, symposia, or other, similar training events that:
 - A) are designed to improve the skills and knowledge of interpreters for the deaf; or
 - B) are organized by an entity that is approved pursuant to Section 25.855 or 25.860 of this Part and address educational concerns.
 - 2) An individual may accrue the required credit for continuing education by completing college coursework that is part of an interpreter training program offered by a regionally accredited institution of higher education or an Illinois community college. One course of at least three semester hours may be used to fulfill 100 percent of the requirement for renewal of standard approval or 50 percent of the requirement for renewal of master approval. Two courses totaling at least six semester hours may be used to fulfill 100 percent of the requirement for renewal of master approval.
 - 3) Holders of approval at the standard level only may accrue 100 percent of the required credit for continuing education for a given approval period by having taken the EIPA examination during that period and having earned a score of at least 4.0.
 - 4) Holders of approval at the master level only may accrue up to 20 hours of continuing education for mentoring provided to holders of initial or standard approval.
 - 5) Except as provided in subsection (f)(3) of this Section, each individual shall be required to accrue at least 60 percent of the required hours of continuing education in activities under subsection (f)(1)(A), (f)(2), or, if applicable, (f)(4) of this Section, in any combination.
- g) Evidence of Completion

- A) Along with his or her statement of approval, each individual who will be required to complete continuing education as a condition of renewal shall be furnished with a log format enabling him or her to record the activities completed. For any activity completed under subsection (f)(1) of this Section, the individual shall present the attendance form provided by the entity organizing the event, except that the organizer's signature on the log form shall suffice in cases where participants receive no other written verification of their attendance.
- B) As evidence of completion for college coursework, the individual shall present a grade report or official transcript issued by the institution indicating that he or she has passed the course or courses.
- C) As evidence of completion for mentoring, the individual shall present the signature of an authorized representative of the employing entity on the log format provided, documenting the formal mentoring arrangement and the time spent.

g) Revocation

The provisions of Section 25.510(e) of this Part shall apply to the revocation of approval for educational interpreters.

(Source: Added at 29 Ill. Reg. 12374, effective July 28, 2005)

ISBE Form 77-35 to apply for the Approval

Use form 73-53 to log activities for Recertification

I HAVE MY CERTIFICATE. NOW WHAT?

WHAT MUST I DO TO KEEP MY CERTIFICATE VALID?

You must **register it** with the Regional Office of Education where you teach or reside. The current fee is \$10 for each year of registration. If you do not register it one year, you must pay the fees owed for it the next time you do register. **If you do not register it for the validity period of the certificate, your certificate will lapse.** Teacher's may now register online @ <https://secqa1.isbe.net/ecs>.

WHAT CAN I DO TO MAKE MY LAPSED CERTIFICATE VALID?

I RECEIVED A PROVISIONAL CERTIFICATE. HOW LONG MAY I REGISTER IT, AND HOW DO I OBTAIN A STANDARD CERTIFICATE?

You may register a Provisional certificate, except Provisional Vocational and Temporary Provisional Vocational certificates, for two years plus the remainder of the current fiscal year. A provisional certificate is not renewable. After the provisional expires, you must qualify for full Illinois certification by removing all deficiencies. If you remove the deficiencies after the first fiscal year (June 30th), you must submit a new application and pay a new fee.

I AM LOOKING FOR A JOB. DOES THE STATE BOARD OF EDUCATION PARTICIPATE IN HIRING PEOPLE FOR DISTRICTS?

Beyond issuing certificates that attest to an individual's having met certification requirements, the State Board of Education does not participate in hiring individuals for local school districts. The state's online Job Bank is located at: <http://www.illinoiseducationjobbank.org/pages/>

In addition to holding a valid state certificate and being qualified to teach the subject area are there any other state requirements I must meet to be eligible for employment in a public school?

The state does require that districts do a criminal background check of each employee. District officials may not employ persons convicted of certain offenses. You must also present evidence that you are free of communicable diseases and tuberculosis.

ARE THERE ANY SPECIAL RULES I MUST FOLLOW TO RENEW MY ADMINISTRATIVE CERTIFICATE?

Administrative certificates are valid for five years and must be renewed every five years. They must be registered every year.

If you are issued an administrative certificate **and** if you are employed in an administrative position (in an Illinois Public School), you must participate in Illinois Administrators' Academies and additional Professional Development hours. This is **in addition** to annual registration of the administrative certificate with the Regional Superintendent of Schools. Directory of Regional Offices of Education www.iarss.org

If you hold an administrative certificate but you are not employed in an administrative position in an Illinois Public School, you are exempt from professional development requirements, but you must keep the certificate registered and renew it on schedule. Use ECS at www.isbe.net/ECS.

MY CERTIFICATE INDICATES THAT IT IS VALID FOR FIVE YEARS. WHAT DOES THAT MEAN?

All certificates expire on June 30 of their expiration year. The first time your certificate is issued, it reverts back to July 1 of the fiscal year in which it was issued. It needs to be renewed by June 30 of the fifth year after it is issued. If you fail to register it it lapses after 6 month or January 1 of the following year. You can find information about your certificate's validity date on ECS at www.isbe.net/ECS.

WHAT HAPPENS TO THE REGISTRATION AND ISSUANCE FEES WE PAY?

The fees are deposited in a regional teacher institute fund. These fees are used to support professional development for school personnel in the region.

MY CERTIFICATE WAS ISSUED IN ONE ILLINOIS REGIONAL OFFICE OF EDUCATION. IF I WISH TO TEACH IN ANOTHER ILLINOIS REGION, DO I NEED TO GET ANOTHER CERTIFICATE?

No. To make your certificate valid in another region, you need only register your certificate with the Regional Superintendent for that region. The easiest way to do this is to register online at: <http://www.isbe.net/ECS>. You will ADD the new region or regions to the region in which it was first registered. There will be no additional fee for teaching certificates, however Substitute (Type 39) holders must pay a fee in each region in which they register.

OTHER THINGS YOU MAY WANT TO KNOW

I HAVE LOST MY CERTIFICATE. HOW CAN I GET A REPLACEMENT?

The easiest way to obtain a replacement certificate is to order it online on ECS at www.isbe.net/ECS. Log in, and then click on the Applications button. Then click on the Request Duplicate button or the Reprint Certificate button. You will pay \$9.75 with a credit card and the certificate will be mailed to your address in ECS. Check your address in ECS at My Profile, Personal Settings.

Another way to obtain a replacement certificate is to file ISBE Form 73-71, "Certification Update/Duplicate Certificate Request", through your Regional Superintendent's office. You will need to pay any fees owed for years of non-registration, as well as the duplicate fee of \$8 per certificate. If your certificate is lapsed, you cannot obtain a replacement certificate.

Forms may be downloaded at: <http://www.isbe.net/certification/html/forms.htm>

MAY ADMINISTRATIVE CERTIFICATES BE USED TO TEACH?

Administrative certificates issued before September 4, 1983, were valid for teaching and administration. Individuals who hold administrative certificates issued before that date may teach any subject at any grade level for which they are appropriately prepared as specified in the "Staff Qualifications" section. Administrative certificates issued after September 4, 1983 do not qualify the holder of the certificate to teach.

WHAT IS A SPECIAL EDUCATION APPROVAL?

A special education approval is similar to an endorsement on an elementary or high school certificate in that it requires the same coursework as the endorsement, but the LBS1 test is not required for the approval. An approval is valid for only 3 years and cannot be renewed. You **must first hold either an Early Childhood, Elementary, Special K-12 or High School certificate and apply for the endorsement in the area of approval** and be able to show that you minimally **have four required courses: survey of exceptional children; methods for teaching the LBS 1 spectrum; characteristics of children in the LBS1 spectrum; and psychological assessment and diagnosis of disabilities**. Special Education Approvals issued before January 1, 2002 do not expire. Special Education Approvals issued after Jan. 1, 2002, are valid for three years. These approvals are non-renewable. Teachers with Special Education Approval, and who successfully complete the LBS I Test, qualify for the LBS I Endorsement. This is a permanent endorsement and is valid as long as the certificate is valid.

For more information about special education, see the "Special Education Certification and Approval Requirements and Procedures."

STAFF QUALIFICATIONS

I. REQUIREMENTS FOR ELEMENTARY TEACHERS

Elementary teachers must hold a valid certificate for the grade level assigned. For teachers first assigned an elementary position on or after September 1, 1978, the teacher in a self-contained classroom must have a course in each basic instructional area taught, except teachers assigned to departmentalized grades 5-8 must meet the requirements for teaching in the Middle Grades as specified below. Elementary teachers assigned to self-contained classes must have a course in each subject taught.

II. REQUIREMENTS FOR MIDDLE GRADE TEACHERS, PRIOR TO JULY 1, 1997

The **requirements** for teachers to teach in the middle grades changed on July 1, 1997. Individuals who met the previous requirements will continue to be eligible for assignment in a middle grade position after that date.

The current requirements for teaching in the middle grades are 18 semester hours of credit in the subject matter area of a teaching assignment (e.g., language arts, , general science, social science, music). In some cases, the 18 semester hours requires a specific distribution of coursework. These areas are included in the following section on secondary level teaching requirements. In most cases, the 18 semester hours has no distribution requirement in the subject area.

Middle grades mathematics requires a distribution of four out of seven areas of mathematics plus a course in middle grades math methods.

Middle grades Library Information Specialist requires 24 hours plus the content area exam.

Middle grades Reading Teacher requires 24 hours with a specific distribution plus the content area exam.

Middle grades Technology Specialist requires 24 hours plus the content area exam.

Where a teacher is assigned to deliver instruction in two areas (e.g., language arts and social science, or mathematics and science), the teacher shall meet the 18 semester hours in one area and have no fewer than 5 semester hours of coursework in the other instructional area. Endorsements issued showing completion of these requirements are indicated on the certificate under the heading of "Upper Elementary/Junior High or Junior High ."

REQUIREMENTS FOR MIDDLE GRADE TEACHERS AFTER JULY 1, 1997

After July 1, 1997, the requirements for teaching at the middle grades are **18 semester hours of credit in the subject matter area of major teaching assignment** (e.g., language arts, mathematics, general science, social science, music). In some cases, the 18 semester hours requires a specific distribution of coursework. These areas are included in the following section on secondary level teaching requirements. In most cases the 18 semester hours has no distribution requirement in the subject area. **Where a teacher is assigned to deliver instruction in two areas (e.g., language arts and social science, or mathematics and science), the teacher shall meet the 18 semester hours in one area and have 9 semester hours of coursework in the other instructional area.**

The middle grade teacher must also complete 3 semester hours of coursework in middle school philosophy, curriculum and instructional methods, and 3 semester hours of coursework in educational psychology focusing on the developmental characteristics of early adolescents and the role of the middle grade teacher in assessment, coordination and referral of students to health and social services.

Endorsements issued to show completion of these requirements will be listed on the certificate as "Middle Grade" and were issued after July 1, 1997.

ENDORSEMENT STRUCTURE EFFECTIVE FEBRUARY 1, 2012

PRIMARY ENDORSEMENTS

May be added to Early Childhood, Elementary, and Special Certificates

Endorsement Code	Endorsement	Requirement
B__	Bilingual Education (Language required)	18 semester hours with a distribution*, 100 clock hours (or 3 months of teaching experience) in a bilingual setting, pass the appropriate Target Language Proficiency or English Language Proficiency test
ESL	English as a Second Language	18 semester hours with a distribution*, 100 clock hours (or 3 months of teaching experience) in an ESL setting
FL_	Foreign Language (Language required)	18 semester hours or completion of the appropriate foreign language content-area test
LIS	Library Information Specialist	24 semester hours/12 upper division and the Library Information Specialist (175) test
READ	Reading Teacher	24 semester hours with a distribution* and the Reading Teacher (177) or Reading Specialist (176) test; no upper division coursework required
TESP	Technology Specialist	24 semester hours and the Technology Specialist (178) test; no upper-division coursework required

Note: All grades for the endorsement coursework must be "C" or higher. Grades of "C-" or below are not acceptable.

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Endorsement Structure Effective February 1, 2012

MIDDLE SCHOOL ENDORSEMENTS

May be added to Elementary, Secondary, or Special Certificates

Endorsement Code	Endorsement	Requirement
AGED	Agricultural Education	18 semester hours
ART	Art	18 semester hours
B__	Bilingual Education (Language required)	18 semester hours with a distribution*, 100 clock hours (or 3 months of teaching experience) in a bilingual setting, pass the appropriate Target Language Proficiency or English Language Proficiency test
BISC	Biological Science	18 semester hours
BMM	Business/Mktg/Mgmt	18 semester hours
COAP	Computer Applications	18 semester hours
COSE	Computer Science	18 semester hours
DA	Dance	18 semester hours
ESL	English as a Second Language	18 semester hours with a distribution*, 100 clock hours (or 3 months of teaching experience) in an ESL setting,
FACS	Family and Consumer Science	18 semester hours
	Foreign Language (Language required)	18 semester hours or completion of the appropriate foreign language content-area test
GESC	General Science	18 semester hours with coursework in physical and biological sciences
GGEO	General Geography	18 semester hours of physical or cultural geography
HEED	Health Education	18 semester hours
ITE	Industrial Technology Education	18 semester hours
LA	Language Arts	18 semester hours
LIS	Library Information Specialist	24 semester hours/12 upper division and the Library Information Specialist (175) test
MATH	Mathematics	18 semester hours with a distribution*
MUS	Music	18 semester hours

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PE	Physical Education	18 semester hours
PHSC	Physical Science	18 semester hours
READ	Reading Teacher	24 semester hours with a distribution* and the Reading Teacher (177) or Reading Specialist (176) test; no upper-division coursework required
SDE	Safety and Driver Education	24 semester hours/12 upper division/distribution*
SOSC	Social Science	18 semester hours
SP	Speech	18 semester hours
SPTH	Speech/Theatre	18 semester hours of coursework in both Speech and Theatre
TESP	Technology Specialist (Computer Related)	24 semester hours and the Technology Specialist (178) test; no upper division coursework required
THDR	Theatre/Drama	18 semester hours

Reminders: In addition to the content requirements listed above , all middle school endorsements require the six semester hours of professional education coursework for the middle school curriculum.

All grades for the endorsement coursework must be "C" or higher. Grades of "C-" or below are not acceptable.

Illinois State Board of Education, Division of Educator Certification, October of 2011

SENIOR HIGH SCHOOL ENDORSEMENTS

May be added to Secondary, Special, or (9th grade only) Elementary Certificates

AGED	Agricultural Education	24 semester hours/12 upper division or graduate level and Agricultural Education (170) test
B	Bilingual Education (Language required)	18 semester hours with a distribution*, 100 clock hours (or 3 months of teaching experience) in a bilingual setting, pass the appropriate Target Language Proficiency or English Language Proficiency test
BMC	Business, Marketing, and Computer Education	24 semester hours/12 upper division or graduate level and Business, Marketing, and Computer Education (171) test
BMCP	Business, Marketing and Computer Education - Business Computer Programming	24 semester hours/12 upper division or graduate level, 9 semester hours in Business Computer Programming, and Business, Marketing, and Computer Education (171) test
COAP	Computer Applications	32 semester hours (there is no test that is available); no upper-division coursework required
COSE	Computer Science	24 semester hours/12 upper division or graduate level and Computer Science (038) test
DA	Dance	24 semester hours/12 upper division or graduate level and Dance (140) test
DTA	Drama/Theatre Arts	24 semester hours/12 upper division or graduate level and Drama/Theatre Arts (141) test
ELA	English/Language Arts	24 semester hours/12 upper division or graduate level and English Language Arts (111) test
ENL	English as a New Language	24 semester hours/12 upper division or graduate level and English as a New Language (125)

		test
ENLwith a Language Designation	English as a New Language -Bilingual Education (language listed)	24 semester hours/12 upper division or graduate level and English as a New Language (125) test and appropriate Target Language Proficiency or English Language Proficiency test
ESL	English as a Second Language	18 semester hours with a distribution*, 100 clock hours (or 3 months of teaching experience) in an ESL setting,
FACA	Family and Consumer Science - Apparel and Textiles	24 semester hours/9 semester hours in Apparel and Textiles, and Family and Consumer Sciences (172) test
FACL	Family and Consumer Science - Living Environments	24 semester hours/9 semester hours in Living Environments, and Family and Consumer Sciences (172) test
FACN	Family and Consumer Science - Nutrition, Wellness, and Hospitality	24 semester hours/9 semester hours in Nutrition, Wellness, and Hospitality, and Family and Consumer Sciences (172) test
	Foreign Language (Language required)	32 semester hours or completion of the appropriate foreign language content-area test; no upper division coursework required
HEED	Health Education	24 semester hours/12 upper division or graduate level and Health Education (142) test
LIS	Library Information Specialist	24 semester hours/12 upper division and the Library Information Specialist (175) test
MATH	Mathematics	24 semester hours/12 upper division or graduate level and Mathematics (115) test
MUS	Music	24 semester hours/12 upper division or graduate level and Music (143) test
PE	Physical Education	24 semester hours/12 upper division or graduate level and Physical Education (144) test

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READ	Reading Teacher	24 semester hours with a distribution* and the Reading Teacher (177) or Reading Specialist (176) test; no upper division coursework required
SDE	Safety and Driver Education	24 semester hours/12 upper division/distribution*
SCIB	Science - Biology	32 semester hours in science/ 12 semester hours in Biology, coursework in 2 other science designations, and the Science: Biology (105) test; no upper division coursework required
SCIC	Science - Chemistry	32 semester hours in science/ 12 semester hours in Chemistry, coursework in 2 other science designations (including Biological Science), and the Science: Chemistry (106) test; no upper-division coursework required
SCES	Science - Earth and Space Science	32 semester hours in science/ 12 semester hours in Earth and Space, coursework in 2 other science designations (including Biological Science), and the Science: Earth and Space Science (108) test; no upper-division coursework required
SCIE	Science - Environmental Science	32 semester hours in science/ 12 semester hours in Environmental Science, coursework in 2 other science designations, and the Science: Environmental Science (112) test; no upper division coursework required
SCIP	Science - Physics	32 semester hours in science/ 12 semester hours in Physics, coursework in 2 other science designations (including Biological Science), and the Science: Physics (116) test; no

		upper division coursework required
SSEC	Social Science - Economics	32 semester hours in social science/ 12 semester hours in Economics, coursework in 2 other social science designations, and the Social Science: Economics (109) test; no upper division coursework required
SSGE	Social Science - Geography	32 semester hours in social science/ 12 semester hours in Geography, coursework in 2 other social science designations, and the Social Science: Geography (113) test; no upper-division coursework required
SSHI	Social Science - History	32 semester hours in social science/ 12 semester hours in History, coursework in 2 other social science designations, and the Social Science: History (114) test; no upper-division coursework required
SSPS	Social Science - Political Science	32 semester hours in social science/ 12 semester hours in Political Science, coursework in 2 other social science designations, and the Social Science: Political Science (117) test; no upper-division coursework required
SSPY	Social Science - Psychology	32 semester hours in social science/ 12 semester hours in Psychology, coursework in 2 other social science designations, and the Social Science: Psychology (118) test; no upper-division coursework required
SSSA	Social Science - Sociology and Anthropology	32 semester hours in social science/ 12 semester hours in

		Sociology and/or Anthropology, coursework in 2 other social science designations, and the Social Science: Sociology and Anthropology (121) test; no upper-division coursework required
TEED	Technology Education (Industrial Arts)	24 semester hours/12 upper division or graduate level and Technology Education (174) test
TESP	Technology Specialist (Computer Related)	24 semester hours and the Technology Specialist (178) test; no upper division coursework required
VART	Visual Arts	24 semester hours/12 upper division or graduate level and Visual Arts (145) test

Applicants receiving a 2ⁿ designation in the senior high school sciences or social sciences must complete 12 semester hours of coursework in the designation and pass the test required for the designation. No upper division coursework is required.

All grades for the endorsement coursework must be "C" or higher. Grades of "C-" or below are not acceptable.

Illinois State Board of Education, Division of Educator Certification, October of 2011

ENDORSEMENTS: HISTORICAL INFORMATION

Section 25. Appendix E Endorsement Structure Beginning July 1, 2004

Section 25.100 of this Part explains the applicability of “designations” where shown as required in the following table. An asterisk next to the name of an endorsement or designation indicates that there is no content-area test for that credential. The relevant provisions of Section 25.100(e) of this Part shall apply in those cases.

<http://www.isbe.net/rules/archive/pdfs/25ark.pdf>

Endorsements Available as of July 1, 2004	Designations	Endorsements Previously Issued
Fundamental Learning Areas		
English Language Arts	None	English Journalism Language Arts Speech
Reading Teacher	None	Reading
Reading Specialist	None	Reading
Mathematics	None	Mathematics
Sciences – Designation Required	Biology Chemistry Earth and Space Science Environmental Science Physics	Biological Science Botany Physiology Zoology Chemistry Aerospace Astronomy Earth Science Geology Physical Geography Biological Science Physical Science General Science Physics

Endorsements Available as of July 1, 2004	Designations	Endorsements Previously Issued
Social Sciences – Designation Required	Economics Geography History Political Science Psychology Sociology and Anthropology	Economics Geography History U.S. History World History Political Science Psychology Anthropology Sociology
Physical Education	None	Physical Education
Health Education	None	Health Education
Dance	None	Dance
Drama/Theatre Arts	None	Theatre and Drama
Music	None	Music Instrumental Music Vocal Music
Visual Arts	None	Art
Foreign Languages – Designation Required	Chinese French German Hebrew Italian Japanese Korean Latin Russian Spanish	None French German Hebrew Italian None None Latin Russian Spanish

Endorsements Available as of July 1, 2004	Designations	Endorsements Previously Issued
Additional Teaching Fields		
Agricultural Education	None	Agricultural Business and Management Agriculture Agricultural Power and Machinery Horticulture Agricultural Resources
Business, Marketing, and Computer Education – Designation Optional	Business Computer Programming*	Accounting Basic Business Business Computer Programming Business/Marketing/Management Information Processing Information Processing/Secretarial Marketing
Family and Consumer Sciences – Designation Required	Apparel and Textiles* Living Environments* Nutrition, Wellness, and Hospitality*	Child and Day Care Services Consumer Education and Resource Management Fashion and Clothing Services Food and Nutrition Services Home Economics Institutional and Home Management Services Interior Furnishings Services/Living Environments Interpersonal, Family Relationships, Parenting

Endorsements Available as of July 1, 2004	Designations	Endorsements Previously Issued
Health Careers	None, but licensure in a specific occupation is required	Health Occupations
Technology Education	None	Industrial Technology Education Construction Electronics Graphic Communications Transportation Manufacturing Industrial Technology Public Service Drafting/Design Autobody Repair Heating, Ventilation, and Air Conditioning
Technology Specialist	None	Computer Technology Instructional Technology
Library Information Specialist	None	Media
Safety and Driver Education*	None	Safety and Driver Education
English as a New Language (ENL) – Designation Optional	Bilingual Education (language-specific)	Bilingual Education English as a Second Language
Middle-Level	Subject-specific	Middle-Grades
Elementary		
Self-Contained General Elementary Education	None	Self-Contained General Education

Endorsements Available as of July 1, 2004	Designations	Endorsements Previously Issued
Early Childhood		
Early Childhood	None	Early Childhood
Early Childhood Special Education	None	
Administrative		
Chief School Business Official		Chief School Business Official
Director of Special Education		Director of Special Education
General Administrative		General Administrative
Superintendent		Superintendent
School Service Personnel		
School Counselor		Guidance
School Nurse		School Nurse
School Psychologist		School Psychologist
School Social Worker		School Social Worker
Non-Teaching Speech-Language Pathologist		Non-Teaching Speech-Language Pathologist
Supervisory	None; see Sections 21-4 and 21-25 of the School Code and Section 25.497 of this Part.	Supervisory

9TH GRADE ENDORSEMENTS

This is an endorsement available on already issued elementary certificates. These endorsements, which are valid for teaching ninth grade students only, can be issued through transcript evaluation using for 73-52 (Application for Endorsement of Issued Certificate). These endorsements are not available through entitlement. **All** students in a course taught by a teacher with a 9th grade endorsement must be 9th graders.

The requirements for ninth grade endorsements are the same as those for all senior high endorsements. For most subject areas, the individual must have a major area (32 semester hours) of coursework, OR 24 semester hours of coursework and the test. Areas such as the science and social sciences, reading, driver education and technology specialist have a different set of requirements which the applicant must meet.

Use the Endorsement Application (ISBE 73-52) and mark section III on the front, then mark the appropriate sections on the back.

AGRICULTURAL EDUCATION ENDORSEMENT

Evidence of having accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, and has passed the applicable content-area test (or test of subject matter knowledge). (Tests were first offered July 2004).

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received on or after February 1, 2012, must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements.

Note: As of July 1, 1997, the middle grade teacher must also complete 3 semester hours of coursework in middle school philosophy, curriculum and instructional methods, and 3 semester hours of coursework in educational psychology focusing on the developmental characteristics of early adolescents and the role of the middle grade teacher in assessment, coordination and referral of students to health and social services.

Use form 73.52 to add endorsements. Forms may be downloaded from:
<http://www.isbe.net/certification/html/forms.htm>

Note: This is now known as the Agriculture Endorsement. Any teacher who successfully completes 24 semester hours in this area and passes the Agriculture Education Test (Beginning July 2004) will be endorsed to teach all Agriculture areas at the High School level (Replaces Agriculture, Agriculture Business and Management, Agricultural Power and Management, Horticulture, Agricultural Resources).

(Per Section 25.100 Endorsing Teaching Certificates)
<http://www.isbe.net/rules/archive/pdfs/25ark.pdf>

NOTE: This qualification area exists, but an endorsement is not granted. SBE reports that most schools use general CTE qualifications. This endorsement has not been granted in several years (6-21-2012)
See contacts for this department if you have questions.

AGRICULTURAL EDUCATION - COOPERATIVE TEACHER COORDINATOR

A secondary endorsement area within the larger area of **Agricultural Education**. Endorsement requires 24 semester in the specialty area, to include:

- a) A vocational/occupational education methods course.

- b) 6 semester hours in the area of organization and administration of cooperative education
- c) 2,000 hours of employment experience in the occupational specialty.

Apply online on ECS at www.isbe.net/ECS. Log in and click on Applications, then Endorsement Application, or use form 73.52 to add endorsements. Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

BILINGUAL EDUCATION ENDORSEMENT

A primary (K-4), middle grades (K-8) or secondary (9-12) endorsement requiring:

- a) Semester hours of credit totaling 18 semester hours distributed among the following course areas:
 - i) Foundations of Bilingual Education,
 - ii) Assessment of Bilingual students,
 - iii) Methods & Materials for Teaching Limited-English-Proficient-Students Bilingual programs,
 - iv) Cross-Cultural Studies for Teaching Limited-English-Proficient-Students,
 - v) Methods & Materials for Teaching English as a Second Language
- b) Successful completion of a target language examination in the non-English language to be taught (or English, to be determined according to the medium of instruction taught in the university(s) attended), **and**
- c) Bilingual clinical experience totaling 100 clock hours or three months teaching experience in a bilingual program.

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received **on or after February 1, 2012**, must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements.

Note: As of July 1, 1997, the middle grade teacher must also complete 3 semester hours of coursework in middle school philosophy, curriculum and instructional methods, and 3 semester hours of coursework in educational psychology focusing on the developmental characteristics of early adolescents and the role of the middle grade teacher in assessment, coordination and referral of students to health and social services.

Apply online on ECS at www.isbe.net/ECS. Log in and click on Applications, then Endorsement Application or use form 73.52 to add endorsements. Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

BILINGUAL SPECIAL EDUCATION APPROVAL

Please refer to ISBE Form 73-67 for a complete listing of requirements.

BILINGUAL SPECIAL EDUCATION ENDORSEMENT

These requirements were in effect through June 30, 2005. Since July 1, 2005, the requirement is a 32 hour major or 24 hours and successful completion of the relevant test (tests were first offered July 2004).

A middle grade or secondary endorsement requiring either:

- a) Elementary or High School Certificate with a Special Education Approval in the Special Education areas of M.R., L.D., S.E.D., T.M.H., or P.H., and:
 - i) Successful completion of a language examination in the non-English language of instruction (not required for E.S.L.)
 - ii) Psychological/Educational Assessment of the L.E.P. student with disabilities,
 - iii) Theoretical Foundations of Bilingual/E.S.L. education (including the study of first and second language acquisition), and

- iv) Methods & Materials for teaching L.E.P. students with disabilities or methods and materials for teaching L.E.P. students, **or**
- b) Elementary or High School Certificate with a bilingual education or ESL approval or endorsement, and:
 - i) Methods of Teaching in the special education area requested,
 - ii) Psychological/Educational Assessment of the L.E.P. student with disabilities or Psychological Diagnosis for all types of exceptional children, and
 - iii) Characteristics in the area of special education requested or characteristics of the L.E.P. student with specific disabilities.

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received **on or after February 1, 2012**, must have been passed with a grade no lower than “C” or equivalent in order to be counted towards fulfillment of the applicable requirements.

Note: As of July 1, 1997, the middle grade teacher must also complete 3 semester hours of coursework in middle school philosophy, curriculum and instructional methods, and 3 semester hours of coursework in educational psychology focusing on the developmental characteristics of early adolescents and the role of the middle grade teacher in assessment, coordination and referral of students to health and social services.

Use form 73.52 to add endorsements. Forms may be downloaded from:
<http://www.isbe.net/certification/html/forms.htm>

BUSINESS, MARKETING, AND COMPUTER EDUCATION ENDORSEMENT

(This endorsement replaced the ACCOUNTING, BASIC BUSINESS, BUSINESS COMPUTER PROGRAMMING, BUSINESS/MARKETING MANAGEMENT, INFORMATION PROCESSING, INFORMATION PROCESSING/SECRETARIAL, and MARKETING endorsements on July 1, 2004)

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received **on or after February 1, 2012**, must have been passed with a grade no lower than “C” or equivalent in order to be counted towards fulfillment of the applicable requirements.

(Per Section 25.100 Endorsing Teaching Certificates)

<http://www.isbe.net/rules/archive/pdfs/25ark.pdf>

The following coursework is appropriate for a business, marketing and computer education endorsement:

Business, business math, accounting, business communication, business law, economics, marketing, finance, business management, business computer programming, international business, entrepreneurship, consumer economics, business computer applications, and methods of teaching business subjects.

Coursework should be distributed across the standards for business, marketing, and computer education.

COMPUTER APPLICATIONS ENDORSEMENT

A middle grade and secondary endorsement area.

The middle grades endorsement requires 18 hours in computer application coursework.

The secondary endorsement requires 32 semester hours in Computer Applications.

There is currently no test for this area, so the only requirements is 32 semester hours in Computer Applications (for the Secondary Level).

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received **on or after February 1, 2012**, must have been passed with a grade no lower than “C” or equivalent in order to be counted towards fulfillment of the applicable requirements.

Note: As of July 1, 1997, the middle grade teacher must also complete 3 semester hours of coursework in middle school philosophy, curriculum and instructional methods, and 3 semester hours of coursework in educational psychology focusing on the developmental characteristics of early adolescents and the role of the middle grade teacher in assessment, coordination and referral of students to health and social services.

Apply online on ECS at www.isbe.net/ECS. Log in and click on the Applications button, then on Endorsement application or use form 73.52 to add endorsements.

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

COMPUTER SCIENCE ENDORSEMENT

Addition of Endorsements to Previously Issued Certificates

For applications received on or after July 1, 2005, an endorsement will be issued to each applicant who:

- A) has completed a major area of concentration, totaling 32 semester hours or as otherwise identified by a regionally accredited institution on the individual's official transcript; or
- B) presents evidence of having accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, and has passed the applicable content-area test (or test of subject matter knowledge). (Tests were first offered July 2004).

For applications received on or after February 1, 2012, an endorsement will be issued for any subject in which the individual:

- A) meets the requirements of subsection (e), (g), (h), (i), (j), (k), (m), or (n) of this Section; or
- B) has accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, with at least 12 semester hours at the upper-division or graduate level, as defined by the institution offering the coursework, and has passed the applicable content-area test.

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received on or after February 1, 2012, must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements.

All courses should be in the Computer Science Department. Others need catalog descriptions for approval.

Note: As of July 1, 1997, the middle grade teacher must also complete 3 semester hours of coursework in middle school philosophy, curriculum and instructional methods, and 3 semester hours of coursework in educational psychology focusing on the developmental characteristics of early adolescents and the role of the middle grade teacher in assessment, coordination and referral of students to health and social services.

Apply online on ECS at www.isbe.net/ECS. Log in and click on the Applications button, then on Endorsement application or use form 73.52 to add endorsements.

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

CONSUMER ECONOMICS/CONSUMER EDUCATION QUALIFICATION

The instructor must be qualified since this is not an issued endorsement. This course is usually taught within the Social Studies, Business or Home Economics departments. The teacher must be qualified in the area in which it is being taught and have at least three semester hours in consumer education courses.

Section 1.420 Basic Standards

k) Consumer Education and Protection

- 1) A program in consumer education shall include at least the topics required by Section 27-12.1 of the School Code [105 ILCS 5/27-12.1].
- 2) The superintendent of each unit or high school district shall maintain evidence showing that each student has received adequate instruction in consumer education or has demonstrated proficiency by passing the Consumer Education Proficiency Test as required by law (see Section 27-12.1 of the School Code [105 ILCS 5/27-12.1]) prior to the completion of the 12th grade. Consumer education may be included in course content of other courses, or it may be taught as a separate required course.
- 3) The minimal time allocation shall not be less than nine weeks or the equivalent for grades 9-12 and shall include installment purchasing, budgeting, comparison of prices and an understanding of the roles of consumers interacting with agriculture, business, trade unions, and government in formulating and achieving the goals of the mixed free enterprise system.
- 4) Teachers instructing in consumer education courses shall hold certification valid for the grade levels taught and have completed at least three semester hours in consumer education courses.

Consumer Education

Including but not necessarily limited to (i) understanding the basic concepts of financial literacy, including installment purchasing (including credit scoring, managing credit debt, and completing a loan application), budgeting, savings and investing, banking (including balancing a checkbook, opening a deposit account, and the use of interest rates), understanding simple contracts, State and federal income taxes, personal insurance policies, the comparison of prices, and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending), and (ii) understanding the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.

(from 105 ILCS 5/27-12.1)

DANCE ENDORSEMENT

Addition of Endorsements to Previously Issued Certificates

For applications received on or after July 1, 2005, an endorsement will be issued to each applicant who:

- A) has completed a major area of concentration, totaling 32 semester hours or as otherwise identified by a regionally accredited institution on the individual's official transcript; or
- B) presents evidence of having accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, and has passed the applicable content-area test (or test of subject matter knowledge). (Tests were first offered July 2004).

For applications received on or after February 1, 2012, an endorsement will be issued for any subject in which the individual:

- A) meets the requirements of subsection (e), (g), (h), (i), (j), (k), (m), or (n) of this Section; or
- B) has accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, with at least 12 semester hours at the upper-division or graduate level, as defined by the institution offering the coursework, and has passed the applicable content-area test.

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received on or after February 1, 2012, must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements.

Apply online on ECS at www.isbe.net/ECS. Log in and click on the Applications button, then on Endorsement application or use form 73.52 to add endorsements.

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

(Per Section 25.100 Endorsing Teaching Certificates)

<http://www.isbe.net/rules/archive/pdfs/25ark.pdf>

DRAMA/THEATRE ARTS ENDORSEMENT

(This endorsement replaces the Theatre and Drama Endorsement as of July 1, 2004)

Addition of Endorsements to Previously Issued Certificates

For applications received on or after July 1, 2005, an endorsement will be issued to each applicant who:

- A) has completed a major area of concentration, totaling 32 semester hours or as otherwise identified by a regionally accredited institution on the individual's official transcript; or
- B) presents evidence of having accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, and has passed the applicable content-area test (or test of subject matter knowledge). (Tests were first offered July 2004).

For applications received on or after February 1, 2012, an endorsement will be issued for any subject in which the individual:

- A) meets the requirements of subsection (e), (g), (h), (i), (j), (k), (m), or (n) of this Section; or
- B) has accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, with at least 12 semester hours at the upper-division or graduate level, as defined by the institution offering the coursework, and has passed the applicable content-area test.

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received on or after February 1, 2012, must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements.

(Per Section 25.100 Endorsing Teaching Certificates)

<http://www.isbe.net/rules/archive/pdfs/25ark.pdf>

The following coursework is appropriate for a Drama/Theatre Arts endorsement:

Drama, theatre, acting, play production, stage design, stage makeup, voice and movement techniques, directing, story-making and playwriting, dramatic literature (contemporary and historic).

Coursework should be distributed across the standards for drama/theatre arts.

ENGLISH AS A NEW LANGUAGE ENDORSEMENT

The ENL endorsement (which is a combination of ESL and bilingual coursework) requires either 24 semester hours and the ENL test or 32 semester hours. Also, if the applicant wants an ENL endorsement with a language designation, the applicant would need to complete the appropriate TLP or ELP test. If the applicant already holds a Transitional Bilingual Certificate, their TLP (target language proficiency) or ELP (English language proficiency) requirement would already have been met.

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received **on or after February 1, 2012**, must have been passed with a grade no lower than “C” or equivalent in order to be counted towards fulfillment of the applicable requirements.

Apply online on ECS at www.isbe.net/ECS. Log in and click on the Applications button, then on Endorsement application or use form 73.52 to add endorsements.

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

ENGLISH AS A SECOND LANGUAGE ENDORSEMENT

These requirements are the same for the Approval.

A middle grade or secondary endorsement. Both endorsements require:

Section 1.782 Requirements for Teachers of English as a Second Language in Grades K-12

- a) Bilingual teachers presently teaching English as a Second Language and employed in an approved bilingual education program prior to September 1, 1985 are not subject to the requirements set forth below, provided they continue to hold a certificate issued prior to that date and valid for their current teaching role. Bilingual teachers in Grades 7-12 whose Transitional Bilingual Certificate will lapse between June 30, 1985 and June 30, 1987 shall have until September 1, 1988 to achieve compliance with the standards set forth below.
- b) On September 1, 1985 and thereafter, teachers of English as a Second Language in approved bilingual education programs must meet one of the following two requirements:
 - 1) Possess a Standard Special Certificate endorsed for teaching English as a Second Language, issued by the State Board of Education in accordance with 23 Ill. Adm. Code 25, Certification.
 - 2) Possess a valid Illinois teaching certificate and a statement of approval which shall be issued by the State Board of Education when evidence is presented of having completed 18 semester hours distributed among the following areas and including 100 clock hours of clinical experience or 3 months experience teaching English as a Second Language:
 - A) Linguistics (including English and non-English phonology and syntax)
 - B) Theoretical foundations of teaching English as a Second Language
 - C) Assessment of the bilingual student
 - D) Methods and materials for teaching English as a Second Language
 - E) Cross-cultural studies for teaching LEP students

(Source: Added at 9 Ill. Reg. 8608, effective May 28, 1985)

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received **on or after February 1, 2012**, must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements.

Note: As of July 1, 1997, the middle grade teacher must also complete 3 semester hours of coursework in middle school philosophy, curriculum and instructional methods, and 3 semester hours of coursework in educational psychology focusing on the developmental characteristics of early adolescents and the role of the middle grade teacher in assessment, coordination and referral of students to health and social services.

E.S.L. Approval (see Bilingual/ESL Approval) allows a teacher to teach ESL at the grade levels of their certificate. Approval as a bilingual teacher may be obtained by first making application through a Regional Office of Education on **ISBE Form 73-49**, "Request for Approval as a Bilingual or ESL Teacher." A statement of approval will be issued to individuals meeting the following requirements:

Apply online on ECS at www.isbe.net/ECS. Log in and click on the Applications button, then on Endorsement application or use form 73.52 to add endorsements.

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

ENGLISH LANGUAGE ARTS ENDORSEMENT

(This endorsement replaces the ENGLISH, JOURNALISM, LANGUAGE ARTS and SPEECH Endorsements as of July 1, 2004)

Addition of Endorsements to Previously Issued Certificates

For applications received on or after July 1, 2005, an endorsement will be issued to each applicant who:

- A) has completed a major area of concentration, totaling 32 semester hours or as otherwise identified by a regionally accredited institution on the individual's official transcript; or
- B) presents evidence of having accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, and has passed the applicable content-area test (or test of subject matter knowledge). (Tests were first offered July 2004).

For applications received on or after February 1, 2012, an endorsement will be issued for any subject in which the individual:

- A) meets the requirements of subsection (e), (g), (h), (i), (j), (k), (m), or (n) of this Section; or
- B) has accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, with at least 12 semester hours at the upper-division or graduate level, as defined by the institution offering the coursework, and has passed the applicable content-area test.

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received on or after February 1, 2012, must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements.

(Per Section 25.100 Endorsing Teaching Certificates)

<http://www.isbe.net/rules/archive/pdfs/25ark.pdf>

The following coursework is appropriate for an English Language Arts endorsement:

Composition and rhetoric including grammar, language components (semantics, syntax, phonemes, morphemes), literary forms, (poetry, fiction, drama, etc), American and British literature, speech, journalism, proofreading and editing, and reading including methods, materials, diagnostic courses, and practicums.

Coursework should be distributed across the standards for English Language Arts.

FAMILY AND CONSUMER SCIENCE ENDORSEMENT

Addition of Endorsements to Previously Issued Certificates

For applications received on or after July 1, 2005, an endorsement will be issued to each applicant who:

- A) has completed a major area of concentration, totaling 32 semester hours or as otherwise identified by a regionally accredited institution on the individual's official transcript; or
- B) presents evidence of having accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, and has passed the applicable content-area test (or test of subject matter knowledge). (Tests were first offered July 2004).

has accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, with at least 12 semester hours at the upper-division or graduate level, as defined by the institution offering the coursework, and has passed the applicable content-area test.

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received **on or after February 1, 2012**, must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements.

Apply online on ECS at www.isbe.net/ECS. Log in and click on the Applications button, then on Endorsement application or use form 73.52 to add endorsements.

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

Note: Having the Family & Consumer Sciences endorsement (FACS-Designation) allows a teacher to teach every area in Family & Consumer Sciences. The older endorsements were limited to the area(s) listed.
Per Pat Koch @ ISBE Certification.

(Per Section 25.100 Endorsing Teaching Certificates)

<http://www.isbe.net/rules/archive/pdfs/25ark.pdf>

The following coursework is appropriate for a Family and Consumer Science endorsement:

Home economics, consumer education, household management and budgeting, family relationships, parenting, human and child development, family conflict resolution, nutrition, foods and food handling, clothing and apparel, sewing, clothing design and construction, textiles, housing, interior design, furnishings, and hospitality.

Coursework should be distributed across the standards for Family and Consumer Science.

FAMILY AND CONSUMER SCIENCE TEACHER COORDINATOR

NOTE: This qualification concept exists, but SBE does not issue an endorsement. According to CTE division, people who are going to coordinate work experience, particularly for day care, must be certified in FACS.

In most other CTE cases, a general CTE qualification suffices. (6-21/2012)

Requires the Family and Consumer Sciences Endorsement and six semester hours in the area of organization and administration of cooperative education and 2,000 hours of employment experience in the occupational specialty.

Contact at SBE:

FOREIGN LANGUAGES ENDORSEMENT

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Foreign Language

An endorsement and a designation for a foreign language may be added to an existing certificate when an individual has completed a major area of concentration in the language, totaling 32 semester hours or as otherwise identified by a regionally accredited institution on the individual's official transcript.

OR

20 semester hours in the language and has passing the applicable content-area test (or test of subject matter knowledge) if a test is designated. (Same for after Jan. 1, 2005)

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received **on or after February 1, 2012**, must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements. *There is no upper division coursework requirement for a foreign language endorsement.*

Per 25.100 "j"

AGENCY NOTE: No credit may be allowed for high school language, unless such credit is approved by an institution of higher learning and is noted on the official transcript; in which case 1 semester hour may be allowed for each unit of high school language, not to exceed 4 semester hours.

Note: As of July 1, 1997, the middle grade teacher must also complete 3 semester hours of coursework in middle school philosophy, curriculum and instructional methods, and 3 semester hours of coursework in educational psychology focusing on the developmental characteristics of early adolescents and the role of the middle grade teacher in assessment, coordination and referral of students to health and social services.

Apply online on ECS at www.isbe.net/ECS. Log in and click on the Applications button, then on Endorsement application or use form 73.52 to add endorsements.

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

Section 25.85 Special Provisions for Endorsement in Foreign Language for Individuals Currently Certified

The provisions of this Section shall apply when individuals who hold Illinois certification in one or more fields wish to teach a foreign language but either lack certification appropriate to the grade level of the assignment or have not completed 20 hours of coursework as required to obtain an endorsement in the language (see 23 Ill. Adm. Code 1.730(h)).

- a) The provisions of this subsection (a) shall apply to each individual who holds a certificate endorsed for a particular language but whose certification does not extend to other grade levels as needed for an available assignment. (Example: A holder of a secondary (6-12) certificate endorsed for French who wishes to teach French in the fourth grade.)

1) An individual to whom this subsection (a) applies may receive an endorsement valid for teaching the specified language at the remaining grade levels by:

- A) submitting the required application for the endorsement, and**
- B) passing the assessment of professional teaching relevant to the remaining grade levels.**

Note: An Elementary teacher with a Middle Grades endorsement in a foreign language may receive a Secondary endorsement by possessing a 32 hour major or 20 semester hours in the foreign language, passing the content area test and either the APT 6-12 or APT K-12 test.

SECTION 25.85 SPECIAL PROVISIONS FOR ENDORSEMENT IN FOREIGN LANGUAGE FOR INDIVIDUALS CURRENTLY CERTIFIED

The provisions of this Section shall apply when individuals who hold Illinois certification in one or more fields wish to teach a foreign language but either lack certification appropriate to the grade level of the assignment or have not completed 20 hours of coursework as required to obtain an endorsement in the language (see 23 Ill. Adm. Code 1.730(h)).

a) The provisions of this subsection (a) shall apply to each individual who holds a certificate endorsed for a particular language but whose certification does not extend to other grade levels as needed for an available assignment. (Example: A holder of a secondary (6-12) certificate endorsed for French who wishes to teach French in the fourth grade.)

1) An individual to whom this subsection (a) applies may receive an endorsement valid for teaching the specified language at the remaining grade levels by:

A) submitting the required application for the endorsement, and

B) passing the assessment of professional teaching relevant to the remaining grade levels.

2) With regard to major teaching assignments in departmentalized grades 5 through 8, the requirements of 23 Ill. Adm. Code 1.720 (Minimum Requirements for Teachers of Middle Grades) shall apply to any individual who has not passed an assessment of professional teaching relevant to a certificate other than the early childhood certificate.

a) The provisions of this subsection

(b) shall apply to each individual who holds an early childhood, elementary, secondary, special K-12, or special preschool–age 21 certificate and wishes to teach a language in which he or she has not completed 20 semester hours of coursework, except that the provisions of Section 25.86 of this Part shall also continue to be available to an affected individual who seeks a language endorsement after receiving an Illinois certificate. (Example: A holder of a secondary (6-12) certificate endorsed for mathematics who wishes to teach Korean.)

1) In order to qualify under this subsection (b), an individual shall submit an application for an endorsement in the specified language at the grade levels of his or her certificate and shall be required to have passed the test relative to that language as listed in Section 25.710 of this Part or, if the language is not listed in that Section, another test identified by the State Board of Education. If the language is listed more than once in that Section, the required test shall be the test not listed under “Transitional Bilingual Education”. (Example: Spanish)

2) An individual who has received an endorsement pursuant to this subsection (b) may receive an endorsement for other grade levels as provided in subsection (a)(1) of this Section.

(Source: Amended at 31 Ill. Reg. 10645, effective July 16, 2007)

Note: An Elementary teacher with a Middle Grades endorsement in a foreign language may receive a Secondary endorsement by possessing a 32 hour major or 20 semester hours in the foreign language, passing the content area test and either the APT 6-12 or APT K-12 test.

FOREIGN LANGUAGE ENDORSEMENT GUIDE

	K-3	K-4	K-8	5-8	9-12	K-12
04	18 semester hours or the appropriate test	(Already hold a foreign language endorsement), and either the APT – K-9 or the APT - K-12 test*	(Already hold a foreign language endorsement), middle grade courses, and either the APT – K-9 or the APT – K-12 test*	(Already hold a foreign language endorsement), middle grade courses, and either the APT – K-9 or the APT – K-12 test*	(Already hold a foreign language endorsement) and either the APT – 6-12 or the APT – K-12 test*	(Already hold a foreign language endorsement) and the APT – K-12 test*
03	18 semester hours or the appropriate test	18 semester hours or the appropriate test	18 semester hours or the appropriate test and the middle grade courses	18 semester hours or the appropriate test and the middle grade courses	(Already hold a foreign language endorsement) and either the APT – 6-12 or the APT - K-12 test*	(Already hold a foreign language endorsement) and the APT – K-12 test*
09	(Already hold a foreign language endorsement), and either the APT – K-9 or the APT – K-12 test*	(Already hold a foreign language endorsement), and either the APT – K-9 or the APT – K-12 test*	(Already hold a foreign language endorsement), the middle grade courses, and either the APT – K-9 or the APT – K-12 test*	18 semester hours or the appropriate test and the middle grade courses	32 semester hours or the appropriate test	(Already hold a foreign language endorsement) and either the APT- K-9 or the APT – K-12 test*
10	18 semester hours or the appropriate test	18 semester hours or the appropriate test	18 semester hours or the appropriate test and the middle grade courses	18 semester hours or the appropriate test and the middle grade courses	32 semester hours or the appropriate test	32 semester hours or the appropriate test

Section 25.85

SPECIAL PROVISIONS FOR ENDORSEMENT IN FOREIGN LANGUAGE FOR INDIVIDUALS CURRENTLY CERTIFIED

<http://www.isbe.net/rules/archive/pdfs/25ark.pdf>

The provisions of this Section shall apply when individuals who hold Illinois certification in one or more fields wish to teach a foreign language but either lack certification appropriate to the grade level of the assignment or have not completed 20 hours of coursework as required to obtain an endorsement in the language (see 23 Ill. Adm. Code 1.730(h)).

- a) The provisions of this subsection (a) shall apply to each individual who holds a certificate endorsed for a particular language but whose certification does not extend to other grade levels as needed for an available assignment. (Example: A holder of a secondary (6-12) certificate endorsed for French who wishes to teach French in the fourth grade.)
 - 1) An individual to whom this subsection (a) applies may receive an endorsement valid for teaching the specified language at the remaining grade levels, provided that he or she applies for the endorsement on or before December 31, 2003.
 - 2) Beginning January 1, 2004, an individual to whom this subsection (a) applies may receive an endorsement valid for teaching the specified language at the remaining grade levels by:
 - A) submitting the required application for the endorsement, and
 - B) passing the assessment of professional teaching relevant to the remaining grade levels.
 - 3) With regard to major teaching assignments (i.e., at least 50 percent of the school day) in departmentalized grades 5 through 8, the requirements of 23 Ill. Adm. Code 1.720 (Minimum Requirements for Teachers of Middle Grades) shall apply to any individual who has not passed an assessment of professional teaching relevant to a certificate other than the early childhood certificate.
- b) The provisions of this subsection (b) shall apply to each individual who holds an elementary, secondary, special K-12, or special preschool–age 21 certificate and wishes to teach a language in which he or she has not completed 20 semester hours of coursework. (Example: A holder of a secondary (6-12) certificate endorsed for mathematics who wishes to teach Korean.)
 - 1) In order to qualify under this subsection (b), an individual shall submit an application for an endorsement in the specified language at the grade levels of his or her certificate and shall be required to have passed the test relative to that language as listed in Section 25.710 of this Part or, if the language is not listed in that Section, another test identified by the State Board of Education. If the language is listed more than once in that Section, the required test shall be the test not listed under “Transitional Bilingual Education”. (Example: Spanish).
 - 2) An individual who has received an endorsement pursuant to this subsection (b) may receive an endorsement for other grade levels as provided in subsection (a)(1) or (a)(2) of this Section.

(Source: Added at 26 Ill. Reg. 11867, effective July 19, 2002)

Apply online on ECS at www.isbe.net/ECS. Log in and click on the Applications button, then on Endorsement application or use form 73.52 to add endorsements.

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

GIFTED

(Not currently issued) 6-21-12

Section 227.25 Required Qualifications

As a means of demonstrating that he or she *understands the characteristics and educational needs of children and is able to differentiate the curriculum and apply instructional methods to meet the needs of the children* as required by Section 14A-30(16) of the School Code [105 ILCS 14A-30(16)], and subject to the provisions of Section 227.20(a)(6) of this Part, each teacher who is assigned to provide instruction in a program funded pursuant to this Part shall have completed, or shall be required to complete:

- a) Nine semester hours of college credit from a regionally accredited institution of higher education and demonstrably related to the education of gifted and talented students; or
- b) Both the State and national assessment instruments, namely:
 - 1) the self-assessment developed by the Illinois Association for Gifted Children (IAGC) (which shall be based on the “Professional Teaching Standards for Educators Working with Gifted/Talented Learners” (2002), published by IAGC and posted at www.iagcgifted.org; no later editions of or revisions to these standards are incorporated) with a rating of “experienced” or “expert”; and
 - 2) the PRAXIS examination for gifted education (Test Code 0357, Educational Testing Service, Rosedale Road, Princeton, New Jersey 08541 (2006)); or
- c) Six semester hours of college credit from a regionally accredited institution of higher education and demonstrably related to the education of gifted and talented students and any one of the following additional choices:
 - 1) the self-assessment referred to in subsection (b)(1) of this Section; or
 - 2) the PRAXIS examination referred to in subsection (b)(2) of this Section; or
 - 3) the Gifted Education Institute offered by the State Board of Education in cooperation with IAGC; or
 - 4) two years of experience teaching in, coordinating, or directing a program for gifted students; or
 - 5) participation in no fewer than two state or national conferences on gifted education, such as those offered by IAGC or the National Association for Gifted Children (NAGC); or
 - 6) professional development activities demonstrably related to the education of gifted and talented students that are sufficient to generate 30 continuing professional development units (CPDUs), as defined and quantified in the rules for certificate renewal (see 23 Ill. Adm. Code 25.875); or
- d) Three semester hours of college credit from a regionally accredited institution of higher education and demonstrably related to the education of gifted and talented students and any two of the additional choices listed in subsections (c)(1) through (6) of this Section; or
- e) The Gifted Education Institute referred to in subsection (c)(3) of this Section and any two of the additional choices listed in subsection (c) of this Section.

SOURCE: Adopted at 31 Ill. Reg. 2449, effective January 16, 2007

HEALTH CAREERS ENDORSEMENT

This endorsement is no longer issued as of 2/1/2012; in fact, it has not been issued since 2009.

(This endorsement replaces the HEALTH OCCUPATIONS Endorsement as of July 1, 2004)

Addition of Endorsements to Previously Issued Certificates

For applications received on or after July 1, 2005, an endorsement will be issued to each applicant who:

- A) has completed a major area of concentration, totaling 32 semester hours or as otherwise identified by a regionally accredited institution on the individual's official transcript; or
- B) presents evidence of having accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, and has passed the applicable content-area test (or test of subject matter knowledge). (Tests were first offered July 2004).

HEALTH CAREERS TEACHER COORDINATOR

This is a qualification area, but this endorsement is not issued by Certification. Please refer to the CTE division for guidance.

Contact:

Requires the Health Careers Endorsement and six semester hours in the area of organization and administration of cooperative education and 2,000 hours of employment experience in the occupational specialty.

HEALTH EDUCATION ENDORSEMENT

Addition of Endorsements to Previously Issued Certificates

For applications received on or after July 1, 2005, an endorsement will be issued to each applicant who:

- A) has completed a major area of concentration, totaling 32 semester hours or as otherwise identified by a regionally accredited institution on the individual's official transcript; or
- B) presents evidence of having accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, and has passed the applicable content-area test (or test of subject matter knowledge). (Tests were first offered July 2004).

For applications received on or after February 1, 2012, an endorsement will be issued for any subject in which the individual:

- A) meets the requirements of subsection (e), (g), (h), (i), (j), (k), (m), or (n) of this Section; or
- B) has accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, with at least 12 semester hours at the upper-division or graduate level, as defined by the institution offering the coursework, and has passed the applicable content-area test.

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received on or after February 1, 2012, must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements.

Note: As of July 1, 1997, the middle grade teacher must also complete 3 semester hours of coursework in middle school philosophy, curriculum and instructional methods, and 3 semester hours of coursework in educational psychology focusing on the developmental characteristics of early adolescents and the role of the middle grade teacher in assessment, coordination and referral of students to health and social services.

Apply online on ECS at www.isbe.net/ECS. Log in and click on the Applications button, then on Endorsement application or use form 73.52 to add endorsements.

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

(Per Section 25.100 Endorsing Teaching Certificates)

<http://www.isbe.net/rules/archive/pdfs/25ark.pdf>

The following coursework is appropriate for a Health Education endorsement:

Theories and concepts of health, school health programs, community health, health curriculum, disease prevention, sex education and sexually transmitted diseases, drug and chemical use and abuse, mental and emotional health, family relationships, environmental health, nutrition, consumer health, safety and injury control, and personal health.

Coursework should be distributed across the standards for Health Education.

Section 1.410 Determination of the Instructional Program

n) Health Education

- 1) Each school system shall provide a program in compliance with the Critical Health Problems and Comprehensive Health Education Act [105 ILCS 110].
 - A) There is no specific time requirement for grades K-6; however, health education shall be a part of the formal regular instructional program at each grade level.
 - B) The minimal time allocation shall not be less than one semester or equivalent during the middle or junior high experience.
 - C) The minimal time allocation shall not be less than one semester or equivalent during the secondary school experience.

D) If health education is offered in conjunction with another course on a “block of time” basis in a middle school, a junior high school, or a high school, instruction may be offered in any combination of the grade levels in the school, provided that the total time devoted to health education is the equivalent of one full semester’s work.

- 2) Nothing in this Section shall be construed as requiring or preventing the establishment of classes or courses in comprehensive sex education or family life education as authorized by Sections 27-9.1 and 27-9.2 of the School Code [105 ILCS 5/27-9.1 and 27-9.2].

KEYBOARDING ENDORSEMENT

Keyboarding or typing is not listed as an endorsement area. The applicant must also be qualified in the department in which keyboarding or typing is taught.

LIBRARY INFORMATION SPECIALIST ENDORSEMENT

(This replaced the Media Endorsement on July 1, 2006)

These requirements are in effect until July 1, 2006

Preparation of Persons Providing Media Services

- 1) Media Professional: responsible for both library and audio-visual services to students, teachers and other school personnel.

Appropriate teacher certificate. Work in the field: 18 semester hours in library science-media; professional preparation (at four-year college and/or graduate levels) in administration, organization (cataloging and classification), reference, and selection of materials (elementary and/or secondary levels).

This endorsement is valid for the grade levels on the certificate endorsed.

Note: Media will change to Library Information Specialist **on July 1, 2006**. All applications received after that date must meet those requirements.

Addition of Endorsements to Previously Issued Certificates

For applications received on or after July 1, 2006, an endorsement will be issued to each applicant who:

- A) has completed a major area of concentration, totaling 32 semester hours or as otherwise identified by a regionally accredited institution on the individual's official transcript; or
- B) presents evidence of having accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, and has passed the applicable content-area test (or test of subject matter knowledge). (Tests were first offered July 2004).

For applications received on or after February 1, 2012, an endorsement will be issued for any subject in which the individual has accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, with at least 12 semester hours at the upper-division or graduate level, as defined by the institution offering the coursework, and has passed Library Information Specialist (175) content-area test.

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received on or after February 1, 2012, must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements.

This endorsement is valid for the grade levels on the certificate endorsed.

DISTANCE EDUCATION PROGRAMS:

University of Utah	http://www.utah.edu/
University of Wisconsin-Whitewater	www.uwsslec.org
University of Wisconsin System	http://academics.uw.edu/libmedia/uwsslec/
University of Illinois	http://www.lis.illinois.edu/academics/programs/k12/msk12

217-244-0197 Georgeann Burch, K-12 LIS Certification Program Coordinator

(Per Section 25.100 Endorsing Teaching Certificates)

<http://www.isbe.net/rules/archive/pdfs/25ark.pdf>

The following coursework is appropriate for a Library Information Specialist endorsement:

Library administration, reference, cataloging and classification, research and accessing information resources, and selection of library materials appropriate to the population to be served. Electives include instructional media, online searching, developing educational software, media services and production, professional and ethical issues, and use and management of learning technology systems.

Coursework should be distributed across the standards for Library Information Science.

NOTE: If a school/district is unable to find a properly certificated individual, read below, sections 4 A & B.

Section 1.420 Basic Standards

o) Library Media Programs

Each school district shall provide a program of library media services for the students in each of its schools. Each district's program shall meet the requirements of this subsection (o).

1) General

The program shall include an organized collection of resources that circulate to students and staff in order to supplement classroom instruction, foster reading for pleasure, enhance information literacy, and support research, as appropriate to students of all abilities in the grade levels served. No later than the beginning of the 2014-15 school year, a district that relies solely upon the collection of a local public library shall maintain evidence that students receive instruction, direction, or assistance in locating and using resources that are applicable to these purposes from an individual who is qualified under Section 1.755 of this Part and who is acting on behalf of the school district.

2) Financial Resources

Each district's annual budget shall include an identifiable allocation for resources and supplies for the program, except that a unit district serving fewer than 400 students or an elementary or high school district serving fewer than 200 students may demonstrate that it is meeting its students' needs through alternate means that the district has determined are adequate in light of local circumstances.

3) Facilities

If there is no single location within a particular attendance center that is specifically devoted to a library media center, such as where classroom collections have been established instead, the district shall ensure that equitable access to library media resources is made available to students in all the grade levels served. If students' only access to library media resources is achieved by visiting a location outside their attendance center, the district shall maintain records demonstrating that all students' regular schedules include time for this purpose.

4) Staff

Nothing in this subsection (o)(4) shall be construed as prohibiting districts or schools from sharing the services of individuals qualified under Section 1.755 of this Part. No later than the beginning of the 2009-10 school year, each district shall assign responsibility for overall direction of its program of library media services to an employee who holds an elementary, a secondary, a special K-12, a special preschool-age 21, an early childhood, or an administrative certificate. Except as otherwise provided in subsection (o)(4)(A) of this Section, the individual to whom this responsibility is assigned shall meet the requirements of Section 1.755 of this Part.

A) In the event that no employee of the district holds any of the qualifications enumerated in Section 1.755 of this Part, the individual to whom direction of the program is assigned shall be required to participate annually in professional development consisting of:

- i) undergraduate or graduate coursework in library science offered by a regionally accredited institution of higher education; or
- ii) one or more workshops, seminars, conferences, institutes, symposia, or other similar training events that are offered by the Illinois State Library, a regional library system, or another professional librarians' organization; or
- iii) one or more "library academies" if these are made available by or at the direction of the State Superintendent of Education.

B) A district that is otherwise unable to fulfill the requirements of this subsection (o)(4) shall ensure that the overall direction of the library media program (e.g., selection and organization of materials, provision of instruction in information and technology literacy, structuring the work of library paraprofessionals) is accomplished with the advice of an individual who is qualified pursuant to Section 1.755 of this Part.

MATHEMATICS ENDORSEMENT (SECONDARY)

Addition of Endorsements to Previously Issued Certificates

For applications received on or after July 1, 2005, an endorsement will be issued to each applicant who:

- A) has completed a major area of concentration, totaling 32 semester hours or as otherwise identified by a regionally accredited institution on the individual's official transcript; or
- B) presents evidence of having accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, and has passed the applicable content-area test (or test of subject matter knowledge). (Tests were first offered July 2004).

For applications received on or after February 1, 2012, an endorsement will be issued for any subject in which the individual:

- A) meets the requirements of subsection (e), (g), (h), (i), (j), (k), (m), or (n) of this Section; or
- B) has accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, with at least 12 semester hours at the upper-division or graduate level, as defined by the institution offering the coursework, and has passed the Mathematics(115) content-area test.

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received on or after February 1, 2012, must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements.

Note: As of July 1, 1997, the middle grade teacher must also complete 3 semester hours of coursework in middle school philosophy, curriculum and instructional methods, and 3 semester hours of coursework in educational psychology focusing on the developmental characteristics of early adolescents and the role of the middle grade teacher in assessment, coordination and referral of students to health and social services.

Apply online on ECS at www.isbe.net/ECS. Log in and click on the Applications button, then on Endorsement application or use form 73.52 to add endorsements.

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

(Per Section 25.100 Endorsing Teaching Certificates)

<http://www.isbe.net/rules/archive/pdfs/25ark.pdf>

The following coursework is appropriate for a mathematics endorsement:

High school mathematics methods, Euclidean and non-Euclidean geometry, trigonometry, college algebra, finite mathematics, calculus, computer science, (mathematical aspects), differential equations, abstract algebra, linear algebra, discrete structures, statistics, history of mathematics, and upper level courses such as Fournier analysis, applied matrix theory, and regressive analysis.

Coursework should be distributed across the standards for Mathematics.

MIDDLE GRADES MATHEMATICS ENDORSEMENT

For teachers of mathematics in grades 6 through 8 (if added to a secondary certificate) first employed on or after September 1, 1985, the required 18 semester hours in the field shall include three semester hours in the methods of teaching mathematics in the middle grades and 15 semester hours to be selected from four of the following areas:

- i) Math content courses for elementary teachers
- ii) Calculus
- iii) Modern algebra or number theory
- iv) Geometry

iv) Computer science

“An acceptable course in computer science will cover such topics as fundamental principles, concepts, and methods of computing; basic problem solving in computing and programming techniques; fundamental algorithms and data structures; use of computers in solving engineering and scientific problems. Coursework in how to use a computer or using computers in teaching will not meet the requirement for middle school mathematics.”

vi) Probability and statistics

vii) History of mathematics

Note: ISBE will look for credits earned for the level of the certificate. Elementary Mathematics methods classes is not be counted for the middle grades mathematics endorsement.

A secondary math methods course is usually accepted.

MUSIC ENDORSEMENT

Addition of Endorsements to Previously Issued Certificates

For applications received on or after July 1, 2005, an endorsement will be issued to each applicant who:

- A) has completed a major area of concentration, totaling 32 semester hours or as otherwise identified by a regionally accredited institution on the individual's official transcript; or
- B) presents evidence of having accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, and has passed the applicable content-area test (or test of subject matter knowledge). (Tests were first offered July 2004).

For applications received on or after February 1, 2012, an endorsement will be issued for any subject in which the individual:

- A) meets the requirements of subsection (e), (g), (h), (i), (j), (k), (m), or (n) of this Section; or
- B) has accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, with at least 12 semester hours at the upper-division or graduate level, as defined by the institution offering the coursework, and has passed the music (143) content-area test.

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received on or after February 1, 2012, must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements.

Note: As of July 1, 1997, the middle grade teacher must also complete 3 semester hours of coursework in middle school philosophy, curriculum and instructional methods, and 3 semester hours of coursework in educational psychology focusing on the developmental characteristics of early adolescents and the role of the middle grade teacher in assessment, coordination and referral of students to health and social services.

Apply online on ECS at www.isbe.net/ECS. Log in and click on the Applications button, then on Endorsement application or use form 73.52 to add endorsements.

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

Note: This will be known as the Music Endorsement as of July 1, 2004 and beginning July 1, 2005, it will replace the above endorsement. Any teacher who successfully completes 24 semester hours in this area and passes the Music Content Area Test will be endorsed to teach all Music areas at the High School level.

(Per Section 25.100 Endorsing Teaching Certificates)

<http://www.isbe.net/rules/archive/pdfs/25ark.pdf>

PHYSICAL EDUCATION ENDORSEMENT

Addition of Endorsements to Previously Issued Certificates

For applications received on or after July 1, 2005, an endorsement will be issued to each applicant who:

- A) has completed a major area of concentration, totaling 32 semester hours or as otherwise identified by a regionally accredited institution on the individual's official transcript; or
- B) presents evidence of having accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, and has passed the applicable content-area test (or test of subject matter knowledge). (Tests were first offered July 2004).

For applications received on or after February 1, 2012, an endorsement will be issued for any subject in which the individual:

- A) meets the requirements of subsection (e), (g), (h), (i), (j), (k), (m), or (n) of this Section; or
- B) has accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, with at least 12 semester hours at the upper-division or graduate level, as defined by the institution offering the coursework, and has passed the Physical Education (144) content-area test.

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received on or after February 1, 2012, must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements.

Note: As of July 1, 1997, the middle grade teacher must also complete 3 semester hours of coursework in middle school philosophy, curriculum and instructional methods, and 3 semester hours of coursework in educational psychology focusing on the developmental characteristics of early adolescents and the role of the middle grade teacher in assessment, coordination and referral of students to health and social services.

Apply online on ECS at www.isbe.net/ECS. Log in and click on the Applications button, then on Endorsement application or use form 73.52 to add endorsements.

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

(Per Section 25.100 Endorsing Teaching Certificates)

<http://www.isbe.net/rules/archive/pdfs/25ark.pdf>

The following coursework is appropriate for a Physical Education endorsement:

Health-related fitness, rhythm and dance, individual and team sports, human anatomy and physiology, exercise physiology, kinesiology, biomechanics, motor learning/behavior and development, physical education curriculum design, physical education for special populations, and physical education methods, assessment, and evaluation.

Coursework should be distributed across the standards for Physical Education.

READING TEACHER ENDORSEMENT

A primary (K-4), middle grades (K-8) or secondary (9-12) endorsement area. To teach in grades 5-8, the middle grades requirements must also be met (unless the teacher was qualified prior to July 1, 1997).

Passed the Reading Teacher (176) or Reading Specialist (177) content-area test and Completed 24 semester hours of graduate or undergraduate coursework in reading, , at one or more regionally accredited institutions of higher education, provided that all the following areas were addressed:

- i) foundations of reading,
- ii) content-area reading,
- iii) assessment and diagnosis of reading problems,
- iv) developmental and remedial reading instruction and support,
- v) developmental and remedial materials and resources, and
- vi) literature appropriate to students across all grade ranges
- vii) a course that includes a **practicum**

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received **on or after February 1, 2012**, must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements.

Note: As of July 1, 1997, the middle grade teacher must also complete 3 semester hours of coursework in middle school philosophy, curriculum and instructional methods, and 3 semester hours of coursework in educational psychology focusing on the developmental characteristics of early adolescents and the role of the middle grade teacher in assessment, coordination and referral of students to health and social services.

All K-4 Reading Specialists, i.e., those teachers whose major teaching assignment is reading, must have 24 hours of reading and meet the core requirements listed above.

Apply online on ECS at www.isbe.net/ECS. Log in and click on the Applications button, then on Endorsement application or use form 73.52 to add endorsements.

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

READING SPECIALIST ENDORSEMENT

Reading Specialist

The reading specialist's endorsement shall require two years of teaching experience. An individual who holds an Illinois early childhood, elementary, secondary, or special certificate shall be eligible to receive this endorsement on that certificate or on a separate special K-12 certificate when he or she presents evidence of having completed the required teaching experience and:

- A) having completed a K-12 reading specialist's program approved pursuant to Subpart C of this Part that includes a practicum and leads to the issuance of a master's or higher degree; and
- B) having been recommended for the endorsement by the institution offering the program; and
- C) having passed the content-area test for reading specialist.

An individual who elects to receive a separate special K-12 certificate pursuant to subsection (i)(2) of this Section shall be required to pass the test of basic skills and/or the applicable assessment of professional teaching if passage of one or both of these tests would be required for receipt of a subsequent certificate as explained in Section 25.720 of this Part.

Section 25.100 Endorsing Teaching Certificates (2004)

What is the difference between Reading Teacher and Reading Specialist?

- i) Special provisions shall apply to the issuance of endorsements for reading teachers and reading specialists. A reading teacher is one whose assignment involves teaching reading to students, while a reading specialist is one whose assignment involves the provision of technical assistance and/or professional development to other teachers and may also include teaching reading to students.

2) Reading Specialist

The reading specialist's endorsement shall require two years of teaching experience. An individual who holds an Illinois early childhood, elementary, secondary, or special certificate shall be eligible to receive this endorsement on that certificate or on a separate special K-12 certificate when he or she presents evidence of having completed the required teaching experience and:

- A) having completed a K-12 reading specialist's program approved pursuant to Subpart C of this Part that includes a practicum and leads to the issuance of a master's or higher degree; and
 - B) having been recommended for the endorsement by the institution offering the program; and
 - C) having passed the content-area test for reading specialist.
- 3) An individual who elects to receive a separate special K-12 certificate pursuant to subsection (i)(2) of this Section shall be required to pass the test of basic skills and/or the applicable assessment of professional teaching if passage of one or both of these tests would be required for receipt of a subsequent certificate as explained in Section 25.720 of this Part.

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received **on or after February 1, 2012**, must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements.

READING TEACHER ENDORSEMENT PRE 6-30-06

These requirements are in effect through June 30, 2006.

A middle grade and secondary endorsement area. To teach in grades 5-12, the middle grades requirements must also be met (unless the teacher was qualified prior to July 1, 1997). Both endorsements require 18 semester hours of reading coursework, including preparation in the following areas:

- a) Foundation or survey of reading fundamentals including reading in the content areas. (A Reading methods course is acceptable for meeting this requirement.)
- b) Testing procedures and diagnosis of reading disabilities
- c) Diagnostic teaching techniques and materials
- d) Clinical or laboratory practicum in reading
- (May not be waived by substitute teaching, must be a course for academic credit.)**
- e) Literature appropriate for the age of students included in the program

Note: Teacher's who meet the basic 18 hours can add the Reading Endorsement for grades K-4.

SAFETY AND DRIVER EDUCATION ENDORSEMENT

Safety and Driver Education (Grades 9 through 12)

16 semester hours in the field, including preparation as follows:

- 1) 3 semester hours in general safety
- 2) 5 semester hours in driver education and advanced traffic safety
- 3) 8 semester hours chosen from two or more of the following areas:
 - A) General safety, including traffic and industrial safety
 - B) Advanced psychology and sociology
 - C) First aid and health education
 - D) Instructional materials
- 4) Teachers assigned to either simulation or multiple-car programs shall have preparation in the use of these methods which shall consist of a minimum of 1 semester hour or its equivalent in each area.

Beginning with applications received on or after February 1, 2012, an endorsement in safety and driver education shall be issued when the applicant provides evidence of having completed 24 semester hours of college credit in the field, with at least 12 semester hours at the upper-division or graduate level, as defined by the institution offering the coursework, distributed as follows:

- 1) 3 semester hours in injury prevention or safety;
- 2) 12 semester hours in driver education that include:
 - A) driving task analysis (introduction to driver education);
 - B) teaching driver education in the classroom;
 - C) teaching the laboratory portion of the driver education course, including:
 - i) on-street teaching under the supervision of a qualified driver education teacher;
 - ii) the equivalent of at least one semester hour's preparation in and use of driving simulation;
 - iii) the equivalent of at least one semester hour's preparation in and use of multiple-car programs; and
 - D) advanced driver education and emergency evasive driving;
- 3) 3 semester hours in first aid and cardiopulmonary resuscitation; and
- 4) 6 semester hours chosen in any combination from:
 - A) the use of technology in instruction;
 - B) safety issues related to alcohol and other drugs;
 - C) driver education for students with disabilities; and
 - D) any other safety-related area.

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received **on or after February 1, 2012**, must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements.

Note: As of July 1, 1997, the middle grade teacher must also complete 3 semester hours of coursework in middle school philosophy, curriculum and instructional methods, and 3 semester hours of coursework in educational psychology focusing on the developmental characteristics of early adolescents and the role of the middle grade teacher in assessment, coordination and referral of students to health and social services.

Apply online on ECS at www.isbe.net/ECS. Log in and click on the Applications button, then on Endorsement application or use form 73.52 to add endorsements.

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

(Updated 6-21-12) Programs were offered at:

Northern Illinois University	Frank Gruber	815-753-1349
Eastern Illinois University	www.eiu.edu . Search for Driver education endorsement	
University of Northern Iowa	http://www.uni.edu This does not appear to involve enough coursework for the 24 hour requirement. 6/21/12	
Greenville College	http://www.greenville.edu/admissions/adult_grad/drivers_endorsement/	

Online @ Minot State

www.minotstateu.edu/drivered/dr_ed/offerings.shtml This program is less than 24 hours. 6-21-12

NOTE: (From Bob Gound) I just talked with Lisa Willhoit at ISBE. She said that if a Driver Education teacher is convicted of a DUI, he/she may not teach Driver Education for three (3) years. She said that if the district that I am working with wants additional information or wants to ask questions, they can call her or Debbie Fleck at the Secretary of State's Office. (252.40 (b) 3)

(Per Section 25.100 Endorsing Teaching Certificates)

<http://www.isbe.net/rules/archive/pdfs/25ark.pdf>

SCIENCES - DESIGNATION REQUIRED ENDORSEMENT

(This endorsement replaced the BIOLOGICAL SCIENCE, BOTANY, PHYSIOLOGY, ZOOLOGY, CHEMISTRY, AEROSPACE, ASTRONOMY, EARTH SCIENCE, GEOLOGY, PHYSICAL GEOGRAPHY, BIOLOGY, PHYSICAL SCIENCE, GENERAL SCIENCE and PHYSICS ENDORSEMENTS as of July 1, 2004)

An individual with the Science: (designation) endorsement at the secondary level may teach all other areas of social science (i.e. economics, psychology, sociology, anthropology, political science) provided those subjects are not at the advanced placement or honors level. However, since they are endorsed in Science: (Designation), they may teach the designation at the advanced placement or honors level. Please note 23 Ill Adm. Code 25.100 (a):

Subject-area “designations” shall be required in conjunction with some endorsements, as shown in Appendix E to this Part. Except in the case of foreign language, a certificate-holder shall be authorized to teach all the subjects encompassed by a particular endorsement, regardless of the designation or designations received in conjunction with that endorsement. However, a certificate-holder may not teach honors courses, as these are defined by the employing district, or Advanced Placement courses in a subject for which he or she does not hold the specific designation, unless he or she holds an applicable master certificate. For example, a secondary science teacher with a biology designation may not teach honors physics or chemistry unless he or she holds a master certificate endorsed for sciences.

Section 25.100 Endorsing Teaching Certificates (2004)

h) Special provisions shall apply to the issuance of endorsements in the sciences and social sciences.

- 1) An individual seeking to add an endorsement and a designation in either of these fields who does not already hold that endorsement with one of its other available designations shall be required to pass the content-area test for the designation sought and either:
 - A) be recommended for the endorsement and the designation by an institution with an approved program in the subject area based on having completed coursework sufficient to address the applicable content-area standards;
 - or
 - B) present evidence of having accumulated 32 semester hours of college coursework in the field, from one or more regionally accredited institutions, that meets the following requirements:
 - i) at least 12 semester hours of credit must have been earned in the subject area of the designation sought; and
 - ii) some portion of the coursework completed must have addressed at least two additional designations within the field.
- 2) The requirement stated in subsection (h)(1) of this Section shall apply whenever an individual seeks to add his or her first endorsement in one of these fields.
- 3) An individual may receive a subsequent designation in the same field if he or she has:
 - A) passed the applicable content-area test and has 12 semester hours in the designation content area.. Upper level coursework is not required.completed a major in the content area of the designation. Option removed 2/1/2012
- 4) An individual who holds an endorsement in the sciences or social sciences under the structure that was in effect prior to July 1, 2004, may receive an endorsement and a designation in that field under the new structure by passing the content-area test for the designation sought. He or she may then qualify for additional designations in the field pursuant to subsection (h)(3) of this Section.

Any teacher who completes 32 semester hours in the Science area and passes the Science Designation test (first offered in July 2004) may teach all of the above science disciplines listed areas, up to honors level. Advanced Placement or Honors Levels. The teacher may teach any designation area at the honors or advanced placement level.

Note: An individual who holds an endorsement in the sciences or social sciences under the structure that was in effect prior to July 1, 2004, may receive an endorsement and a designation in that field under the new structure by passing the content-area test for the designation sought and, **effective with applications received on or after February 1, 2012, completing 12 semester hours of coursework in the subject area of the designation. He or she may then qualify for additional designations in the field pursuant to subsection (h)(3) of this Section.**

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received **on or after February 1, 2012**, must have been passed with a grade no lower than “C” or equivalent in order to be counted towards fulfillment of the applicable requirements.

Apply online on ECS at www.isbe.net/ECS. Log in and click on the Applications button, then on Endorsement application or use form 73.52 to add endorsements.

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

(Per Section 25.100 Endorsing Teaching Certificates)

<http://www.isbe.net/rules/archive/pdfs/25ark.pdf>

Endorsements Available as of July 1, 2004	Designations	Endorsements Previously Issued
Sciences – Designation Required	Biology Chemistry Earth and Space Science Environmental Science Physics	Biological Science Botany Physiology Zoology Chemistry Aerospace Astronomy Earth Science Geology Physical Geography Biological Science Physical Science General Science Physics

The following coursework is appropriate for an Earth and Space Science designation:

Earth science, physical geography, mineralogy, geology, oceanography, meteorology, weather, climate, cosmology, and astronomy. Coursework should be distributed across the standards for Earth and Space Science.

SOCIAL SCIENCES - DESIGNATION REQUIRED ENDORSEMENT

(This endorsement replaces the ECONOMICS, GEOGRAPHY, HISTORY, U.S. HISTORY, WORLDHISTORY , CIVICS/POLITICAL SCIENCE, PSYCHOLOGY, ANTHROPOLOGY and SOCIOLOGY ENDORSEMENTS as of July 1, 2004)

An individual with the Social Science: (Designation) endorsement at the secondary level may teach all other areas of social science (i.e. economics, psychology, sociology, anthropology, political science) provided those subjects are not at the advanced placement or honors level. However, since they are endorsed in Social Science: (Designation), they may teach the designated discipline at the advanced placement or honors level.

Please note 23 Ill Adm. Code 25.100 (a):

Subject-area “designations” shall be required in conjunction with some endorsements, as shown in Appendix E to this Part. Except in the case of foreign language, a certificate-holder shall be authorized to teach all the subjects encompassed by a particular endorsement, regardless of the designation or designations received in conjunction with that endorsement. However, a certificate-holder may not teach honors courses, as these are defined by the employing district, or Advanced Placement courses in a subject for which he or she does not hold the specific designation, unless he or she holds an applicable master certificate. For example, a secondary science teacher with a biology designation may not teach honors physics or chemistry unless he or she holds a master certificate endorsed for sciences.

Section 25.100 Endorsing Teaching Certificates (2004)

h) Special provisions shall apply to the issuance of endorsements in the sciences and social sciences.

- 1) An individual seeking to add an endorsement and a designation in either of these fields who does not already hold that endorsement with one of its other available designations shall be required to pass the content-area test for the designation sought and either:
 - A) be recommended for the endorsement and the designation by an institution with an approved program in the subject area based on having completed coursework sufficient to address the applicable content-area standards;
 - or
 - B) present evidence of having accumulated 32 semester hours of college coursework in the field, from one or more regionally accredited institutions, that meets the following requirements:
 - i) at least 12 semester hours of credit must have been earned in the subject area of the designation sought; and
 - ii) some portion of the coursework completed must have addressed at least two additional designations within the field.
- 2) The requirement stated in subsection (h)(1) of this Section shall apply whenever an individual seeks to add his or her first endorsement in one of these fields.
- 3) An individual may receive a subsequent designation in the same field if he or she has:
 - A) passed the applicable content-area test;
 - or
 - B) completed a major in the content area of the designation.
- 4) An individual who holds an endorsement in the sciences or social sciences under the structure that was in effect prior to July 1, 2004, may receive an endorsement and a designation in that field under the new structure by passing the content-area test for the designation sought. He or she may then qualify for additional designations in the field pursuant to subsection (h)(3) of this Section.

Note: Any teacher who completes 32 semester hours in the Social Science area and passes the Social Science Designation test (first offered in July 2004) may teach all of the above listed areas below Advanced Placement or Honors Levels. The teacher may teach the tested area (and any area in which they have a 32 hour major) at the honors or advanced placement or honors level.

An individual who holds an endorsement in the sciences or social sciences under the structure that was in effect prior to July 1, 2004, may receive an endorsement and a designation in that field under the new structure by passing the content-area test for the designation sought and, **effective with applications received on or after**

February 1, 2012, completing 12 semester hours of coursework in the subject area of the designation. He or she may then qualify for additional designations in the field pursuant to subsection (h)(3) of this Section.

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received **on or after February 1, 2012**, must have been passed with a grade no lower than “C” or equivalent in order to be counted towards fulfillment of the applicable requirements.

Apply online on ECS at www.isbe.net/ECS. Log in and click on the Applications button, then on Endorsement application or use form 73.52 to add endorsements.

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

(Per Section 25.100 Endorsing Teaching Certificates)

<http://www.isbe.net/rules/archive/pdfs/25ark.pdf>

Endorsements Available as of July 1, 2004	Designations	Endorsements Previously Issued
Social Sciences – Designation Required	Economics Geography History Political Science Psychology Sociology and Anthropology	Economics Geography History U.S. History World History Political Science Psychology Anthropology Sociology

SUPERVISORY ENDORSEMENT

The Standard Special Certificate (Type 10) is valid for teaching and supervising in a special area when the holder files evidence of:

- (d) possessing a master's degree or higher from a recognized institution of higher learning;
- (e) possessing eight semester hours of graduate professional education which shall include at least one course primarily and explicitly related to the supervision of personnel and one course primarily and explicitly related to the administration and organization of schools; and
- (f) at least two years of appropriate teaching experience.

Application Procedures for Supervisory Endorsement on the Standard Special Certificate

Anyone desiring the supervisory endorsement should submit all official documentation through the office of a Regional Superintendent of Schools with an application and payment, or directly to the State Board of Education. Check with the Regional Superintendent's office for method of payment. State Board of Education accepts certified checks only, payable to Illinois State Board of Education.

Note: Use ISBE Form 73-03 and apply for the Supervisory Endorsement on NEW CERTIFICATES. Use ISBE Form 73-52 (on the bottom of the back side) for existing certificates. [This Supervisory Endorsement is valid only for the area listed on the certificate to be endorsed.](#)

Note: These same requirements meet the requirements for the Supervisory Endorsement on the School Service Personnel Certificate.

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received **on or after February 1, 2012**, must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements.

Note: A teacher who has a currently valid Type 09 may apply for a Type 10 in their major endorsed area (32 hours). They need to have successfully completed the test of Basic Skills, or Test of Academic Proficiency (#400), the Subject Matter test and the Assessment of Professional Teaching K-12 (104). They may apply on ISBE form 73-03C.

TECHNOLOGY EDUCATION ENDORSEMENT

(This endorsement replaces the INDUSTRIAL TECHNOLOGY EDUCATION, CONSTRUCTION, ELECTRONICS, GRAPHIC COMMUNICATIONS, TRANSPORTATION, MANUFACTURING, PUBLIC SERVICE, DRAFTING/DESIGN, AUTOBODY REPAIR, and HEATING, VENTILATION AND AIR CONDITIONING ENDORSEMENTS as of July 1, 2004)

Addition of Endorsements to Previously Issued Certificates

For applications received on or after February 1, 2012, an endorsement will be issued for any subject in which the individual:

- A) meets the requirements of subsection (e), (g), (h), (i), (j), (k), (m), or (n) of this Section; or
- B) has accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, with at least 12 semester hours at the upper-division or graduate level, as defined by the institution offering the coursework, and has passed the applicable content-area test.

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received on or after February 1, 2012, must have been passed with a grade no lower than “C” or equivalent in order to be counted towards fulfillment of the applicable requirements.

Any teacher who completes 24 semester hours in the Technology Education area and passes the Technology Education test (first offered in July 2004) may teach all of the above listed areas.

(Per Section 25.100 Endorsing Teaching Certificates)

<http://www.isbe.net/rules/archive/pdfs/25ark.pdf>

TECHNOLOGY SPECIALIST

(The technology specialist will effectively plan, deliver, and assess students' mastery of concepts and skills relevant to learning technologies and technological literacy across the curriculum. The technology specialist will demonstrate knowledge of selection, installation, management, and maintenance of the infrastructure in a classroom setting. The technology specialist will identify and apply educational and technology-related research, the psychology of learning, and instructional design principles in guiding use of computers and technology in education. The COMPUTER SCIENCE ENDORSEMENT still exists.)

An additional endorsement for "technology specialist" shall be issued only upon presentation of evidence that the applicant has completed at least 24 semester hours of college coursework demonstrably related to the subject area at one or more regionally accredited institutions of higher education and has passed the relevant content-area test.

This endorsement is available to all grade levels.

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received **on or after February 1, 2012**, must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements.

(Per Section 25.100 Endorsing Teaching Certificates)

<http://www.isbe.net/rules/archive/pdfs/25ark.pdf>

The following coursework is appropriate for a Technology Specialist endorsement:

Technology infrastructure, systems analysis and design, curriculum design with computers, long distance learning, networking including servers and routers, managing TCP/IP networks, administration of technological equipment, hardware configuration and maintenance, computer operating systems, database management, Web page construction and maintenance, legal implications for technology, and selection, design, and maintenance software.

Coursework should be distributed across the standards for Technology Specialist.

VISUAL ENDORSEMENT

(This replaces the ART Endorsement as of July 1, 2004)

Addition of Endorsements to Previously Issued Certificates

For applications received on or after July 1, 2005, an endorsement will be issued to each applicant who:

- A) has completed a major area of concentration, totaling 32 semester hours or as otherwise identified by a regionally accredited institution on the individual's official transcript; or
- B) presents evidence of having accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, and has passed the applicable content-area test (or test of subject matter knowledge). (Tests were first offered July 2004).

For applications received on or after February 1, 2012, an endorsement will be issued for any subject in which the individual:

- A) meets the requirements of subsection (e), (g), (h), (i), (j), (k), (m), or (n) of this Section; or
- B) has accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, with at least 12 semester hours at the upper-division or graduate level, as defined by the institution offering the coursework, and has passed the applicable content-area test.

All professional education and content-area coursework that forms part of an application for certification, endorsement, or approval that is received on or after February 1, 2012, must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements.

(Per Section 25.100 Endorsing Teaching Certificates)

<http://www.isbe.net/rules/archive/pdfs/25ark.pdf>

VOCATION EDUCATION TEACHERS

(REIMBURSABLE TRAINING PROGRAMS)

The requirements for instructional personnel to teach in reimbursable programs in Agricultural Education; Business, Marketing and Management; Health Occupations; Home Economics Occupations; and Industrial Technology Education are:

- 1) Instructors must meet the endorsement standards in one of the above occupational areas and possess a valid teaching certificate.
- 2) Instructors teaching preparation-level courses must have a minimum of 2,000 hours of work experience in the specific endorsement area to be taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement areas being taught, with a minimum of 250 hours work experience in each endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants' instructors stating the facts concerning the work experience in question.
- 3) A district may employ an individual who does not have 2,000 hours of employment experience in the occupational specialty to be taught, provided that the employment experience requirement will be met within four (4) years from the date of employment by either 2,000 hours of employment experience in the occupational specialty to be taught or a combination of work experience and directed occupational experience. A directed occupational experience means a combination of work experience and a university credit-generating course specifically designed to supervise the work experience equal to one-half of the required 2,000 hours or participation in a work experience with supervision similar to that provided through a university course setting provided by a local agency administrator equal to one-half of the required 2,000 hours. Options chosen pursuant to this subsection must be described in detail in the Regional Education for Employment Plan and will be approved if:
 - a) The work experience is a paid employment experience; and
 - b) The work experience is outside of the education or teaching profession.
- 4) Cooperative Teacher Coordinator (**Note: THIS ENDORSEMENT IS NO LONGER ISSUED, CONTACT SECONDARY EDUCATION DIVISION FOR INFORMATION I believe this section could be grayed out or eliminated.**)

If the teacher is reimbursable through secondary Education, they can be approved through the Regional Office of Education as a coordinator.

- a) The requirements for teacher-coordinators of specialized cooperative education in Agricultural Education; Business, Marketing and Management; Health Occupations; Home Economics Occupations; and Industrial Technology Education include:
 - i) Twenty-four (24) semester hours in the specialty area, which shall include a methods course, six (6) semester hours in the area of organization and administration of cooperative education; and
 - ii) A minimum of 2,000 hours of employment experience in the occupational specialty to be taught; or
 - iii) Completion of a directed occupational experience in the appropriate specialized area, equivalent to the 2,000-hour employment requirement; or
 - iv) Completion of a combination of employment experience and directed occupational experience equivalent to the 2,000-hour employment experience requirement within four (4) years from the date of initial employment as a coordinator.
- b) Options chosen pursuant to subsections (4)(a)(iii) and (iv) shall be described in detail in the district's Regional Education for Employment Plan and will be approved if:
 - i) The work experience is a paid employment experience; and
 - ii) The work experience is outside of the education or teaching profession.
- 5) Special Vocational Teacher Coordinator
In schools with cooperative courses to serve students with special needs, such as the Work Experience and Career Exploration Program, Early School Leaver Program, and vocationally reimbursed Special Education Cooperative Education, the coordinator shall meet the requirements for specialized cooperative occupational education

coordinators as shown in subsection (4), except that the twenty-four (24) semester hours in the occupational specialty area shall be waived.

The coordinator shall possess six (6) semester hours in the area of organization and administration of cooperative education.

This is the same as the Prevocational Coordinator that was issued until 2004. Southern Illinois University usually offers the two courses at Joliet during the **summer** months.

- 6) Interrelated Cooperative Occupational Teacher Coordinator and Cooperative Work Training (CWT) Teacher Coordinator
Coordinators of interrelated cooperative education and cooperative work training shall meet certification standards in at least one of the specialty areas listed in subsection (4)(a) and shall meet the requirements for a Cooperative Teacher Coordinator.
- 7) Compliance with Legal, Governmental and Professional Requirements
For those occupations in which employment or preparation is regulated by law or licensure, compliance with those laws is required.

Note: As of July 1, 1997, the middle grade teacher must also complete 3 semester hours of coursework in middle school philosophy, curriculum and instructional methods, and 3 semester hours of coursework in educational psychology focusing on the developmental characteristics of early adolescents and the role of the middle grade teacher in assessment, coordination and referral of students to health and social services.

Section 1.730 Minimum Requirements for Secondary Teachers and Specified Subject Area Teachers in Grades Six (6) and Above through June 30, 2004

- v) Vocational Education (Reimbursable Training Programs, Grades 9 through 12)
All instructional personnel and coordinators shall hold a valid teaching certificate. The requirements set forth in this subsection (v) shall remain in force through June 30, 1991. Thereafter, the requirements set forth in Section 1.735(f) of this Part shall take effect.
 - 1) Instructional Personnel--The requirements for instructional personnel in reimbursable programs in the five areas of Industrial-Oriented, Applied Biological and Agricultural, Home Economics, Health Occupations, and Business, Marketing and Management are:
 - A) A minimum of 2,000 hours of employment experiences in the occupational specialty to be taught.
 - B) The district may employ an individual who does not meet the provisions of subsection (v) (1) (A) of this Section, providing the employment experience requirement will be met within four years from the date of employment by: 2,000 hours of employment experience in the occupational specialty to be taught or a combination of work experience and directed occupational experience. Options exercised under this subsection (v)(1)(B) must be submitted in detail in the district's One and Five Year Plan for occupational education and are subject to approval.
 - C) For those occupations in which employment or preparation is regulated by law or licensure, compliance with those laws is mandated.
 - 2) Cooperative Teacher Coordinator
Professional competencies for specialized cooperative occupational education:
 - A) Occupational Education
Teacher-coordinators of specialized cooperative education in any one of the following areas:
 - i) Agriculture and Agri-Business
 - ii) Business and Office
 - iii) Distributive Education
 - iv) Health Occupations
 - v) Home Economics and Related Occupations
 - vi) Industrial Oriented Occupations Cooperative Work Training
 - B) To be approved, an individual shall possess 16 semester hours in the field, which shall include a methods course in the occupational specialized area; in addition, 6 semester hours in the area of organization and administration of cooperative occupational education, coordination in techniques, and individualized

instructional methodology. In addition, the coordinator shall possess a minimum of: 2,000 hours of employment experience in the occupational specialty to be taught, or complete a directed occupational experience in the appropriate specialized area, equivalent to the 2,000 hour employment requirement, or complete a combination of employment experience and directed occupational experience equivalent to the 2,000 hour employment experience requirement within four years from date of initial employment as a coordinator. The latter two of these three options shall be submitted in detail in the district's One and Five Year Plan for occupational education and are subject to approval.

3) Special Needs Cooperative Teacher Coordinator

In schools with cooperative courses to serve students with special needs, such as Work Experience and Career Exploration Program, the coordinator shall meet the requirements for specialized cooperative occupational education coordinators as shown in subsection (v)(2) of this Section (except that the 16 semester hours in occupational education shall be waived).

4) Interrelated Cooperative Occupational Teacher Coordinator

Coordinators of interrelated cooperative education shall meet certification standards in at least one of the occupation areas listed in subsection (v)(2)(A) and meet the requirement of subsection (v)(2) of this Section.

5) Compliance with Legal, Governmental and Professional Requirements

For those occupations in which employment or preparation is regulated by law or licensure, compliance with those laws is required.

6) The requirements of subsection (v) are not applicable to personnel employed prior to September 1, 1978.

LEVELS OF SPECIAL EDUCATION CERTIFICATION

SHORT TERM EMERGENCY (TYPE 12) (NOT HIGHLY QUALIFIED FOR SPECIAL EDUCATION)

The Survey of Exceptional Child course and at least one of the other areas required under 23 Ill. Adm. Code 226.810(b).
Diagnosis of, and the characteristics of children with, all the disabilities encompassed by the LBS I credential,
Methods appropriate for teaching children with all the disabilities encompassed by the LBS I credential,
Psychological diagnosis for children with all types of disabilities.

Note: Valid for three years and nonrenewable. The applicant needs a signature from the university and the employing district.

Use form 73-86 at <http://www.isbe.net/certification/html/forms.htm>

APPROVAL (NOT HIGHLY QUALIFIED FOR SPECIAL EDUCATION)

An individual who holds an early childhood, special, elementary, high school, or transitional bilingual certificate shall receive approval to teach in a special education area listed in subsection (a) of this Section if he or she has successfully completed college-level coursework addressing each of the following areas:

- 1) Survey of exceptional children;
 - 2) Characteristics of special education students;
 - 3) Methods of teaching special education students; and
 - 4) Psychological diagnosis for children with all types of disabilities.
- (From 226.810 of Final Transition rules)

Use application form 73.52

Note: Approvals issued Jan. 1, 2002, or later, expire in three years. If the individual passes the LBS I Test (155) and submits ISBE 73.52, they may have the LBS I Endorsement added to their current Early Childhood, Elementary, Secondary, or Special K-12 certificate.

ENDORSEMENT (HIGHLY QUALIFIED FOR SPECIAL EDUCATION)

If an individual with an approval passes the LBS I (**Learning Behavior Specialist I #155**) test, they may apply for the LBS I Endorsement. Endorsements are valid for the same levels as the certificate.
(From 226.810 of Final Transition rules)

NOTE: LBS1 endorsements cover all grade levels of the certificate. A “middle grades LBS1 endorsement is NOT available.

CERTIFICATION (HIGHLY QUALIFIED FOR SPECIAL EDUCATION)

32 hour major, NOTE: What does this mean?: with at least one area, and pass TAP 400 after 2/1/2012, Assessment of Professional Teaching #104, K-12, and LBS I (**Learning Behavior Specialist I #155**) test, and , the Special Education General Curriculum test #163.

Note: Since Jan. 1, 2005, Applicants must complete an Approved Teacher Education Program for LBSI.
Transcript evaluation is no longer available at ISBE.

EARLY CHILDHOOD SPECIAL EDUCATION APPROVAL

Please note that the *Early Childhood Special Education Approval* allows the teacher employed on a Type 04 certificate to teach special education students in pre-school only. Such a teacher may **not** be assigned to teach special education beyond pre-school.

Early Childhood Special Education Approval.

1. Special Education Methods for the young child.
2. Early Childhood Special Education assessment
3. Child, Family and Community relationships
4. Development of language

Use ISBE Form 73-26. Submit Official Transcript.

SHORT-TERM EMERGENCY CERTIFICATION IN SPECIAL EDUCATION

(ISBE Form 73-86)

An application for short term emergency must be submitted after August 1st, but before October 1st each year beginning May 2008

SECTION 25.48 (FINAL TRANSITION RULES)

Beginning January 1, 2002, no further authorizations to assign individuals to special education teaching positions shall be issued pursuant to 23 Ill. Adm. Code 226.820. As of that date, the provisions of this Section shall apply instead to school districts, special education cooperatives and joint agreements, regional superintendents of schools, and nonpublic special education facilities approved by the State Board of Education pursuant to 23 Ill. Adm. Code 401 (Nonpublic Special Education Facilities).

a) An district that wishes to receive short-term emergency certification for a teacher when no fully certified candidate can be found, shall apply for the authorization. The applicant that the district is pursuing shall:

- 1) hold an Illinois elementary, secondary, early childhood, special, or transitional bilingual certificate (which need not be valid for the grade level(s) to be taught under temporary emergency certification as otherwise required by Appendix A to 23 Ill. Adm. Code 1, Public Schools Evaluation, Recognition and Supervision);
- 2) present evidence of having completed college-level coursework encompassing a “survey of exceptional children” as well as any one of the three other areas required pursuant to 23 Ill. Adm. Code 226.810(b); and
- 3) *After August 1 of the school year in which the short-term emergency authorized teacher shall serve, shall submit the required fee along with an application to the State Board of Education, on a ISBE Form 73-86, that:*

A) includes a plan for the individual’s acquisition of an unlimited LBS I approval by completing a supervised clinical experience that qualifies for college credit, as well as coursework covering

i) diagnosis of, and the characteristics of children with, **all the disabilities encompassed by the LBS I credential,**

ii) methods appropriate for teaching children with **all the disabilities encompassed by the LBS I credential,**

and

(All disabilities is meant to cover Multi-categorical classes or classes from both sides of LBS I (LD & SED one side, MR & PH the other side)

iii) adaptations or modifications of the general curriculum to meet the needs of students with the disabilities encompassed by the LBS I credential; and

B) describes the supervision the individual will receive from an individual certified or approved to provide such supervision pursuant to 23 Ill. Adm. Code 226 (Special Education).

b) Each applicant’s plan shall be validated by an authorized representative of the college or university that operates the approved teacher preparation program under whose auspices the applicant will complete necessary coursework.

c) Each applicant’s plan shall be validated by an authorized representative of the employing entity. In addition to verifying that the required supervision will be provided, this representative shall verify that the employing entity has been unable to secure the services of an individual who is appropriately certified or approved for the teaching position in question and shall describe the entity’s recruitment efforts in this regard.

d) Approval of an individual’s application shall be specific to the teaching assignment and employer described therein but shall be transferrable to a new employer, provided that the conditions of subsection (c) of this Section are met by the new employer.

e) Upon approval of an application by the State Superintendent of Education, **the individual shall have three years,** beginning with the next academic term, in which to complete the coursework described in subsection (a)(3)(A) of this Section and receive unlimited LBS I approval under 23 Ill. Adm. Code 226.810. This three-year period shall not include intervals during which any of the following circumstances apply:

- 1) serious illness or the onset or exacerbation of a disability;
- 2) care of an immediate family member during serious illness or disability;
- 3) destruction of the certificate-holder’s dwelling; or
- 4) other circumstances that cause the time the individual could otherwise devote to acquiring additional credentials to be taken up with other responsibilities that cannot be avoided without serious financial hardship

or other family disruption (e.g., death of a spouse that results in the need to take a second job or assume operation of a business).

- f) An individual who experiences any of the circumstances discussed in subsection (e) of this Section may submit information to the State Superintendent of Education describing the situation. This information shall be accompanied by relevant evidence such as a physician's statement, insurance claim, or other applicable documentation of the facts. The State Superintendent shall issue a response indicating the period of time for which the three-year deadline shall toll, which shall take into account the relationship of the academic term to the individual's circumstances.
- g) Short-term emergency certification shall not be renewed.
 - 1) An individual who does not obtain the unlimited LBS I approval within the time allotted shall not be assigned to a special education teaching position.
 - 2) An individual who does obtain the unlimited LBS I approval shall thereupon become subject to the provisions of Section 25.47 of this Part.

Note: This certificate allows teachers to work with students Pre-K to age 21.

Note: Short Term Emergency Certificates may not be applied for in May, June or July for positions that begin in September.

20020308

(Question) A teacher with an 04 (Early Childhood) qualifies for a Type 12 (Short Term Emergency). Does this allow her to work with students in grades K-12? It looks like it should, since no grade levels are stated on the certificate.

(Answer) No, it allows her to work with kids pre-school to age 21.
Per Bob Bingham year unknown

SPECIAL EDUCATION APPROVALS

LBS I APPROVAL/ENDORSEMENT

Approvals in Special Education will be limited to the grade level of the teaching certificate which the individual possesses. To apply for an approval, an applicant must complete ISBE Form 73-52 and apply for an Approval or Endorsement in LBS I on an 03, 04, 09, 10 or 29. Current Approvals are valid for three years only and do not qualify a teacher as “Highly Qualified”. The difference between the requirements for an Approval vs. an Endorsement is an Endorsement requires a passing score on the LBS I test.

1. Survey of exceptional children
2. Characteristics course in Multi-categorical disabilities
3. A methods course in Multi-categorical disabilities
4. Psychological diagnosis for all types of exceptional children

Note: Learning Behavior Specialist I – Limited Approvals (narrow field) are no longer available as of 2/1/2012. A teacher would then need # 1 and # 4 from the above and both a Characteristics and a Methods course for a specific disability (L.D., M.R., etc).

Note: Use Endorsement form IBSE 73-52. A fee of \$50 applies for the endorsement or for the approval. ISBE will issue approval letter when applicable.
<http://www.isbe.net/certification/html/forms.htm>

Student teaching and field experiences are not needed for this approval. For instance, a new Elementary Education teacher, who has met these four requirements, can qualify for this approval. (per Carolyn Hargrove, ISBE, year unknown)

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

(Per Section 25.46 Special Provisions for the LBS I Endorsement, Section 25.47 Special Provisions for the LBS I Approval, Section 226.810 Special Education Teaching Approval)

LEARNING BEHAVIOR SPECIALIST II

In Part 28.300 for the Standards for Certification in Special Education - LBSII

The rules verify that an individual must hold one of the following certificates to achieve the LBS II certificates through entitlement only:

LBSI Pre K-Age 21 certificate, or
Deaf and Hard of Hearing certificate, or
Blind and Visually impaired certificate, or
Speech Language Pathology teaching certificate (type 10 or 03/09 but not the type 73 SLP)

Section 28.300 Standards for the Learning Behavior Specialist II (LBS II)

The “Learning Behavior Specialist II” (“LBS II”) is an optional, advanced credential that shall be available beginning January 1, 2003, to holders of standard or master certificates endorsed in any of the areas addressed by Sections 28.200 through 28.230 of this Part. To qualify as an LBS II, an individual shall be required to meet the standards for one or more of the areas of specialization delineated in Sections 27.310 through 28.370 of this Part by completing an approved program.

- a) Beginning July 31, 2002, a teacher preparation program or course of study leading to the issuance of a credential in any of these areas shall be approved only if the content of that program or course of study includes material that will enable candidates to meet the applicable standards set forth in Sections 28.310 through 28.370 of this Part.
- b) Some Learning Behavior Specialist II endorsements relate to meeting the needs of students with specified disabilities. However, no such endorsement shall prohibit a certificate-holder from providing services to students outside the area of specialization encompassed by that endorsement.

VOCATIONAL COORDINATOR APPROVAL

An individual assigned as a vocational coordinator shall be required to hold approval for this position, which shall be granted provided that the individual submits an application demonstrating that he or she:

- 1) has two years' teaching experience;
- 2) holds either a special preschool-age 21 certificate or a high school certificate; and
- 3) has completed at least 16 semester hours of college coursework, which shall at least include each of the areas identified in subsections (c)(3)(A) through (D) and may include one or more of the areas identified in subsections (c)(3)(E) through (I) of this Section:
 - A) Survey of the exceptional child;
 - B) Characteristics of the mentally retarded student;
 - C) Characteristics of the socially and/or emotionally maladjusted student;
 - D) Vocational programming for students with disabilities;
 - E) Characteristics of other exceptionalities;
 - F) Methods course in special education;
 - G) Guidance and counseling;
 - H) Educational and psychological diagnosis;
 - I) Vocational and technical education.

(Section 226.800 Personnel Required to be Qualified) NOTE: As of April of 2012, these courses have not been researched

VOCATIONAL PROGRAMMING FOR THE HANDICAPPED

Western Illinois University SPED 418/518

Northern Illinois University TLSE 559 - Transition Planning and Vocational Programming for Students with Disabilities

Eastern Illinois University SPE 3700

Chicago State SPED 315

U of I at Champaign Urbana also offers a course.

Use form IBSE 73-26 (2 copies).

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

TEACHER COORDINATOR APPROVAL

The requirements for Teacher Coordinator Approval are as follows:

What is the difference between vocational coordinator and teacher coordinator

1. Standard Special Certificate in the area of exceptionality taught or Standard Secondary Certificate and approval in special education
2. Required course
 - a. Vocational programming for the handicapped
3. Minimum of one course
 - a. Guidance and Counseling
 - b. Vocational and technical education
 - c. Credit for one year cumulative work experience outside of education

Use form IBSE 73-26

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

EARLY CHILDHOOD SPECIAL EDUCATION APPROVAL

Please note that the *Early Childhood Special Education Approval* limits the teacher employed on a Type 04 certificate to teach special education students in pre-school only.

Such a teacher may **not** be assigned to teach special education above the pre-school level, where the LBS1 endorsement is required. Clarification issued 6/2009

All individuals teaching in an early childhood special education reimbursable program shall hold a Standard Special Certificate in special education or an Early Childhood Certificate. In addition, all early childhood special education staff shall have all four of the following courses:

1. Special Education Methods for the young child.
2. Early childhood Special Education assessment
3. Child, Family and Community relationships
 - a. (ECH 522 Family and Community Involvement @ Phoenix Online)
4. Development of language

Note: Must use ISBE Form 73-26. This approval may be granted on a Type 10, Type 04, or Split Type 10 (Type 03 and Type 09 LBSI) with the LBS I endorsement.

Forms may be downloaded from: <http://www.isbe.net/certification/html/forms.htm>

Note: The Early Childhood Special Education Approval is valid for Pre-K only.

(From Transition Rules, Part 25.43 (e) Effective July 1, 2001

A holder of an LBS I endorsement on the special preschool-age 21 certificate shall not serve students in early childhood special education programs unless he or she has also acquired an early childhood special education approval pursuant to Section 226.810(f) of the State Board's rules for Special Education.

<http://www.isbe.net/rules/archive/coreyhpdfs/25finaltransrules.pdf>

From 226 Final Transition Rules

226.810

- f) Beginning January 1, 2002, the State Board shall issue early childhood special education approval to an individual who holds either an early childhood certificate or a special preschool-age 21 certificate with an LBS I endorsement, provided that the individual makes application for such approval on a form supplied by the State Board demonstrating that he or she has successfully completed coursework in all the following areas: (See above)

<http://www.isbe.net/rules/archive/coreyhpdfs/226finaltransrules.pdf>

SPEECH-LANGUAGE PATHOLOGIST APPROVAL

This approval seems to have been replaced by Type 79 interim speech language pathologist intern. This approval is no longer on the 73-42 form.

This Approval is for “OSL” (other Special Education Personnel). It allows a district to employ and receive personnel reimbursement for an individual who holds an Illinois license in speech-language pathology through the Illinois Department of Professional Regulation (IDPR), but does not hold a Type 10 teaching certificate endorsed in speech-language pathology. The approval is valid for two years.

You need:

“Request for Approval of Other Special Education Personnel,” ISBE form 73-42.

A copy of the individual’s license from the IDPR.

An assurance that no individual certified with a Type 10 in the area of speech-language impairment is available. The documentation that substantiates the assurance must detail the district’s comprehensive search efforts.

A description of the individual’s work assignment (number and type of students).

A description of the technical assistance that will be provided to the individual through in-service, professional development, etc.

BEHAVIOR ANALYST SERVICES

(From the State Superintendent Bulletin June 11, 2007)

PA 94-0948 went into effect January 1, 2007, to allow school districts and special education cooperatives to claim special education reimbursement for the services of a behavior analyst when the services are provided in accordance with a student's IEP. The Behavior Analyst falls under "Other Professional Personnel" as delineated in Illinois Administrative Code 23 Part 226.800(j)(3).

Thus, behavior analysts are professional personnel of whom no ISBE license, certificate or approval is required but who can obtain a credential from another professionally recognized credentialing body.

Examples of other professions that fall into this category include physical and occupational therapists. To qualify for reimbursement, a behavior analyst must hold a certificate from the national Behavior Analyst Certification Board (http://www.bacb.com/maint_frame.html).

The employing school district or special education cooperative is responsible for maintaining documentation that these individuals are properly credentialed. Reimbursement procedures are the same as those that are in place for all other professions that fall under Illinois Administrative Code 23 Part 226.800(j)(3).

For additional information about the reimbursement process, please contact **Sharon Conrath** at sconrath@isbe.net or at 217-782-5256. For additional information on Special Education Personnel Reimbursement, please contact **Judy Conboy** at jconboy@isbe.net or at 217-782-5256.

ADAPTIVE P.E. SERVICES APPROVAL

ISBE does not currently have an endorsement for Adaptive P.E

To receive approval for adapted p.e., an applicant must be certified in Physical Education for the grade level(s) of the students served.

One course in adaptive P. E. is preferred, but not required.

Districts should use ISBE Form 73-42 and make sure that the teacher is certified for the grade level(s) of the students served. It is recommended that the district provide all information needed which includes a brief description of the program being offered, the number and ages of students being served by this teacher, the types of disabilities of the students being served, and the name and qualifications of the person who will supervise this teacher.

This is a district approval, not an approval that a p.e. teacher can apply for.

Experience shows that these approvals have been disapproved because districts didn't provide the needed information.

ISBE Form 73-42 directs the applicant to Administrative Rules, and doesn't list the needed documentation.

The application simply states "For guidance in submitting the required documentation, please reference 23 Illinois Administrative Code Part 226, Special Education, and the Final Transition Rules available online at <http://222.isbe.net/rules/archive/coreyhpdfs/226finaltransrules.pdf>.

CERTIFICATES ISSUED IN ILLINOIS

<http://www.isbe.net/certification/html/types.htm>

Regions and Regional Superintendents

<http://www.isbe.net/regionaloffices/pdf/roedirectory.pdf>

DIRECTORY OF APPROVED PROGRAMS FOR THE PREPARATION OF EDUCATIONAL PERSONNEL IN ILLINOIS INSTITUTIONS OF HIGHER EDUCATION

<http://www.isbe.net/profprep/PDFs/Directory.pdf>

ALTERNATIVE CERTIFICATION - TEACHERS AND ADMINISTRATORS

<http://www.isbe.net/profprep/PDFs/alternate.pdf>

XVII. Forms

http://www.isbe.net/forms_numerical.htm

SUBPART A: DEFINITIONS

(This section has been deleted from the rules but it may be useful for transcript evaluations)

SECTION 25.10 DEFINITION OF TERMS

AMERICAN GOVERNMENT:

The study of the process of control and administration of public policy in the United States, focusing especially on the origins, structure and interactions of the nation's political institutions. Coursework must explicitly include study of the United States Constitution and the federal government system.

AMERICAN HISTORY:

The study of the peoples, cultures and events which have contributed to the development of the United States. Coursework must include a chronological account of the origins and development of the United States with emphasis on the contributions of different cultures and political systems.

ANTHROPOLOGY

The study of the distribution, origin, classification and relationships of humanity. Coursework includes archaeology, physical anthropology and socio-cultural anthropology.

BIOLOGICAL SCIENCE

The study of the structure, function, growth, origin, evolution and distribution of living organisms, including coursework in biology, botany, and zoology.

COMMUNICATION SKILLS

The study of the theory and practice of exchanging thoughts, messages and information with others in both oral and written form, including the principles governing oral and written discourse and skills in oral and written expression in English. Coursework includes the areas of rhetoric, speech communication, and composition.

CONSUMER EDUCATION

Including but not necessarily limited to installment purchasing, budgeting, comparison of prices and an understanding of the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.

ORAL COMMUNICATION

Coursework includes Public Speaking, Forensics, Oral Reading, Discussion Principles, Parliamentary Law, Oral Interpretation.

WRITTEN COMMUNICATION

Coursework includes Exposition, Creative Writing, Composition, Technical Writing, Business Communication.

CULTURAL GEOGRAPHY

The study of humanity's relationship with the environment and the effects of geography on human social systems. Coursework includes ethnogeography, human migration, resource management and policy, geopolitical systems, organization of inter- and intra-urban systems.

ECONOMICS

The study of the science of production, distribution and consumption of goods and services. Coursework includes macro-economics, micro-economics and econometrics.

ENDORSEMENT

The written notation entered upon the face of a teaching certificate designating the specific subjects which an individual is qualified to teach.

ENGLISH

The study of the word formation, syntax and semantics of the English language, focusing primarily and explicitly on its historical development and including a systematic description and analysis of English. Coursework includes English grammar, literature, and composition.

FINE ARTS

The study of artistic expression in the areas of art, dance, music, and theatre. Coursework includes history, theory and studio.

FOREIGN LANGUAGE

The study of a language other than English. Coursework includes composition, conversation, culture, literature and laboratory.

HEALTH

The study of the dynamic interaction and interdependence among an individual's physical well-being, mental and emotional reactions, and the social setting in which the individual exists. Coursework includes personal health, mental and emotional health, prevention and control of disease, nutrition, substance use and abuse, accident prevention and safety, community health, environmental health, and family life education.

HISTORY

The study of systematic written or visual accounts of events affecting nations, institutions, or peoples. Coursework includes ancient, medieval and modern history.

HUMANITIES

The study of subjects concerned with humans and their culture, including history, literature, philosophy, religion, and the visual, musical and theatrical arts. Coursework includes the history, analysis and understanding of imaginative art forms and the study of languages.

LANGUAGE ARTS

Reading, oral and written expression, grammar, spelling, handwriting, literature for children, and other literature as is commonly found in the courses of study in the elementary schools will be accepted.

LINGUISTICS

The study of the nature and structure of human language. Coursework includes phonology, phonetics, morphology, syntax, dialectology, language typology, semantics, psycholinguistics, and sociolinguistics.

LITERATURE

The study of imaginative or creative writing in prose or verse, especially of traditionally recognized artistic value, including coursework devoted primarily and explicitly to study of literary texts.

MATHEMATICS

The study of numbers, their form, arrangement and associated relationships, with coursework focusing on the history, structure, and philosophy of mathematics, as well as mathematics topics such as symbolic logic; axiomatics; discrete mathematics; set and number theory; linear and abstract algebra; plane, solid and analytic geometry; calculus; analysis; probability and statistics; and topology. Coursework for individuals seeking Early Childhood or Elementary certification should primarily and explicitly focus on the study of number systems (whole, integer, rational and real), intuitive geometry, measurement, probability and statistics, and elementary concepts of calculator and computer usage in mathematics.

NON-WESTERN OR THIRD-WORLD CULTURE

The study of social, political and cultural development in Third-World cultures. Coursework includes the study of the people and cultures of Asia, Africa, and Central and South America.

PHILOSOPHY

The study of systematization or organization, and criticism of knowledge. Coursework includes the general categories of aesthetics, epistemology, ethics, logic, metaphysics, religion and numerous subcategories.

PHYSICAL EDUCATION

Health-related fitness, rhythm and dance, individual and team sports, human anatomy and physiology, exercise physiology, kinesiology, biomechanics, motor learning/behavior and development, physical education curriculum design, physical education for special populations, and physical education methods, assessment, and evaluation

PHYSICAL DEVELOPMENT

The study of the psychomotor domain with emphasis on the potential and limitations of mind and body. Coursework includes maintenance of physical health and physical fitness, motor skill acquisition, and injury prevention and control.

PHYSICAL SCIENCE

The study of the history, philosophy and methodologies used to describe the physical universe, including coursework in astronomy, chemistry, earth science, physics, geology and physical geography.

POLITICAL SCIENCE

The study of the structure and processes of political systems, including the development of public policy. Coursework includes political systems, governmental structures, public law, public administration and political culture.

PSYCHOLOGY

The study of mental processes and animal and human behavior. Coursework includes the areas of individual and group psychology.

SEMESTER HOUR

The basis for calculating college work shall be the semester hour, which is one recitation or lecture period not less than fifty minutes in length, or an equivalent laboratory period, each week, for at least sixteen weeks.

SOCIAL SCIENCE

The study of human achievement, including the development, history and character of social, cultural and political organizations, and of methodologies used to describe and interpret these areas. Social Science includes coursework in the areas of anthropology, cultural and political geography, economics, political science, sociology, and psychology.

SOCIOLOGY

The study of the development, structure, function and interaction of human groups. Coursework includes social organizations, social psychology, crime, delinquency and deviancy, population and human ecology, social inequalities, social movements.

(Source: Amended at 12 Ill. Reg. 16022, effective September 23, 1988)

Appropriate Coursework for Endorsements

Business, Marketing, and Computer Education

The following coursework is appropriate for a business, marketing, and computer education endorsement:

Business, business math, accounting, business communication, business law, economics, marketing, finance, business management, business computer programming, international business, entrepreneurship, consumer economics, business computer applications, and methods of teaching business subjects.

Coursework should be distributed across the standards for business, marketing, and computer education.

Business Computer Programming Designation

For the business computer programming designation, coursework in the following areas is appropriate: business computer programming, operating systems, computer networking, and database management.

Drama/Theatre Arts

The following coursework is appropriate for a drama/theatre arts endorsement.

Drama, theatre, acting, play production, stage design, stage makeup, voice and movement techniques, directing, story-making and playwriting, dramatic literature (contemporary and historic).

Coursework should be distributed across the standards for drama/theatre arts.

Earth and Space Science

The following coursework is appropriate for an earth and space science endorsement:

Earth science, physical geography, mineralogy, geology, oceanography, meteorology, weather, climate, cosmology, and astronomy.

Coursework should be distributed across the standards for earth and space science.

English Language Arts

The following coursework is appropriate for a English language arts endorsement:

Composition and rhetoric including grammar, language components (semantics, syntax, phonemes, morphemes), literary forms (poetry, fiction, drama, etc.), American and British literature, speech, journalism, proofreading and editing, and reading including methods, materials, diagnostic courses, and practicums.

Coursework should be distributed across the standards for English language arts.

Family and Consumer Science

The following coursework is appropriate for a family and consumer science endorsement:

Home economics, consumer education, household management and budgeting, family relationships, parenting, human and child development, family conflict resolution, nutrition, foods and food handling, clothing and apparel, sewing, clothing design and construction, textiles, housing, interior design, furnishings, and hospitality.

Coursework should be distributed across the standards for family and consumer science.

Health Education

The following coursework is appropriate for a health education endorsement:

Theories and concepts of health, school health programs, community health, health curriculum, disease prevention, sex education and sexually transmitted diseases, drug and chemical use and abuse, mental and emotional health, family relationships, environmental health, nutrition, consumer health, safety and injury control, and personal health.

Coursework should be distributed across the standards for health education.

Library Information Science

The following coursework is appropriate for a library information specialist endorsement:

Library administration, reference, cataloging and classification, research and accessing information resources, and selection of library materials appropriate to the population to be served. Electives include instructional media, online searching, developing educational software, media services and production, professional and ethical issues, and use and management of learning technology systems.

Coursework should be distributed across the standards for library information science.

Mathematics

The following coursework is appropriate for a high school mathematics endorsement:

High school mathematics methods, Euclidean and non-Euclidean geometry, trigonometry, college algebra, finite mathematics, calculus, computer science (mathematical aspects), differential equations, abstract algebra, linear algebra, discrete structures, statistics, history of mathematics, and upper level courses such as Fourier analysis, applied matrix theory, and regression analysis.

Coursework should be distributed across the standards for mathematics.

Physical Education

The following coursework is appropriate for a physical education endorsement:

Health-related fitness, rhythm and dance, individual and team sports, human anatomy and physiology, exercise physiology, kinesiology, biomechanics, motor learning/behavior and development, physical education curriculum design, physical education for special populations, and physical education methods, assessment, and evaluation.

Coursework should be distributed across the standards for physical education.

Technology Specialist

The following coursework is appropriate for a technology specialist endorsement:

Technology infrastructure, systems analysis and design, curriculum design with computers, long distance learning, networking including servers and routers, managing TCP/IP networks, administration of technological equipment, hardware configuration and maintenance, computer operating systems, database management, Web page construction and maintenance, legal implications for technology, and selection, design, and maintenance of software.

Coursework should be distributed across the standards for technology specialist.

WHAT DISTRICTS SHOULD KNOW ABOUT THE NEW July 1 , 2004 and February 1, 2012 RULES FOR CERTIFICATION AND ASSIGNMENT OF STAFF

June 3, 2004

Changes to the rules in Part 25 and Part 1 went into effect June 1, 2004, with further changes on February 1, 2012, and must be observed by local school districts in relation to employment and assignment of staff. The following information is designed to highlight some of the most relevant requirements; please keep in mind that it is a summary and should not be considered as providing all relevant details. Additional information is available on the web and through later communications to districts.

Note: To the extent that the new rules conflict with any other statements made on the website, the reader should understand that the rules are the most recent and the only official statement of requirements. Relevant portions of the website will be updated on an ongoing basis to reflect the final content of these rules.

ASSIGNMENT OF TEACHING STAFF

CRITERIA FOR ASSIGNMENT OF STAFF

Beginning July 1, 2004, school districts may assign teachers to a given grade level and subject if they hold certification appropriate to that grade level and meet one of the following criteria.

Option 1 - Hold state endorsement specific to the subject area

Option 2 - Met previous requirements for endorsement (e.g., required number, character and distribution of coursework) at the time when they were in effect, but do not hold endorsement (“once-qualified, always qualified”)

Option 3 - Meet new minimum coursework requirements for the subject area -no distribution required. This option is available for maximum of three years per teacher in that subject.

Option 4 - Receive “short-term authorization for positions otherwise unfilled” – requires that teacher have at least 9 semester hours in subject area and provide statement of intent to become qualified – This option available for maximum of three years per teacher.

Option 1 – Qualified through Endorsement

Endorsements held by a teacher may be viewed on ECS

New endorsement requirements apply in some areas – see below.

Option 2 – Qualified but not Endorsed

Districts may continue to assign teachers to teach subjects for which the teacher does not hold an endorsement but for which, through local, regional or state review of transcripts, he or she has been identified as meeting the coursework requirements (including distribution of specific courses) then in effect.

This practice is commonly known as “once-qualified, always qualified” and it reflects the fact that until now, teachers have not been required to obtain a formal endorsement if they otherwise met the requirements and were therefore eligible for assignment.

Districts will be expected to be able to verify that such teachers are qualified based on the requirements in effect at the time the coursework was completed.

Verification could be based on letters or statements from the State Board of Education or a Regional Superintendent, or through the teacher’s transcripts.

Option 3 –Eligible for Assignment

NOTE: This option is not available for special education teachers, elementary teachers who are first assigned to an elementary general classroom after July 1, 2004, or bilingual teachers.

Special education teachers must hold one of the acceptable credentials (Special Pre-K through 21 certificate, other certificate with special education endorsement, special education approval, or short-term emergency certificate in special education).

An elementary general education classroom first assigned after July 1, 2004 must hold self-contained general elementary endorsement (see Section 1.710).

Bilingual teachers must hold a Transitional Bilingual certificate, a bilingual endorsement or a bilingual approval.

Other teachers who hold the minimum number of semester hours required for a given subject may be assigned to teach that course for a maximum of three years. The coursework need not meet previously applicable distribution requirements but must be demonstrably related to the subject area. (See Section 1.737)

The minimum requirements are identified in

Section 1.745 (reading teachers); Section 1.720 (middle grades); Section 1.737 (secondary); and Section 1.755 (library information specialists):

Reading Teacher – 18 semester hours through July 1, 2006; 24 thereafter.

Middle Grades – same as prior to July 1, 2004 – no new or additional requirements or minimums

Secondary – foreign language – 20 semester hours;

All other subjects – 24 semester hours

Library Information Specialist – 24 semester hours.

A teacher may be assigned under this provision for a maximum of three years while obtaining the relevant endorsement.

Under new rules (2/1/2012), the endorsement can be obtained completion of the minimum semester hours of relevant coursework plus passage of the relevant content-area test. One half of the endorsement coursework must be considered “upper division coursework. One way to find upper division coursework is to look for 300 and 400 level or graduate level coursework. Some institutions number their coursework differently, so it’s up to them to indicate whether coursework is considered upper division coursework. Thus, a teacher who meets the minimum coursework requirements implicit in this option could obtain the endorsement, and also become highly qualified in that subject area, simply by passing the relevant test.

Option 4 – Short-term Authorization (Positions Otherwise Unfilled)

This option is described in Section 25.464 of the revised rules – it replaces the practice of “letters of non-jeopardization.”

School districts may receive ISBE authorization to employ a specific individual who does not qualify under any of the above options for a vacant position when the district is unable to recruit a fully qualified candidate. NOTE: this does not apply to a special education teaching position (Short term emergency for special ed teachers.).

The teacher the district proposes to assign to such a position must meet certain criteria (including having at least 9 semester hours of coursework in the subject area and enrollment in coursework that will enable him or her to become fully qualified) in order for the district to receive authorization.

The district must also provide assurance that the teacher will receive mentoring and professional development support during the period of short-term authorization.

ISBE form 73-96, available on the ISBE website, must be used to apply for this authorization.

Short-term authorization is valid only for the identified teacher in that assignment and in that district; it may not be transferred to another district.

Short-term authorization is valid for a maximum of three years.

No Child Left Behind Highly Qualified Status

Teachers who qualify for assignment under Option 1, 2, or 3 may meet the Illinois criteria for being “highly qualified” (per NCLB) by

Having passed an appropriate subject matter test,

Having completed a major in the area, or

holding an advanced degree or NBPTS certification in the area.

Alternatively, they may be considered “highly qualified” as a veteran teacher under the Illinois “HOUSSE.”
(See separate document)

CERTIFICATION REQUIREMENTS

FIRST TEACHING CERTIFICATES: ELEMENTARY, SECONDARY, SPECIAL, EARLY CHILDHOOD

The requirements for an individual’s first teaching certificate did not change in 2004 or 2012. The candidate must:

- Hold a bachelor’s degree
- Complete an approved program, or hold a comparable certificate from another state
- Complete course relating to the exceptional child and the learning disabled child.
- Have a 32 semester hour major or a major identified on the transcript by the university
- Have pre-student teaching clinical experiences
- Complete student teaching
- Pass Illinois tests

SUBSEQUENT ILLINOIS TEACHING CERTIFICATES

The candidate must go to an Illinois institution with an approved program, complete the coursework and experiences specified by the institution, and pass the tests. These individuals will be recommended for entitlement by the institution.

Teacher preparation institutions may modify the program requirements for individuals seeking a subsequent teaching certificate. If they choose to do this, the institution will review the candidate’s education and experience in relation to the approved program requirements for that certificate and design a “focused” program to fill in the “gaps.” Institutions are expected to publish information about the procedures and cost of such reviews as well as any requirements that they will maintain for all “focused program” students, regardless of their background.

CERTIFICATES ARE NO LONGER ISSUED THROUGH TRANSCRIPT-REVIEW, EXCEPT FOR OUT-OF-STATE CANDIDATES.

SPECIFIC SUBJECT AREA ENDORSEMENTS AND REQUIREMENTS

NEW ENDORSEMENT STRUCTURE

The new rules provide a new structure for endorsements. A chart showing the old and new endorsements is provided in Appendix E to Part 25 and is also provided at the end of this document.

Endorsements issued under the system used prior to July 1, 2004 will continue to be valid only for the specific subjects covered. An individual who wishes to teach other subjects in the same field must apply for the relevant new endorsement and meet the applicable requirements of Section 25-100.

With the exceptions shown below, endorsements under the new system can be obtained by completing a certification program in the area (i.e., first endorsement on a first certificate, such as secondary math), or (for additional endorsements) earning 24 semester hours directly related to the subject area *and* passing the relevant content-area test.

SCIENCE AND SOCIAL SCIENCE

Candidates for endorsement in the sciences or social sciences must obtain an endorsement for the general area or field **and** a specific subject area designation – e.g., science-biology or social science-history.

The requirements for the new science and social science endorsements under the new system are provided in the rules, Part 25, Section 25.100(h).

Individuals who hold a new endorsement and designation in these fields may teach any subject in that field (e.g., the teacher with a social science-history endorsement and designation may also teach sociology, geography, etc.)

The only exception to such an assignment is if the subject to be taught is an Advanced Placement class or an “honors” class as defined by the district. In that case, the teacher must hold a designation specific to that subject area (i.e., to teach “honors” or AP physics, the teacher must hold a science-physics endorsement/designation).

A teacher who holds an “old” endorsement in one of these fields may broaden his or her eligibility for assignment by taking one of the new science or social science tests. Upon passage of that test, the teacher will be issued a new endorsement with a designation based on the test taken; this would then allow him or her to teach any subject in that field, except for AP and honors classes.

If a teacher who holds a science or social science endorsement issued after 6/1/2004, wishes to add another discipline designation (science for science endorsement, social science for social science endorsement) to a science or social science endorsement, he or she must take and pass the accompanying content area exam and have at least 12 semester hours of coursework in the new designation discipline.

Special Note -- To accommodate teacher-candidates at differing stages of preparation, until July 1, 2006 Illinois institutions have the option of recommending endorsement under the “old” or “new” system. A newly certified teacher with an “old” science or social science endorsements will be eligible to teach only that subject unless he or she takes the new test to become more broadly eligible, as described above.

READING

No individual may be assigned to teach reading, other than reading as part of general classroom instruction or reading instruction in departmentalized 5-8, or to serve as a reading specialist unless he or she meets the requirements of Section 1.745.

The endorsement structure provides endorsements for “Reading Teachers” and “Reading Specialists.” Individuals with either endorsement may work with students; the Reading Specialist also works with curriculum, professional development, research, and consultation with other teachers.

Through June 30, 2006, a **Reading Teacher** endorsement was earned by completing the current semester hour and distribution requirements. No test is required. This endorsement will be valid for assignment into the future.

Beginning July 1, 2006, a Reading Teacher endorsement is based on 24 semester hours of relevant coursework (see Part 25, Section 25.100(i)(1)) and passage of the Reading Teacher content-area test.

Relevant coursework for the reading teacher endorsement has a distribution that must be met. The coursework must also include an acceptable practicum. An acceptable practicum includes work with more than one student. (See Part 25, Section 25.100 as listed above.)

The Reading Teacher endorsement may be placed on any certificate the teacher holds or subsequently earns.

Beginning July 1, 2004, the **Reading Specialist** endorsement will be based on completion of an approved program, which includes a practicum, completion of two years of teaching experience and passage of the relevant tests (see Part 25, Section 25.100(i)(2)).

Beginning July 1, 2004, individuals working in a Reading Specialist role must hold this endorsement.

ELEMENTARY GRADES

Beginning July 1, 2004, a general elementary education endorsement will require entitlement from an Illinois State Board approved elementary education preparation program and passage of all relevant tests.

Beginning July 1, 2004, assignment of personnel to teach general elementary education may be made on the basis of Options 1, 2 or 4 discussed at the beginning of this document (also see Section 1.710).

MIDDLE GRADES

The requirements for teaching in the middle grades were not changed by these amendments. ALL EXISTING REQUIREMENTS FOR TEACHING IN THE MIDDLE GRADES REMAIN IN EFFECT. See Part 1, Section 1.720.

The State Teacher Certification Board has asked that a plan to address middle grade credentials be submitted in September 2004.

No plan to modify middle grades endorsements exists as of April 2012.

BILINGUAL

The requirements for bilingual teachers are found in Section 1.780 and Section 1.781.

There have been no changes to these requirements.

LIBRARY INFORMATION SPECIALISTS (SECTION 1.755)

Beginning July 1, 2004, no individual may be assigned to provide library or audio-visual services unless he or she holds a certificate valid for the grade level

AND

Holds an endorsement for Library Information Specialist, OR

Holds a comparable previously issued endorsement such as Media or Library Science, OR

Was previously qualified via local verification (option 2 above), OR

Meets option 3 above, via 18 semester hours of coursework; 24 hours of coursework after July 1, 2004 ; OR

Is assigned pursuant to short-term authorization (option 4 above).

OTHER ENDORSEMENTS

COUNSELORS

The law and rules allow individuals to become certified as school counselors even though they do not hold or are not eligible for a teaching certificate.

However, to be assigned as a school counselor and provide identified school guidance services, the individual must hold a Type 73 certificate with a School Counselor endorsement or the previously issued Guidance endorsement.

Candidates may be certified/endorsed by virtue of university entitlement or, for out-of-state candidates, through review of credentials. The requirements are in Part 25, Section 25.225.

The new rules provide for a "School Counselor Intern" certificate that will allow the holder to work as a counselor in a school district, either full or part-time, and be paid for that work. (This is similar to school social work and psychology except that no reimbursement is available.)

The requirements for the "School Counselor Intern" certificate are identified in Section 25.227 and the application for

the certificate (ISBE 73-94) is available on the ISBE website.

The internship certificate is not required if the counselor intern is not being paid for his or her internship responsibilities. However, it will be issued to other qualified individuals if requested.

PARAPROFESSIONALS

STATE APPROVAL

Note: The new licensure system will only issue NCLB level paraprofessional licenses. People who hold TAS (teacher's aide state) or TA (issued before NCLB) will receive an *approval* to remain in non-Title I paraprofessional positions.

No TAS equivalent approvals will be issued when the new (7/1/2013 or before) licensure begins. These requirements replace the requirements for "teacher aides;" however, all previously-issued "teacher aide" approvals remain valid.

All individuals who wish to work as a paraprofessional providing instructional support must have a letter of approval from the State Board of Education.

All Paraprofessionals employed to provide instructional support in special education programs or for special education students must now meet the state approval requirements (by July 1, 2007.)

State approval may be given based on the following criteria:

30 semester hours of college credit at a regionally accredited institution of higher education; OR

Completion of a training program for paraprofessionals approved by ISBE or the Illinois Community College Board; OR

Passage of the ParaPro test offered by the Educational Testing Service with at least the score identified by ISBE in consultation with the State Teacher Certification Board; OR

Passage of the Work Keys test offered by ACT with at least the score identified by ISBE in consultation with the State Teacher Certification Board, plus verification of performance assessment.

Application Procedures

ISBE Form 73-95 Application for Approval as a Paraprofessional

(ISBE 73-95) is available on the ISBE website.

http://isbe.net/certification/pdf/73-95_paraprofessional.pdf

Proof of high school graduation must also be provided at the time of application if the applicant does not hold a minimum of an associate's degree. Proof of high school graduation could be a diploma, a transcript, or a letter from the high school indicating date of graduation.

NCLB HIGHLY QUALIFIED PARAPROFESSIONAL

Individuals working as paraprofessionals in programs funded by Title I or in Title I school-wide program (including special education programs) must meet one of the following options:

Obtain an associate's degree or higher; OR

Two years of study at an institution of higher education; in Illinois that means at least 60 semester hours of college coursework; OR

Passage of either the ParaPro or Work Keys tests; OR

Possession of a statement of approval from ISBE based on at least 30 semester hours of college coursework or completion of a special program (as described above) plus 300 "Professional Training Points." This option is described in Section 25.510d)(2)(B) and an application form for state approval is available on the ISBE website.

If applying for paraprofessional approval using 60 hours of coursework, but no associate's degree or higher, or using Work Keys or ETS Parapro, or PTPs, the applicant must provide proof of high school graduation.

SECTION 25.48 SHORT-TERM EMERGENCY CERTIFICATION IN SPECIAL EDUCATION

Beginning January 1, 2002, no further authorizations to assign individuals to special education teaching positions shall be issued pursuant to 23 Ill. Adm. Code 226.820. As of that date, the provisions of this Section shall apply instead to school districts, special education cooperatives and joint agreements, regional superintendents of schools, and nonpublic special education facilities approved by the State Board of Education pursuant to 23 Ill. Adm. Code 401 (Nonpublic Special Education Facilities).

An individual who wishes to receive short-term emergency certification shall:

- 1) hold an Illinois elementary, secondary, early childhood, special, or transitional bilingual certificate (which need not be valid for the grade level(s) to be taught under temporary emergency certification as otherwise required by Appendix A to 23 Ill. Adm. Code 1, Public Schools Evaluation, Recognition and Supervision);
- 2) present evidence of having completed college-level coursework encompassing a “survey of exceptional children” as well as any one of the three other areas required pursuant to 23 Ill. Adm. Code 226.810(b); and
- 3) submit the required fee along with an application to the State Board of Education, on a form supplied by the Board, that:
 - A) includes a plan for the individual’s acquisition of an unlimited LBS I approval by completing a supervised clinical experience that qualifies for college credit, as well as coursework covering
 - i) diagnosis of, and the characteristics of children with, all the disabilities encompassed by the LBS I credential,
 - ii) methods appropriate for teaching children with all the disabilities encompassed by the LBS I credential, and
 - iii) adaptations or modifications of the general curriculum to meet the needs of students with the disabilities encompassed by the LBS I credential; and
 - B) describes the supervision the individual will receive from an individual certified or approved to provide such supervision pursuant to 23 Ill. Adm. Code 226 (Special Education).

Each applicant’s plan shall be validated by an authorized representative of the college or university that operates the approved teacher preparation program under whose auspices the applicant will complete necessary coursework.

- c) Each applicant’s plan shall be validated by an authorized representative of the employing entity. In addition to verifying that the required supervision will be provided, this representative shall verify that the employing entity has been unable to secure the services of an individual who is appropriately certified or approved for the teaching position in question and shall describe the entity’s recruitment efforts in this regard.
- d) Approval of an individual’s application shall be specific to the teaching assignment and employer described therein but shall be transferrable to a new employer, provided that the conditions of subsection (c) of this Section are met by the new employer.
- e) Upon approval of an application by the State Superintendent of Education, the individual shall have three years, beginning with the next academic term, in which to complete the coursework described in subsection (a)(3)(A) of this Section and receive unlimited LBS I approval under 23 Ill. Adm. Code 226.810. This three-year period shall not include intervals during which any of the following circumstances apply:
 - 1) serious illness or the onset or exacerbation of a disability;
 - 2) care of an immediate family member during serious illness or disability;
 - 3) destruction of the certificate-holder’s dwelling; or
 - 4) other circumstances that cause the time the individual could otherwise devote to acquiring additional credentials to be taken up with other responsibilities that cannot be avoided without serious financial hardship or other family disruption (e.g., death of a spouse that results in the need to take a second job or assume operation of a business).
- f) An individual who experiences any of the circumstances discussed in subsection (e) of this Section may submit information to the State Superintendent of Education describing the situation. This information shall be accompanied by relevant evidence such as a physician’s statement, insurance claim, or other applicable documentation of the facts. The State Superintendent shall issue a response indicating the period of time for which the three-year deadline shall toll, which shall take into account the relationship of the academic term to the individual’s circumstances.
- g) Short-term emergency certification shall not be renewed.
 - 1) An individual who does not obtain the unlimited LBS I approval within the time allotted shall not be assigned to a special education teaching position.
 - 2) An individual who does obtain the unlimited LBS I approval shall thereupon become subject to the provisions of Section 25.47 of this Part.

(Source: Added at 25 Ill. Reg. _____ effective _____)

SECTION 25.464 SHORT-TERM AUTHORIZATION FOR POSITIONS OTHERWISE UNFILLED (REGULAR ED)

(Requires ISBE form 73-96)

Subject to the provisions of this Section, a school district, cooperative, or joint agreement may receive short-term approval to employ an individual who does not hold the qualifications required for a vacant teaching position, other than a special education teaching position, when the employing entity has been unable to recruit a fully qualified candidate for that position.

- a) The employing entity shall file with the regional superintendent:
 - 1) a description of the vacant position, including the subject area and the grade level;
 - 2) evidence of inability to fill the position with a fully qualified individual, including a list of the candidates who applied, a list of those who were interviewed, and the reason each was not interviewed or was not selected, as applicable;
 - 3) a statement that the employing entity has not honorably discharged anyone in the past year who was fully qualified for the position;
 - 4) the name and Social Security number of the individual the entity wishes to employ for the position, as well as a list of the certificate number(s) and type(s) held by that individual;
 - 5) a written assurance that the district will provide the teacher to be employed with mentoring and high-quality professional development each year in the subject area to be taught;
 - 6) a written assurance from an institution of higher education that operates a program approved pursuant to Subpart C of this Part that leads to certification in the subject area to be taught that the individual who will be employed is enrolled in courses that are designed to meet the standards applicable to that subject area; and
 - 7) a statement of intent, signed and dated by the individual who will be employed, stipulating that he or she will complete all requirements for an endorsement in the subject to be taught (see Section 25.100 of this Part) within three school years after the issuance of authorization under this Section.
- b) Short-term authorization pursuant to this Section shall be issued only when the individual identified by the employing entity:
 - 1) holds an initial, standard, or master certificate that is valid for the grade level of the proposed assignment;
 - 2) has successfully completed at least nine semester hours of college coursework in the subject area to be taught; and
 - 3) has filed the statement of intent called for in subsection (a)(7) of this Section.
- c) When the requirements of this Section have been met, the State Superintendent of Education shall issue to the employing entity a letter granting short-term authorization for the named individual to teach in the specific position for which the application was made.
 - 1) Such a letter shall constitute an authorization to the employing entity and not a credential issued to the individual. As such it shall not be transferable to any other individual, employing entity, or teaching assignment.
 - 2) Each employing entity that receives an authorization pursuant to this Section shall maintain the State Superintendent's letter on file and make it available for inspection by representatives of the State Board of Education upon request.
- d) Short-term teaching authorization issued pursuant to this Section shall be issued with respect to a specific school year and shall expire on June 30 of the third school year following the date of issuance.
- e) After the end of the validity of authorization received under this Section, the individual shall not be eligible to teach in the subject area for which approval was granted unless he or she has received an endorsement for that subject.

Use Form 73-96

<http://www.isbe.net/certification/html/forms.htm>

RECERTIFICATION

<http://www.isbe.net/recertification/default.htm>

(105 ILCS 5/21-14) (from Ch. 122, par. 21-14)

SEC. 21-14. REGISTRATION AND RENEWAL OF CERTIFICATES.

- (a) A limited four-year certificate or a certificate issued after July 1, 1955, shall be renewable at its expiration or within 60 days thereafter by the county superintendent of schools having supervision and control over the school where the teacher is teaching upon certified evidence of meeting the requirements for renewal as required by this Act and prescribed by the State Board of Education in consultation with the State Teacher Certification Board. An elementary supervisory certificate shall not be renewed at the end of the first four-year period covered by the certificate unless the holder thereof has filed certified evidence with the State Teacher Certification Board that he has a master's degree or that he has earned 8 semester hours of credit in the field of educational administration and supervision in a recognized institution of higher learning. The holder shall continue to earn 8 semester hours of credit each four-year period until such time as he has earned a master's degree.

All certificates not renewed or registered as herein provided shall lapse after a period of 5 years from the expiration of the last year of registration. Such certificates may be reinstated for a one year period upon payment of all accumulated registration fees. Such reinstated certificates shall only be renewed: (1) by earning 5 semester hours of credit in a recognized institution of higher learning in the field of professional education or in courses related to the holder's contractual teaching duties; or (2) by presenting evidence of holding a valid regular certificate of some other type. Any certificate may be voluntarily surrendered by the certificate holder. A voluntarily surrendered certificate shall be treated as a revoked certificate.

- (b) When those teaching certificates issued before February 15, 2000 are renewed for the first time after February 15, 2000, all such teaching certificates shall be exchanged for Standard Teaching Certificates as provided in subsection (c) of Section 21-2. All Initial and Standard Teaching Certificates, including those issued to persons who previously held teaching certificates issued before February 15, 2000, shall be renewable under the conditions set forth in this subsection (b).

INITIAL TEACHING CERTIFICATES

are valid for 4 years of teaching, as provided in subsection (b) of Section 21-2 of this Code, and are renewable every 4 years until the person completes 4 years of teaching. If the holder of an Initial Certificate has completed 4 years of teaching but has not completed the requirements set forth in paragraph (2) of subsection (c) of Section 21-2 of this Code, then the Initial Certificate may be reinstated for one year, during which the requirements must be met. A holder of an Initial Certificate who has not completed 4 years of teaching may continuously register the certificate for additional 4-year periods without penalty. Initial Certificates that are not registered shall lapse consistent with subsection (a) of this Section and may be reinstated only in accordance with subsection (a). Standard Teaching Certificates are renewable every 5 years as provided in subsection (c) of Section 21-2 and subsection (c) of this Section. For purposes of this Section, "teaching" is defined as employment and performance of services in an Illinois public or State-operated elementary school, secondary school, or cooperative or joint agreement with a governing body or board of control, in a certificated teaching position, or a charter school operating in compliance with the Charter Schools Law.

STANDARD TEACHING CERTIFICATES

- (c) In compliance with subsection (c) of Section 21-2 of this Code, which provides that a Standard Teaching Certificate may be renewed by the State Teacher Certification Board based upon proof of continuing professional development, the State Board of Education and the State Teacher Certification Board shall jointly:
- (1) establish a procedure for renewing Standard Teaching Certificates, which shall include but not be limited to annual timelines for the renewal process and the components set forth in subsections (d) through (k) of this Section;
 - (2) establish the standards for certificate renewal;
 - (3) approve or disapprove the providers of continuing professional development activities;
 - (4) determine the maximum credit for each category of continuing professional development activities, based upon recommendations submitted by a continuing professional development activity task force, which shall consist of 6 staff members from the State Board of Education, appointed by the State Superintendent of Education, and 6 teacher representatives, 3 of whom are selected by the Illinois Education Association and 3 of whom are selected by the Illinois Federation of Teachers;
 - (5) designate the type and amount of documentation required to show that continuing professional development activities have been completed; and
 - (6) provide, on a timely basis to all Illinois teachers, certificate holders, regional superintendents of schools, school districts, and others with an interest in continuing professional development, information about the standards and requirements established pursuant to this subsection (c).

(D) VALID AND ACTIVE

Any Standard Teaching Certificate held by an individual employed and performing services in an Illinois public or State-operated elementary school, secondary school, or cooperative or joint agreement with a governing body or board of control in a certificated teaching position or a charter school in compliance with the Charter Schools Law must be maintained Valid and Active through certificate renewal activities specified in the certificate renewal procedure established pursuant to subsection (c) of this Section, provided that a holder of a Valid and Active certificate who is only employed on either a part-time basis or day-to-day basis as a substitute teacher shall pay only the required registration fee to renew his or her certificate and maintain it as Valid and Active. All other Standard Teaching Certificates held may be maintained as Valid and Exempt through the registration process provided for in the certificate renewal procedure established pursuant to subsection (c) of this Section. A Valid and Exempt certificate must be immediately activated, through procedures developed jointly by the State Board of Education and the State Teacher Certification Board, upon the certificate holder becoming employed and performing services in an Illinois public or State-operated elementary school, secondary school, or cooperative or joint agreement with a governing body or board of control in a certificated teaching position or a charter school operating in compliance with the Charter Schools Law. A holder of a Valid and Exempt certificate may activate his or her certificate through procedures provided for in the certificate renewal procedure established pursuant to subsection (c) of this Section.

(E)(I) CREDITABLE ACTIVITIES

A Standard Teaching Certificate that has been maintained as Valid and Active for the 5 years of the certificate's validity shall be renewed as Valid and Active upon the certificate holder: (i) completing an advanced degree from an approved institution in an education-related field; (ii) completing at least 8 semester hours of coursework as described in subdivision (B) of paragraph (3) of this subsection (e); (iii) earning at least 24 continuing education units as described in subdivision (C) of paragraph (3) of this subsection (e); (iv) completing the National Board for Professional Teaching Standards process as described in subdivision (D) of paragraph (3) of this subsection (e); or (v) earning 120 continuing professional development units ("CPDU") as

described in subdivision (E) of paragraph (3) of this subsection (e). The maximum continuing professional development units for each continuing professional development activity identified in subdivisions (F) through (J) of paragraph (3) of this subsection (e) shall be jointly determined by the State Board of Education and the State Teacher Certification Board. If, however, the certificate holder has maintained the certificate as Valid and Exempt for a portion of the 5-year period of validity, the number of continuing professional development units needed to renew the certificate as Valid and Active shall be proportionately reduced by the amount of time the certificate was Valid and Exempt. Furthermore, if a certificate holder is employed and performs teaching services on a part-time basis for all or a portion of the certificate's 5-year period of validity, the number of continuing professional development units needed to renew the certificate as Valid and Active shall be reduced by 50% for the amount of time the certificate holder has been employed and performed teaching services on a part-time basis. Part-time shall be defined as less than 50% of the school day or school term.

Notwithstanding any other requirements to the contrary, if a Standard Teaching Certificate has been maintained as Valid and Active for the 5 years of the certificate's validity and the certificate holder has completed his or her certificate renewal plan before July 1, 2002, the certificate shall be renewed as Valid and Active.

(2) ACTIVITY PURPOSES

Beginning July 1, 2004, in order to satisfy the requirements for continuing professional development provided for in subsection (c) of Section 21-2 of this Code, each Valid and Active Standard Teaching Certificate holder shall complete professional development activities that address the certificate or those certificates that are required of his or her certificated teaching position, if the certificate holder is employed and performing services in an Illinois public or State-operated elementary school, secondary school, or cooperative or joint agreement with a governing body or board of control, or that certificate or those certificates most closely related to his or her teaching position, if the certificate holder is employed in a charter school. Except as otherwise provided in this subsection (e), the certificate holder's activities must address purposes (A), (B), (C), or (D) and must may reflect purpose (E) of the following continuing professional development purposes:

- (A) Advance both the certificate holder's knowledge and skills as a teacher consistent with the Illinois Professional Teaching Standards and the Illinois Content Area Standards in the certificate holder's areas of certification, endorsement, or teaching assignment in order to keep the certificate holder current in those areas.
- (B) Develop the certificate holder's knowledge and skills in areas determined to be critical for all Illinois teachers, as defined by the State Board of Education, known as "State priorities".
- (C) Address the knowledge, skills, and goals of the certificate holder's local school improvement plan, if the teacher is employed in an Illinois public or State-operated elementary school, secondary school, or cooperative or joint agreement with a governing body or board of control.
- (D) Expand the certificate holder's knowledge and skills in an additional teaching field or toward the acquisition of another teaching certificate, endorsement, or relevant education degree.
- (E) Address the needs of serving students with disabilities, including adapting and modifying the general curriculum related to the Illinois Learning Standards to meet the needs of students with disabilities and serving such students in the least restrictive environment. Teachers who hold certificates endorsed for special education must devote at least 50% of their continuing professional development activities to this purpose. Teachers holding other certificates must devote at least 20% of their activities to this purpose.

A speech-language pathologist or audiologist who is licensed under the Illinois Speech-Language Pathology and Audiology Practice Act and who has met the continuing education requirements of that Act and the rules promulgated under that Act shall be deemed to have satisfied the continuing

professional development requirements established by the State Board of Education and the Teacher Certification Board to renew a Standard Certificate.

(3) CONTINUING PROFESSIONAL DEVELOPMENT UNITS (CPDUs)

Continuing professional development activities included in a certificate renewal plan may include, but are not limited to, the following activities:

- (A) completion of an advanced degree from an approved institution in an education-related field;
- (B) at least 8 semester hours of coursework in an approved education-related program, of which at least 2 semester hours relate to the continuing professional development purpose set forth in purpose (A) of paragraph (2) of this subsection (e), completion of which means no other continuing professional development activities are required;
- (C) continuing education units that satisfy the continuing professional development purposes set forth in paragraph (2) of this subsection (e), with each continuing education unit equal to 5 clock hours, provided that a plan that includes at least 24 continuing education units (or 120 clock/contact hours) need not include any other continuing professional development activities;
- (D) completion of the National Board for Professional Teaching Standards ("NBPTS") process for certification or recertification, completion of which means no other continuing professional development activities are required;
- (E) completion of 120 continuing professional development units that satisfy the continuing professional development purposes set forth in paragraph (2) of this subsection (e) and may include without limitation the activities identified in subdivisions (F) through (J) of this paragraph (3);
- (F) collaboration and partnership activities related to improving the teacher's knowledge and skills as a teacher, including the following:
 - (i) participating on collaborative planning and professional improvement teams and committees;
 - (ii) peer review and coaching;
 - (iii) mentoring in a formal mentoring program, including service as a consulting teacher participating in a remediation process formulated under Section 24A-5 of this Code;
 - (iv) participating in site-based management or decision making teams, relevant committees, boards, or task forces directly related to school improvement plans;
 - (v) coordinating community resources in schools, if the project is a specific goal of the school improvement plan;
 - (vi) facilitating parent education programs for a school, school district, or regional office of education directly related to student achievement or school improvement plans;
 - (vii) participating in business, school, or community partnerships directly related to student achievement or school improvement plans; or
 - (viii) supervising a student teacher or teacher education candidate in clinical supervision, provided that the supervision may only be counted once during the course of 5 years;
- (G) college or university coursework related to improving the teacher's knowledge and skills as a teacher as follows:
 - (i) completing undergraduate or graduate credit earned from a regionally accredited institution in coursework relevant to the certificate area being renewed, including coursework that incorporates induction activities and development of a portfolio of both student and teacher work that provides experience in reflective practices, provided the coursework meets Illinois Professional Teaching Standards or Illinois Content Area Standards and supports the essential characteristics of quality professional development;
or
 - (ii) teaching college or university courses in areas relevant to the certificate area being renewed, provided that the teaching may only be counted once during the course of 5 years;

- (H) conferences, workshops, institutes, seminars, and symposiums related to improving the teacher's knowledge and skills as a teacher, subject to disapproval of the activity or event by the State Teacher Certification Board acting jointly with the State Board of Education, including the following:
- (i) completing non-university credit directly related to student achievement, school improvement plans, or State priorities;
 - (ii) participating in or presenting at workshops, seminars, conferences, institutes, and symposiums;
 - (iii) training as external reviewers for Quality Assurance; or
 - (iv) training as reviewers of university teacher preparation programs. ;
- A teacher, however, may not receive credit for conferences, workshops, institutes, seminars, or symposiums that are designed for entertainment, promotional, or commercial purposes or that are solely inspirational or motivational.
- The State Superintendent of Education and regional superintendents of schools are authorized to review the activities and events provided or to be provided under this subdivision (H) and to investigate complaints regarding those activities and events, and either the State Superintendent of Education or a regional superintendent of schools may recommend that the State Teacher Certification Board and the State Board of Education jointly disapprove those activities and events considered to be inconsistent with this subdivision (H);
- (I) other educational experiences related to improving the teacher's knowledge and skills as a teacher, including the following:
- (i) participating in action research and inquiry projects;
 - (ii) observing programs or teaching in schools, related businesses, or industry that is systematic, purposeful, and relevant to certificate renewal;
 - (iii) traveling related to one's teaching assignment, directly related to student achievement or school improvement plans and approved by the regional superintendent of schools or his or her designee at least 30 days prior to the travel experience, provided that the traveling shall not include time spent commuting to destinations where the learning experience will occur;
 - (iv) participating in study groups related to student achievement or school improvement plans;
 - (v) serving on a statewide education-related committee, including but not limited to the State Teacher Certification Board, State Board of Education strategic agenda teams, or the State Advisory Council on Education of Children with Disabilities;
 - (vi) participating in work/learn programs or internships; or
 - (vii) developing a portfolio of student and teacher work;
- (J) professional leadership experiences related to improving the teacher's knowledge and skills as a teacher, including the following:
- (i) participating in curriculum development or assessment activities at the school, school district, regional office of education, State, or national level;
 - (ii) participating in team or department leadership in a school or school district;
 - (iii) participating on external or internal school or school district review teams;
 - (iv) publishing educational articles, columns, or books relevant to the certificate area being renewed;
- or
- (v) participating in non-strike related professional association or labor organization service or activities related to professional development; .
- (K) receipt of a subsequent Illinois certificate or endorsement pursuant to this Article; or
- (L) completion of requirements for meeting the Illinois criteria for becoming "highly qualified" (for purposes of the No Child Left Behind Act of 2001, Public Law 107-110) in an additional teaching area.
- (M) Successful completion of 4 semester hours of graduate-level coursework on the assessment of one's own performance in relation to the Illinois Teaching Standards, as described in clause (B) of paragraph (2) of subsection (c) of Section 21-2 of this Code.

- (N) Successful completion of a minimum of 4 semester hours of graduate-level coursework addressing preparation to meet the requirements for certification by the National Board for Professional Teaching Standards, as described in clause (C) of paragraph (2) of subsection (c) of Section 21-2 of this Code.

(4) RENEWAL STEPS

A person must complete the requirements of this subsection (e) before the expiration of his or her Standard Teaching Certificate and must submit assurance to the regional superintendent of schools or, if applicable, a local professional development committee authorized by the regional superintendent to submit recommendations to him or her for this purpose. The statement of assurance shall contain a list of the activities completed, the provider offering each activity, the number of credits earned for each activity, and the purposes to which each activity is attributed. The certificate holder shall maintain the evidence of completion of each activity for at least one certificate renewal cycle. The certificate holder shall affirm under penalty of perjury that he or she has completed the activities listed and will maintain the required evidence of completion. The State Board of Education or the regional superintendent of schools for each region shall conduct random audits of assurance statements and supporting documentation.

(5) (Blank).

(6) (Blank).

- (f) Notwithstanding any other provisions of this Code, a school district is authorized to enter into an agreement with the exclusive bargaining representative, if any, to form a local professional development committee (LPDC). The membership and terms of members of the LPDC may be determined by the agreement. Provisions regarding LPDCs contained in a collective bargaining agreement in existence on the effective date of this amendatory Act of the 93rd General Assembly between a school district and the exclusive bargaining representative shall remain in full force and effect for the term of the agreement, unless terminated by mutual agreement. The LPDC shall make recommendations to the regional superintendent of schools on renewal of teaching certificates. The regional superintendent of schools for each region shall perform the following functions:

(1) review recommendations for certificate renewal, if any, received from LPDCs;

(2) (blank);

(3) (blank);

(4) (blank);

(5) determine whether certificate holders have met the requirements for certificate renewal and notify certificate holders if the decision is not to renew the certificate;

(6) provide a certificate holder with the opportunity to appeal a recommendation made by a LPDC, if any, not to renew the certificate to the regional professional development review committee;

(7) issue and forward recommendations for renewal or nonrenewal of certificate holders' Standard Teaching Certificates to the State Teacher Certification Board; and

(8) (blank).

- (g)(1) Each regional superintendent of schools shall review and concur or nonconcur with each recommendation for renewal or nonrenewal of a Standard Teaching Certificate he or she receives from a local professional development committee, if any, or, if a certificate holder appeals the recommendation to the regional professional development review committee, the recommendation for renewal or nonrenewal he or she receives from a regional professional development review committee and, within 14 days of receipt of the recommendation, shall provide the State Teacher Certification Board with verification of the following, if applicable:

(A) the certificate holder has satisfactorily completed professional development and continuing education activities set forth in paragraph (3) of subsection (e) of this Section;

(B) the certificate holder has submitted the statement of assurance required under paragraph (4) of subsection (e) of this Section, and this statement has been attached to the application for renewal;

- (C) the local professional development committee, if any, has recommended the renewal of the certificate holder's Standard Teaching Certificate and forwarded the recommendation to the regional superintendent of schools;
- (D) the certificate holder has appealed his or her local professional development committee's recommendation of nonrenewal, if any, to the regional professional development review committee and the result of that appeal;
- (E) the regional superintendent of schools has concurred or nonconcurred with the local professional development committee's or regional professional development review committee's recommendation, if any, to renew or nonrenew the certificate holder's Standard Teaching Certificate and made a recommendation to that effect; and
- (F) the established registration fee for the Standard Teaching Certificate has been paid.

If the notice required by this subsection (g) includes a recommendation of certificate nonrenewal, then, at the same time the regional superintendent of schools provides the State Teacher Certification Board with the notice, he or she shall also notify the certificate holder in writing, by certified mail, return receipt requested, that this notice has been provided to the State Teacher Certification Board.

(2) *RIGHT TO APPEAL DECISION OF LPDC OR REGIONAL SUPERINTENDENT*

Each certificate holder shall have the right to appeal his or her local professional development committee's recommendation of nonrenewal, if any, to the regional professional development review committee, within 14 days of receipt of notice that the recommendation has been sent to the regional superintendent of schools. Each regional superintendent of schools shall establish a regional professional development review committee or committees for the purpose of advising the regional superintendent of schools, upon request, and handling certificate holder appeals. This committee shall consist of at least 4 classroom teachers, one non-administrative certificated educational employee, 2 administrators, and one at-large member who shall be either (i) a parent, (ii) a member of the business community, (iii) a community member, or (iv) an administrator, with preference given to an individual chosen from among those persons listed in items (i), (ii), and (iii) in order to secure representation of an interest not already represented on the committee. The teacher and non-administrative certificated educational employee members of the review committee shall be selected by their exclusive representative, if any, and the administrators and at-large member shall be selected by the regional superintendent of schools. A regional superintendent of schools may add additional members to the committee, provided that the same proportion of teachers to administrators and at-large members on the committee is maintained. Any additional teacher and non-administrative certificated educational employee members shall be selected by their exclusive representative, if any. Vacancies in positions on a regional professional development review committee shall be filled in the same manner as the original selections. Committee members shall serve staggered 3-year terms. All individuals selected to serve on regional professional development review committees must be known to demonstrate the best practices in teaching or their respective field of practice.

- (h)(1) The State Teacher Certification Board shall review the regional superintendent of schools' recommendations to renew or nonrenew Standard Teaching Certificates and notify certificate holders in writing whether their certificates have been renewed or nonrenewed within 90 days of receipt of the recommendations, unless a certificate holder has appealed a regional superintendent of schools' recommendation of nonrenewal, as provided in paragraph (2) of this subsection (h). The State Teacher Certification Board shall verify that the certificate holder has met the renewal criteria set forth in paragraph (1) of subsection (g) of this Section.
- (2) Each certificate holder shall have the right to appeal a regional superintendent of school's recommendation to nonrenew his or her Standard Teaching Certificate to the State Teacher Certification Board, within 14 days of receipt of notice that the decision has been sent to the State Teacher Certification Board, which shall hold an appeal hearing within 60 days of receipt of the appeal. When

such an appeal is taken, the certificate holder's Standard Teaching Certificate shall continue to be valid until the appeal is finally determined. The State Teacher Certification Board shall review the regional superintendent of school's recommendation, the regional professional development review committee's recommendation, if any, and the local professional development committee's recommendation, if any, and all relevant documentation to verify whether the certificate holder has met the renewal criteria set forth in paragraph (1) of subsection (g) of this Section. The State Teacher Certification Board may request that the certificate holder appear before it. All actions taken by the State Teacher Certification Board shall require a quorum and be by a simple majority of those present and voting. A record of all votes shall be maintained. The State Teacher Certification Board shall notify the certificate holder in writing, within 7 days of completing the review, whether his or her Standard Teaching Certificate has been renewed or nonrenewed, provided that if the State Teacher Certification Board determines to nonrenew a certificate, the written notice provided to the certificate holder shall be by certified mail, return receipt requested. All certificate renewal or nonrenewal decisions of the State Teacher Certification Board are final and subject to administrative review, as set forth in Section 21-24 of this Code.

MASTER CERTIFICATE VALID FOR 10 YEARS

Holders of Master Teaching Certificates shall meet the same requirements and follow the same procedures as holders of Standard Teaching Certificates, except that their renewal cycle shall be as set forth in subsection (d) of Section 21-2 of this Code and their renewal requirements shall be subject to paragraph (8) of subsection (c) of Section 21-2 of this Code.

A holder of a teaching certificate endorsed as a speech-language pathologist who has been granted the Certificate of Clinical Competence by the American Speech-Language Hearing Association may renew his or her Standard Teaching Certificate pursuant to the 10-year renewal cycle set forth in subsection (d) of Section 21-2 of this Code.

(J) HOLDERS OF VALID AND EXEMPT STANDARD AND MASTER TEACHING CERTIFICATES

who are not employed and performing services in an Illinois public or State-operated elementary school, secondary school, or cooperative or joint agreement with a governing body or board of control, in a certificated teaching position, may voluntarily activate their certificates through the regional superintendent of schools of the regional office of education for the geographic area where their teaching is done. These certificate holders shall follow the same renewal criteria and procedures as all other Standard and Master Teaching Certificate holders, except that their continuing professional development activities need not reflect or address the knowledge, skills, and goals of a local school improvement plan.

(k) (Blank).

(l) (Blank).

(m) The changes made to this Section by this amendatory Act of the 93rd General Assembly that affect renewal of Standard and Master Certificates shall apply to those persons who hold Standard or Master Certificates on or after the effective date of this amendatory Act of the 93rd General Assembly and shall be given effect upon renewal of those certificates.

(Source: P.A. 92-510, eff. 6-1-02; 92-796, eff. 8-10-02; 93-81, eff. 7-2-03.)

(105 ILCS 5/21-25) (from Ch. 122, par. 21-25)

SEC. 21-25. SCHOOL SERVICE PERSONNEL CERTIFICATE RENEWAL

- (a) For purposes of this Section, "school service personnel" means persons employed and performing appropriate services in an Illinois public or State-operated elementary school, secondary school, or cooperative or joint agreement with a governing body or board of control or a charter school operating in compliance with the Charter Schools Law in a position requiring a school service personnel certificate.

Subject to the provisions of Section 21-1a, a school service personnel certificate shall be issued to those applicants of good character, good health, a citizen of the United States and at least 19 years of age who have a Bachelor's degree with not fewer than 120 semester hours from a regionally accredited institution of higher learning and who meets the requirements established by the State Superintendent of Education in consultation with the State Teacher Certification Board. A school service personnel certificate with a school nurse endorsement may be issued to a person who holds a bachelor of science degree from an institution of higher learning accredited by the North Central Association or other comparable regional accrediting association. Persons seeking any other endorsement on the school service personnel certificate shall be recommended for the endorsement by a recognized teacher education institution as having completed a program of preparation approved by the State Superintendent of Education in consultation with the State Teacher Certification Board.

- (b) Until August 30, 2002, a school service personnel certificate endorsed for school social work may be issued to a student who has completed a school social work program that has not been approved by the State Superintendent of Education, provided that each of the following conditions is met:
- (1) The program was offered by a recognized, public teacher education institution that first enrolled students in its master's degree program in social work in 1998;
 - (2) The student applying for the school service personnel certificate was enrolled in the institution's master's degree program in social work on or after May 11, 1998;
 - (3) The State Superintendent verifies that the student has completed coursework that is substantially similar to that required in approved school social work programs, including (i) not fewer than 600 clock hours of a supervised internship in a school setting or (ii) if the student has completed part of a supervised internship in a school setting prior to the effective date of this amendatory Act of the 92nd General Assembly and receives the prior approval of the State Superintendent, not fewer than 300 additional clock hours of supervised work in a public school setting under the supervision of a certified school social worker who certifies that the supervised work was completed in a satisfactory manner; and
 - (4) The student has passed a test of basic skills and the test of subject matter knowledge required by Section 21-1a.

This subsection (b) does not apply after August 29, 2002.

- (c) A school service personnel certificate shall be endorsed with the area of Service as determined by the State Superintendent of Education in consultation with the State Teacher Certification Board.

The holder of such certificate shall be entitled to all of the rights and privileges granted holders of a valid teaching certificate, including teacher benefits, compensation and working conditions.

When the holder of such certificate has earned a master's degree, including 8 semester hours of graduate professional education from a recognized institution of higher learning, and has at least 2 years of successful school experience while holding such certificate, the certificate may be endorsed for supervision.

- (d) Persons who have successfully achieved National Board certification through the National Board for Professional Teaching Standards shall be issued a Master School Service Personnel Certificate, valid for 10 years and renewable thereafter every 10 years through compliance with requirements set forth by the State Board of Education, in consultation with the State Teacher Certification Board. However, each holder of a Master School Service Personnel Certificate shall be eligible for a corresponding position in this State in the areas for which he or she holds a Master Certificate without satisfying any other requirements of this Code, except for those requirements pertaining to criminal background checks.

- (e) School service personnel certificates are renewable every 5 years and may be renewed as provided in this Section. Requests for renewals must be submitted, in a format prescribed by the State Board of Education, to the regional office of education responsible for the school where the holder is employed.

Upon completion of at least 80 hours of continuing professional development as provided in this subsection (e), a person who holds a valid school service personnel certificate shall have his or her certificate renewed for a period of 5 years. A person who (i) holds an active license issued by the State as a clinical professional counselor, a professional counselor, a clinical social worker, a social worker, or a speech-language pathologist; (ii) holds national certification as a Nationally Certified School Psychologist from the National School Psychology Certification Board; (iii) is nationally certified as a National Certified School Nurse from the National Board for Certification of School Nurses; (iv) is nationally certified as a National Certified Counselor or National Certified School Counselor from the National Board for Certified Counselors; or (v) holds a Certificate of Clinical Competence from the American Speech-Language-Hearing Association shall be deemed to have satisfied the continuing professional development requirements established by the State Board of Education and the State Teacher Certification Board to renew a school service personnel certificate.

School service personnel certificates may be renewed by the State Teacher Certification Board based upon proof of continuing professional development. The State Board of Education shall (i) establish a procedure for renewing school service personnel certificates, which shall include without limitation annual timelines for the renewal process and the components set forth in this Section; (ii) approve or disapprove the providers of continuing professional development activities; and (iii) provide, on a timely basis to all school service personnel certificate holders, regional superintendents of schools, school districts, and others with an interest in continuing professional development, information about the standards and requirements established pursuant to this subsection (e).

Any school service personnel certificate held by an individual employed and performing services in an Illinois public or State-operated elementary school, secondary school, or cooperative or joint agreement with a governing body or board of control in a certificated school service personnel position or in a charter school in compliance with the Charter Schools Law must be maintained Valid and Active through certificate renewal activities specified in the certificate renewal procedure established pursuant to this Section, provided that a holder of a Valid and Active certificate who is only employed on either a part-time basis or day-to-day basis as a substitute shall pay only the required registration fee to renew his or her certificate and maintain it as Valid and Active. All other school service personnel certificates held may be maintained as Valid and Exempt through the registration process provided for in the certificate renewal procedure established pursuant to Section 21-14 of this Code. A Valid and Exempt certificate must be immediately activated, through procedures developed by the State Board of Education upon the certificate holder becoming employed and performing services in an Illinois public or State-operated elementary school, secondary school, or cooperative or joint agreement with a governing body or board of control in a certificated school service personnel position or in a charter school operating in compliance with the Charter Schools Law. A holder of a Valid and Exempt certificate may activate his or her certificate through procedures provided for in the certificate renewal procedure established pursuant to this Section.

A school service personnel certificate that has been maintained as Valid and Active for the 5 years of the certificate's validity shall be renewed as Valid and Active upon the certificate holder (i) completing the National Board for Professional Teaching Standards process in an area of concentration comparable to the holder's school service personnel certificate of endorsement or (ii) earning 80 continuing professional development units as described in this Section. If, however, the certificate holder has maintained the certificate as Valid and Exempt for a portion of the 5-year period of validity, the number of continuing professional development units needed to renew the certificate as Valid and Active must be proportionately reduced by the amount of time the certificate was Valid and Exempt. If a certificate holder is employed and

performs services requiring the holder's school service personnel certificate on a part-time basis for all or a portion of the certificate's 5-year period of validity, the number of continuing professional development units needed to renew the certificate as Valid and Active shall be reduced by 50% for the amount of time the certificate holder has been employed and performing such services on a part-time basis. "Part-time" means less than 50% of the school day or school term.

Beginning July 1, 2008, in order to satisfy the requirements for continuing professional development provided for in this Section, each Valid and Active school service personnel certificate holder shall complete professional development activities that address the certificate or those certificates that are required of his or her certificated position, if the certificate holder is employed and performing services in an Illinois public or State operated elementary school, secondary school, or cooperative or joint agreement with a governing body or board of control, or that certificate or those certificates most closely related to his or her teaching position, if the certificate holder is employed in a charter school. Except as otherwise provided in this subsection (e), the certificate holder's activities must address and must reflect the following continuing professional development purposes:

- (1) Advance both the certificate holder's knowledge and skills consistent with the Illinois Standards for the service area in which the certificate is endorsed in order to keep the certificate holder current in that area.
- (2) Develop the certificate holder's knowledge and skills in areas determined by the State Board of Education to be critical for all school service personnel.
- (3) Address the knowledge, skills, and goals of the certificate holder's local school improvement plan, if the certificate holder is employed in an Illinois public or State-operated elementary school, secondary school, or cooperative or joint agreement with a governing body or board of control.
- (4) Address the needs of serving students with disabilities, including adapting and modifying clinical or professional practices to meet the needs of students with disabilities and serving such students in the least restrictive environment.

The coursework or continuing professional development units ("CPDU") required under this subsection (e) must total 80 CPDUs or the equivalent and must address 3 of the 4 purposes described in items (1) through (4) of this subsection (e). Holders of school service personnel certificates may fulfill this obligation with any combination of semester hours or CPDUs as follows:

- (A) Collaboration and partnership activities related to improving the school service personnel certificate holder's knowledge and skills, including (i) participating on collaborative planning and professional improvement teams and committees; (ii) peer review and coaching; (iii) mentoring in a formal mentoring program, including service as a consulting teacher participating in a remediation process formulated under Section 24A-5 of this Code; (iv) participating in site-based management or decision-making teams, relevant committees, boards, or task forces directly related to school improvement plans; (v) coordinating community resources in schools, if the project is a specific goal of the school improvement plan; (vi) facilitating parent education programs for a school, school district, or regional office of education directly related to student achievement or school improvement plans; (vii) participating in business, school, or community partnerships directly related to student achievement or school improvement plans; or (viii) supervising a student teacher (student services personnel) or teacher education candidate in clinical supervision, provided that the supervision may be counted only once during the course of 5 years.
- (B) Coursework from a regionally accredited institution of higher learning related to one of the purposes listed in items (1) through (4) of this subsection (e), which shall apply at the rate of 15 continuing professional development units per semester hour of credit earned during the previous 5-year period when the status of the holder's school service personnel certificate was Valid and Active. Proportionate reductions shall apply when the holder's status was Valid and Active for less than the 5-year period preceding the renewal.

- (C) Teaching college or university courses in areas relevant to the certificate area being renewed, provided that the teaching may be counted only once during the course of 5 years.
- (D) Conferences, workshops, institutes, seminars, or symposiums designed to improve the certificate holder's knowledge and skills in the service area and applicable to the purposes listed in items (1) through (4) of this subsection (e). One CPDU shall be awarded for each hour of attendance. No one shall receive credit for conferences, workshops, institutes, seminars, or symposiums that are designed for entertainment, promotional, or commercial purposes or that are solely inspirational or motivational.

The State Superintendent of Education and regional superintendents of schools are authorized to review the activities and events provided or to be provided under this subdivision (D) and to investigate complaints regarding those activities and events. Either the State Superintendent of Education or a regional superintendent of schools may recommend that the State Board of Education disapprove those activities and events considered to be inconsistent with this subdivision (D).

- (E) Completing non-university credit directly related to student achievement, school improvement plans, or State priorities.
- (F) Participating in or presenting at workshops, seminars, conferences, institutes, or symposiums.
- (G) Training as external reviewers for quality assurance.
- (H) Training as reviewers of university teacher preparation programs.
- (I) Other educational experiences related to improving the school service personnel's knowledge and skills as a teacher, including (i) participating in action research and inquiry projects; (ii) traveling related to one's assignment and directly related to school service personnel achievement or school improvement plans and approved by the regional superintendent of schools or his or her designee at least 30 days prior to the travel experience, provided that the traveling shall not include time spent commuting to destinations where the learning experience will occur; (iii) participating in study groups related to student achievement or school improvement plans; (iv) serving on a statewide education-related committee, including without limitation the State Teacher Certification Board, State Board of Education strategic agenda teams, or the State Advisory Council on Education of Children with Disabilities; (v) participating in work/learn programs or internships; or (vi) developing a portfolio of student and teacher work.
- (J) Professional leadership experiences related to improving the teacher's knowledge and skills as a teacher, including (i) participating in curriculum development or assessment activities at the school, school district, regional office of education, State, or national level; (ii) participating in team or department leadership in a school or school district; (iii) participating on external or internal school or school district review teams; (iv) publishing educational articles, columns, or books relevant to the certificate area being renewed; or (v) participating in non-strike-related professional association or labor organization service or activities related to professional development.

(Source: P.A. 94-105, eff. 7-1-05.)

ILLINOIS TESTS

MEMORANDUM

Sent: Tuesday, September 23, 2008 10:18 AM

From: Linda Jamali, Division Administrator

RE: *10-YEAR VALIDITY OF ILLINOIS TEACHER CERTIFICATION TESTS*

Section 25.720(e) of the Illinois Administrative Code was amended in August to allow ISBE to honor Illinois certification tests for a period of 10 years rather than 5 years. A test is accepted if the certificate fee process date is within 10 years of the date the test was taken and passed. TCIS has now been updated with this change.

The 10-year validity period applies only to those tests that are currently accepted for certification. It does not apply to categorical special education tests (for example, Educable Mentally Handicapped or Social/Emotional Disorders) or single-subject science and social science tests (for example, Physics or History).

The registration bulletin on the Illinois Certification Testing System (ICTS) website has also now been updated to reflect the change from 5 years to 10 years for validity of test scores. In addition, applicants may now request duplicate score reports for tests taken within the past 10 years. Previously, they were only able to request duplicate score reports for tests taken within the last 5 years. Information is available in the bulletin at www.icts.nesinc.com.

Please call 217-557-1261 during ROE phone hours if you have additional questions.

Ten year validity repealed effective 7/1/2012

TEST TYPES AND NUMBERS

Basic Skills #096

Replaced by Basic Skills #300

Replaced by Test of Academic Proficiency #400 (2/1/2012)

Contains four parts. Each part must receive a passing score

Assessment of Professional Teaching: Early Childhood (Birth to Grade 3) (#101)

Assessment of Professional Teaching: Elementary (K-9) (#102)

Assessment of Professional Teaching: Secondary (6-12) (#103)

Assessment of Professional Teaching: Special (K-12) (#104)

Content Area Exams

Agricultural Education (Field 170)

Business, Marketing, and Computer Education (Field 171)

Chief School Business Official (Field 185)

Dance (Field 140)

Director of Special Education (Field 180)

Drama/Theatre Arts (Field 141)

Early Childhood Education (Field 107)

Early Childhood Special Education (Field 152)

Elementary/Middle Grades (Field 110)

English as a New Language (Field 125)

English Language Arts (Field 111)

Family and Consumer Sciences (Field 172)
Foreign Language: Chinese (Cantonese) (136)
Foreign Language: Chinese (Mandarin) (126)
Foreign Language: French (127)
Foreign Language: German (128)
Foreign Language: Hebrew (129)
Foreign Language: Italian (130)
Foreign Language: Japanese (131)
Foreign Language: Korean (132)
Foreign Language: Latin (133)
Foreign Language: Russian (134)
Foreign Language: Spanish (135)
Health Careers (Field 173)
Health Education (Field 142)
Language Proficiency Tests
Learning Behavior Specialist I (Field 155)
Learning Behavior Specialist II:
Behavior Intervention Specialist (Field 156)
Learning Behavior Specialist II: Bilingual Special Education Specialist (Field 157)
Learning Behavior Specialist II: Curriculum Adaptation Specialist (Field 158)
Learning Behavior Specialist II: Deaf-Blind Specialist (Field 159)
Learning Behavior Specialist II: Multiple Disabilities Specialist (Field 160)
Learning Behavior Specialist II: Technology Specialist (Field 161)
Learning Behavior Specialist II: Transition Specialist (Field 162)
Library Information Specialist (Field 175)
Mathematics (Field 115)
Music (Field 143)
Physical Education (Field 144)
Principal (Field 186)
Reading Specialist (Field 176)
Reading Teacher (Field 177)
Science: Biology (Field 105)
Science: Chemistry (Field 106)
Science: Earth and Space Science (Field 108)
Science: Environmental Science (Field 112)
Science: Physics (Field 116)
Social Science: Economics (Field 109)
Social Science: Geography (Field 113)
Social Science: History (Field 114)
Social Science: Political Science (Field 117)
Social Science: Psychology (Field 118)
Social Science: Sociology and Anthropology (Field 121)
Special Education General Curriculum Test (Field 163)
Speech-Language Pathologist: Nonteaching (Field 154)
Speech-Language Pathologist: Teaching (Field 153)
Superintendent (Field 187)
Teacher of Students Who Are Blind or Visually Impaired (Field 150)
Teacher of Students Who Are Deaf or Hard of Hearing (Field 151)
Technology Education (Field 174)
Technology Specialist (Field 178)
Visual Arts (Field 145)

SCHOOL SERVICE PERSONNEL

Guidance (015)

School Nurse (018)

School Psychology (016)

School Social Work (017)



HISTORICAL QUALIFICATIONS FOR CERTIFICATION

TCIS allows ROE's to List Subject Qualifications as "Previously Qualified" which means met previous qualifications in existence when certificate holder became certified.

For many years regional offices have been assessing teachers' qualifications for assignment. These determinations have been one of the missing elements of a complete picture of teacher qualifications. In an update of TCIS, we have now added a feature to permit regional offices to add qualifications for assignment of teachers. These will not be printed on certificates but will be found on ECS when districts need to see if a teacher can be placed into a position. These qualifications do not replace highly qualified requirements.

Instructions

The following guidelines should be used:

1. The teacher has to hold an IL certificate valid for the grade level and assignment
2. The issue date of the IL certificate will determine the oldest applicable rules that can be used: in other words the requirements had to be in effect at the time the certificate was issued.
3. The teacher must have met all the requirements at the time the set of rules being applied was in effect.
4. If, when the teacher completed all the courses that would qualify him/her for the position, the rules changed, the teacher would have to meet the new set of requirements.
Example:
 - ✓ Certificate obtained 1988
 - ✓ The last course taken to qualify for junior high school endorsement was completed fall of 1997
 - ✓ Middle grades courses came into effect July 1997
 - ✓ Therefore, the person must meet the middle grades requirement to be qualified.
5. Professional education courses (curriculum, methods, content reading, etc.) can be applied to a subject only if the rules explicitly demand the completion of such a course.
6. When you have completed your determination, you can add (only) the qualification to TCIS; any errors or deletions would have to be corrected by ISBE.

REQUIREMENTS FOR ELEMENTARY TEACHERS

1958

Self Contained Classroom Teachers: Must hold a valid elementary certificate.

1977-6/30/2004

Elementary teachers must hold a valid certificate for the grade level assigned. For teachers first assigned as elementary position on or after September 1, 1978, the teacher in a self-contained classroom must have a course in each basic instructional area taught.

7/1/2004-Present

Each elementary teacher shall hold a valid certificate for the grade level or levels to be taught.

SELF CONTAINED GENERAL EDUCATION ENDORSEMENT

- a) The endorsement for self-contained general education shall be issued when an individual whose application is received on or before June 30, 2005, demonstrates that he or she has completed the coursework listed below and passed the test of subject matter knowledge or content-area test and, if he or she has not already passed the test of Basic Skills and received a certificate based on it, that test as well. For applications received on or after July 1, 2005, persons seeking this endorsement will be required to complete an approved elementary education program and pass the required examinations.
- 1) Language Arts
 - 2) Mathematics
 - 3) Science
 - 4) Social Science
 - 5) Physical Education
 - 6) Health
 - 7) Fine Arts
 - 8) General Elementary Teaching Methods
 - 9) Elementary Reading Teaching Methods
- b) Beginning July 1, 2004, no teacher may be assigned to teach self-contained general education at the elementary level unless he or she holds a certificate valid for the grade level or levels taught and:
- 1) holds the applicable endorsement; or
 - 2) met the requirements of this Section or their predecessor requirements at a time when they were applicable, as confirmed by the employing district's verification of the individual's qualifications; or
 - 3) is assigned pursuant to authorization received under 23 Il. Adm. Code 25.464 (Short-Term Authorization for Positions Otherwise Unfilled).

JUNIOR HIGH SCHOOL REQUIREMENTS (GRADES 7-9)

1958

Junior High School: Sixteen (16) semester hours in each subject taught.

1971

18 semester hours in the area of major teaching assignment, including at least 5 semester hours in each course where subject matter areas are divided into two or more specific courses. When a school is departmentalized in part, the requirement only applies to the departmentalized teachers.

1996

18 semester hours in the subject matter area of major teaching assignment (e.g., language arts, mathematics, general science, social science, music). Where a teacher is assigned to deliver instruction in two areas (e.g., English and social science or mathematics and science), the teacher shall meet the requirements of this subsection for the major area and have no fewer than 5 semester hours in the minor instructional area. **The “major teaching assignment” is the subject taught for more time than any other subject.**

MIDDLE GRADES ENDORSEMENTS

After July 1, 1997

After July 1, 1997, the same endorsements will be possible, but they will be called middle grade endorsements (K-8) and will be awarded only to applicants who have completed three semester hours of middle grade curriculum, instruction and methods and three semester hours of early adolescent psychology, or their equivalent, in addition to content area requirements.

MIDDLE GRADES REQUIREMENTS

1997-Present

JUNIOR HIGH SCHOOL ENDORSEMENTS PRIOR TO JULY 1, 1997

Requirements for teachers to teach in the middle grades changed on July 1, 1997. Individuals who were certificated prior to that date and who met the requirements for teaching at the junior high school level will continue to be eligible for assignment in a middle grade position in the subjects for which they met qualifications. Endorsements showing completion of these requirements are indicated on the certificate under the heading of "Upper Elementary/Junior High."

February 1, 2012 to present

All courses accepted for endorsements must have earned a grade of C or higher.

MIDDLE GRADES MATHEMATICS

1958

Junior High School: Sixteen (16) semester hours in each subject taught.

1971

18 semester hours in the area of major teaching assignment, including at least 5 semester hours in each course where subject matter areas are divided into two or more specific courses. When a school is departmentalized in part, the requirement only applies to the departmentalized teachers.

From September 1, 1985 to June 30, 1997

Mathematics - a middle grade and secondary endorsement area. The middle grade endorsement requires:

- a) 3 semester hours in the methods of teaching mathematics in grades 6-8
- b) 15 semester hours from 4 of the following areas:
 - i) Math content courses for elementary teachers
 - ii) Calculus
 - iii) Modern algebra or number theory
 - iv) Geometry
 - v) Computer science

“An acceptable course in computer science will cover such topics as fundamental principles, concepts, and methods of computing; basic problem solving in computing and programming techniques; fundamental algorithms and data structures; use of computers in solving engineering and scientific problems. Coursework in how to use a computer or using computers in teaching will not meet the requirement for middle school mathematics.”

- vi) Probability and statistics
- vii) History of mathematics

Requirements for Middle Grade Teachers After July 1, 1997

After July 1, 1997, the requirements for teaching at the middle grades are 18 semester hours of credit in the subject matter area of major teaching assignment (e.g., language arts, mathematics, general science, social science, music); in some cases, the 18 semester hours requires a specific distribution of coursework. These areas with elementary course distributions are included in the following section on secondary level teaching requirements. In most cases the 18 semester hours has no distribution requirement in the subject area. Where a teacher is assigned to deliver instruction in two areas (e.g., language arts and social science, or mathematics and science), the teacher shall meet the 18 semester hours in the major area and have 9 semester hours of coursework in the minor instructional area.

The middle grade teacher must also complete 3 semester hours of coursework in middle school philosophy, curriculum and instructional methods for designing and teaching developmentally appropriate programs in the middle grades, including content area reading instruction, and 3 semester hours of coursework in educational psychology focusing on the developmental characteristics of early adolescents and the role of the middle grade teacher in assessment, coordination and referral of students to health and social services. These courses must be completed at senior level institutions. Please contact your university's education department for appropriate courses to meet these requirements.

It is agency policy:

- *That persons with upper level elementary/junior high endorsements or qualifications before July 1, 1997, qualify to teach the same areas in middle grades without meeting new middle grades course requirements*

- *That persons meeting requirements for teaching in a new area after July 1, 1997, must meet the requirements for middle grades, including persons completing qualifications for minor assignments after July 1, 1007, when 9 semester hours and the middle grades courses are required.*

Requirements for Endorsement at Middle Grade Level July 1, 2004

Endorsement Requirements: 18 semester hours in content coursework, plus the six semester hours of middle grades courses described above. The following subjects have a distribution of coursework requirement as described:

Middle Grades Mathematics 7/1/2006

For teachers of mathematics in grades 6 through 8 first employed on or after September 1, 1985, the required 18 semester hours in the field shall include three semester hours in the methods of teaching mathematics in those grades and 15 semester hours to be selected from four of the following areas:

- A) Math content courses for elementary teachers;
- B) Calculus;
- C) Modern algebra or number theory;
- D) Geometry;
- E) Computer science;

“An acceptable course in computer science will cover such topics as fundamental principles, concepts, and methods of computing; basic problem solving in computing and programming techniques; fundamental algorithms and data structures; use of computers in solving engineering and scientific problems. Coursework in how to use a computer or using computers in teaching will not meet the requirement for middle school mathematics.”

- F) Probability and statistics;
- G) History of mathematics,

Math content for elementary teachers

Some of the following course titles would be honored – pre-calculus, math content for elementary teachers I, II, and III, Foundations of Elementary School math, Quantitative Reasoning, Finite Math, Modeling with Mathematical Functions, Dimensions of Mathematical Reasoning

Calculus

Most calculus courses will include ‘calculus’ in the title.

Often you will see a calculus with analytic geometry in its title.

Modern algebra/Number theory

An acceptable modern algebra (abstract algebra) or number theory course will cover such topics as congruencies, groups and group actions, rings, fields, roots of polynomials, divisibility, primes, fundamental theorem of arithmetic, quadratic reciprocity, and Farey sequences. **Courses titled algebra, intermediate algebra, or college algebra are usually not acceptable.**

Geometry

Most geometry courses will include ‘geometry’ in the title of the course. We will honor trigonometry course towards the geometry area.

Computer Science

An acceptable course in computer science will cover such topics as fundamental principles, concepts, and methods of computing; basic problem solving in computing and programming techniques; fundamental algorithms and data structures; use of computers in solving engineering and scientific problems. Coursework in how to use a computer or using computers in teaching will not meet the requirement for middle school mathematics.

Probability and statistics

Most courses will include probability or statistics in their title.

We will honor statistics courses from any of the following departments: business, social science, psychology, or education.

History of math

Most courses will include history of math in the title.

MIDDLE GRADES READING 7/1/2006

For major assignments in reading in any of departmentalized grades 5 through 8:

- A) Persons first employed on or after September 1, 1978, but before July 1, 2004, are required to have completed the 18 semester hours described below
- a) Foundation or survey of reading fundamentals including reading in the content areas.
 - b) Testing procedures and diagnosis of reading disabilities
 - c) Diagnostic teaching techniques and materials
 - d) Clinical or laboratory practicum in reading
 - e) Literature appropriate for the ages of students included in the program

and

- B) Persons first employed on or after July 1, 2004, shall be required to have completed 18 semesters hours in the field that include a practicum and address at least five of the six topics below
- a) foundations of reading
 - b) content-area reading
 - c) assessment and diagnosis of reading problems
 - d) developmental and remedial reading instruction and support
 - e) developmental and remedial materials and resources, and
 - f) literature appropriate to students across all grade ranges

MIDDLE GRADES MEDIA 7/1/04

Persons first employed on or after September 1, 1978, as media professionals or library information specialists serving any of grades 5 through 8 are required to have completed 18 semester hours in the field that address

- administration,
- organization (cataloging and classification),
- reference, and s
- selection of materials.
- No individual who has completed only nine semester hours in the field may serve in this capacity.

ASSIGNMENT TO MIDDLE GRADES

SECTION 1.720 REQUIREMENTS FOR TEACHERS OF MIDDLE GRADES (5) (B)

Beginning July 1, 2004, no individual **may be assigned to teach** in departmentalized grades 5 through 8 unless he or she holds a certificate that is valid for the grade level or levels to be taught and:

- 1) holds a middle-grades endorsement applicable to the subject area; or
- 2) meets the relevant requirements of this Section; or
- 3) met the requirements of this Section or their predecessor requirements at a time when they were applicable, as confirmed by the employing district's verification of the individual's qualifications; or
- 4) is assigned pursuant to Short-Term Authorization for Positions Otherwise Unfilled.

REQUIREMENTS FOR TEACHING SUBJECTS AT THE SECONDARY LEVEL JULY 1, 2004

MINIMUM REQUIREMENTS FOR ASSIGNMENT AT THE SECONDARY LEVEL

- A) Beginning July 1, 2004, no teacher may be assigned to teach a particular subject in any of grades 9 through 12 unless he or she holds a certificate that is valid for the grade level or levels to be taught and:
- 1) holds the applicable endorsement for the subject area (and, in the case of the provisional vocational certificate, has also completed the work experience required, or
 - 2) met the predecessor requirements listed below, at a time when they were applicable to that assignment, as confirmed by the employing district's verification of the individual's qualifications; or
 - 3) meets the minimum requirements for that assignment identified in B) and has not exhausted the three-year period of eligibility or
 - 4) meets the requirements for Reading Teacher or Reading Specialist or met the requirements in place prior to July 1, 2004 when they were in effect, or
 - 5) is assigned pursuant to Short-Term Authorization for Positions Otherwise Unfilled
- B) Beginning July 1, 2004, the provisions of this section shall replace those provisions of the subject area sections that follow as one basis upon which school districts and other entities may assign individuals to teach specific subjects. The qualifications identified in this subsection B) are not the same as those for the respective endorsements, nor are they intended to match the requirements for identification as a "highly qualified" teacher in any particular subject area. Each individual who has not met the relevant endorsement requirements in place as of 7/1/04 or who has not met previous requirements at a time when those requirements were in effect shall be subject to the requirement for acquiring an endorsement in the respective field within three years after the date of assignment, in accordance with 23 Ill. Adm. Code 25.100(1).
- 1) For agriculture education; visual or drama/theatre arts; business, marketing, and computer education; dance; English language arts; health education; health careers; family and consumer sciences; technology education; mathematics; music; physical education; biology; chemistry; earth and space science; environmental science; physics; economics; geography; history; political science; psychology; sociology and anthropology: 24 semester hours in the field.
 - 2) For foreign language: 20 semester hours in the language (unless 23 Ill. Adm. Code 25.85 or 25.86 applies).
 - 3) For safety and driver education: 16 semester hours in the field.
 - 4) For assignments in reading, the requirements of Section 1.745 of this part shall apply.

GENERAL REQUIREMENTS FOR ENDORSEMENT 7/1/2004

A) SECONDARY LEVEL ENDORSEMENTS

The following requirements apply **to all secondary level endorsements on applications for endorsement received July 1, 2004, and later** except self contained general education, reading teacher, reading specialist, social science designations, science designations, foreign languages, and safety and driver education.

- 1) The applicant may have a major indicated on the transcript in the content area
OR
- 2) The applicant may have accumulated 32 semester hours in the content area
OR
- 3) The applicant may have accumulated 24 hours in the content area and must pass the relevant content area or subject matter knowledge examination

B) ENDORSEMENTS WITH DESIGNATIONS

The following endorsements are granted according to the options in A but they also have designations that may be added when

- ✓ the applicant has either completed an approved program for the endorsement and designation and is recommended by the university, or
 - ✓ the applicant has 9 semester hours in the designation, or
 - ✓ the applicant has one year of teaching experience in the designation:
- 1) Business, Marketing and Computer Education: **Optional designation** in Business Computer Programming
 - 2) Family and Consumer Science: **Required Designation** in either
 - ✓ Apparel and Textiles or
 - ✓ Living Environments or
 - ✓ Nutrition, Wellness and Hospitality

C) SELF-CONTAINED GENERAL EDUCATION ENDORSEMENT

Effective 7/1/04 this endorsement may be attached to an elementary, secondary, or special certificate when the applicant has

- 1) Completed an approved teacher education program for the endorsement and
- 2) Has passed the relevant examinations, including the elementary/middle grades content area examination.

D) READING TEACHER

This endorsement is required of anyone who teaches reading, excluding a self contained classroom teacher, and may be added to the early childhood, elementary, secondary or special certificate

- 1) Requirements 7/1/06 for Primary (K-4) and Secondary (9-12) Reading Teachers
 - a) Completed a reading teacher endorsement program, including a practicum of at least 24 hours and passed the required content area test or
 - b) Passed the required content area test and accumulated 24 hours of reading content courses, including a practicum, in all of the following areas:
 - Foundations of Reading

- Content-area Reading
 - Assessment and diagnosis of reading problems
 - Developmental and remedial reading instruction and support
 - Developmental and remedial materials and resources
 - Literature appropriate to students across all grade ranges
- 2) Requirements for Middle Grades Reading Teachers
18 hours of reading courses, including a practicum, selected from 5 of 6 topics in D-1-b. above, and completion of the six hours of required middle grades courses.

E) READING SPECIALIST

This endorsement is required of persons who are assigned to teach reading and who also provide technical assistance or professional development to adults. It is also available as an added endorsement to persons with early childhood, elementary, secondary, and special certificate. The requirements are

- 1) Completion of an approved Reading Specialist certification program that includes a practicum with recommendation from the university and
- 2) Passing the Reading Specialist content area reading test and any other relevant test.

F) FOREIGN LANGUAGES:

teachers of foreign languages may obtain a designation in a language if they

- 1) Complete an approved program in the language and pass the required content area examination
OR
- 2) Complete 20 semester hours of credits in the foreign language of designation and pass the required content area examination
OR
- 3) Demonstrate their ability in the foreign language by
 - a) Having a bachelor's or higher degree from an institution where the language of instruction is the designation sought and passing the English language proficiency examination, or having an additional degree from an institution where the English language was the language of instruction
OR
 - b) Passing a required content area examination in the language of designation or if no content area examination exists, then a language examination determined by the State Board of Education.
- 4) A person holding a certificate endorsed for a language at one grade level may extend it to another grade level by applying for the endorsement and passing the required Assessment of Professional Teaching required for the new grade level of the endorsement.

G) ENDORSEMENTS IN SCIENCES:

The holder of an endorsement in any designation of the sciences under the new rules is authorized to teach all sciences at the secondary level and may also teach the science of the designation at either the advanced placement level or the honors level, as determined by the district. Designations are given in Chemistry, Physics, Biology, Environmental Science and Earth and Space Sciences. The requirements are:

- 1) 32 semester hours of science content
- 2) 12 semester hours in the area of the designation
- 3) at least some credit in two other science designations
- 4) passing the content area test in the designation
- 5) Alternatively, the teacher may complete an approved program in the designation and pass the content area test for the designation.
- 6) Persons with endorsements earned under the previous structure in the sciences may obtain a designation

by passing the content test for the designation; persons with designations may obtain additional designations by passing the new content test or by demonstrating they have completed a major in the designation.

H) ENDORSEMENTS IN SOCIAL SCIENCES:

The holder of an endorsement in any designation of the social sciences under the new rules is authorized to teach all social sciences at the secondary level and may also teach the designation at either the advanced placement level or the honors level, as determined by the district. Designations are given in Sociology & Anthropology, Psychology, Economics, Political Science, History and Geography. The requirements are:

1. 32 semester hours of social science content
2. 12 semester hours in the area of the designation
3. at least some credit in two other social science designations
4. passing the content area test in the designation
5. Alternatively, the teacher may complete an approved program in the designation and pass the content area test for the designation.

Persons with endorsements earned under the previous structure in the social sciences may obtain a designation by passing the content test for the designation; persons with designations may obtain additional designations by passing the new content test or by demonstrating they have completed a major in the designation.

PREDECESSOR REQUIREMENTS FOR ENDORSEMENT AND ASSIGNMENT AT THE SECONDARY LEVEL

The following requirements **were** for assignment and for endorsement for teachers in grades 9-12 until June 30, 2004. A teacher must meet the listed requirements for each subject taught, regardless if it is a major or minor assignment. They may be used as a reference for persons who had the certificate and all the coursework required to meet the requirement while the requirement was in effect.

AGRICULTURAL EDUCATION

1958

Sixteen semester hours in the field including a minimum of eight semester hours of work in each subject taught.

1962

Twenty four semester hours in the field, including work in:

- 1) Soils
- 2) Animal Husbandry
- 3) Agricultural economics
- 4) Rural sociology
- 5) Horticulture
- 6) Forestry

If special courses are taught in this field, a minimum of eight semester hours is required in each course taught.

1971

24 semester hours in the field, including work in some of the following areas, plus preparation in the specific courses taught:

- 1) Agriculture Science
- 2) Agriculture engineering
- 3) Agriculture fundamentals
- 4) Agriculture electricity and construction
- 5) Horticulture
- 6) Agriculture power and machinery
- 7) Agriculture supply service
- 8) Agriculture occupations

If special courses are taught in this field, a minimum of eight semester hours is required in each course taught.

1977

24 hours in the field, including appropriate distribution in the following areas, plus preparation in the specific course taught.

- 1) Agriculture Production
- 2) Agriculture Mechanics
- 3) Agriculture Supplies and Services and Products
- 4) Horticulture
- 5) Agriculture Resources and Forestry

If special courses are taught in this field, a minimum of eight semester hours is required in each course taught.

1991-June 30, 2004

1) 24 semester hours, to include:

- a) A vocational/occupational education methods course at the upper-division level.
- b) Twelve (12) semester hours, including at least one course in each of the following areas:

- i) Agricultural Exploration/Orientation-agricultural careers, supervised occupational experience programs, adult education in agriculture, agricultural leadership;
 - ii) Agricultural Entrepreneurship-agricultural merchandising, agricultural business procedures, agricultural economics, computer applications in agriculture;
 - iii) Agricultural Natural Sciences-animal science, plant science, soil science;
 - iv) Agricultural Physical Science/Mechanization-servicing small engines, surveying, electrical wiring, building agricultural structures.
- c) A minimum of one concentration (9 semester hours in addition to the 12 semester hours listed in subsection (1)(b)) in one of the following endorsement areas:
- i) Agricultural Business and Management-agricultural commodity and product marketing; financing agricultural businesses; agricultural business management; computerization in agriculture; producing, processing, promoting and selling agricultural products.
 - ii) Agricultural Power and Machinery-gasoline and diesel power units, field machinery, electric motors and controls, hydraulic systems, power transmission systems.
 - iii) Horticulture-floriculture, vegetable and fruit production, landscaping and turf management, nursery and greenhouse operation and management.
 - iv) Agricultural Resources-agricultural conservation, recreation management, forestry production and management, game and wildlife management.
- 2) To provide instruction at the preparation level, teachers must hold an endorsement that corresponds to their area of instruction.
- 3) In vocational education reimbursable programs, instructors teaching preparation-level courses must have a total of 2,000 hours of work experience in the specific endorsement area being taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement areas being taught, with a minimum of 250 hours work experience in each endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants' instructors stating the facts concerning the work experience in question.

Current Requirement July 1, 2004 Agriculture Education

The endorsement in Agricultural Education qualifies the teacher to teach all subjects in the Content Area of Agriculture at the secondary level.

Note: Persons who held the required certificate and who met any of the predecessor requirements at the time they were in effect are still considered qualified in the subject.

ART

1958

Sixteen (16) semester hours in the field including the appropriate distribution in:

- painting and drawing
- two and three-dimensional design
- history and appreciation of art.

1964

20 semester hours in the field including the appropriate distribution in:

- painting, drawing and printmaking
- pottery and sculpture
- constructional design
- art education
- history and appreciation of art.

1971-June 30, 2004

24 semester hours in the field including the appropriate distribution in:

- painting, drawing and printmaking
- sketching, lettering, jewelry, design, silkscreen
- pottery and sculpture
- constructional design
- art education
- history and appreciation of art.

Current Requirement July 1, 2004, Visual Arts

The holder of an endorsement in Visual Arts is qualified to teach all art.

Note: Persons who held the required certificate and who met any of the predecessor requirements at the time they were in effect are still considered qualified in the subject.

BIOLOGICAL SCIENCE

1958

Sixteen (16) semester hours in the field with the following minimum preparation in each subject:

Botany—eight (8) semester hours Zoology—eight (8) semester hours Physiology—eight (8) semester hours

Teachers of biology must have at least eight (8) semester hours of preparation in both botany and zoology which includes at least one five semester hour laboratory course in botany and one five semester hour laboratory course in zoology or 10 semester hours of laboratory work in biology.

1964-June 30, 2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Science, Biological

24 semester hours in the field, including the semester hours indicated in the subject to be taught:

- 1) Biology – 8 semester hours in botany including 5 semester hours in laboratory work, 8 semester hours in zoology including 5 semester hours in laboratory work.
AGENCY NOTE: 10 semester hours laboratory work in biology satisfies the laboratory requirement.
- 2) Botany – 8 semester hours including 5 semester hours in laboratory work.
- 3) Physiology – 8 semester hours
- 4) Zoology – 8 semester hours in zoology including 5 semester hours in laboratory work.

Current Requirement July 1, 2004 Science-(Designation)

The endorsement in science with a designation qualifies the teacher to teach all science subjects at the secondary level and to teach honors and advanced placement classes in the designation area..

*Note: Persons who held the required certificate **and** who met any of the predecessor requirements at the time they were in effect is still considered qualified in the subject.*

BUSINESS, MARKETING, AND MANAGEMENT

Business Education -1958

Sixteen (16) semester hours in the field which may include a methods course and with the following minimum qualifications for the subject matter areas or courses taught:

- 1) A minimum of six semester hours in each of the following
 - Typewriting (six hours in sequential courses or completion of the advanced course in this sequence)
 - Shorthand and Transcription (six hours in sequential courses or completion of the advanced course in this sequence)
 - Bookkeeping (six hours in accounting)
 - Record Keeping (six hours in accounting)
- 2) A minimum of two courses in each of the following:
 - Business Law
 - Salesmanship (from at least two of the following: salesmanship, retailing, marketing, store management, advertising)
- 3) A minimum of two courses in each of the following:
 - Office Machines
 - Office Practice (plus qualifications for teaching bookkeeping and typewriting or office machines)
 - Secretarial Practice (plus qualifications for teaching shorthand and typewriting)
 - Business Arithmetic (or six hours in accounting)
- 4) A minimum of four courses in the basic business area (general business) distributed in at least four of the following:
 - Accounting and Business Mathematics
 - Business English
 - Business Law
 - Consumer education
 - Economics
 - Introduction to Business
 - Marketing
 - Advertising and salesmanship
 - Methods of teaching basic business

1962

Twenty semester hours in the field which may include a methods course, and with the following minimum qualifications for the subject areas or courses taught:

- 1) Typewriting, six hours in sequential courses or completion of the advanced course in this sequence.
- 2) Shorthand and transcription, six hours in sequential courses or completion of the advanced course in this sequence.
- 3) Bookkeeping, record keeping, accounting, six hours in accounting
- 4) Business law, two courses
- 5) Salesmanship, two courses selected from salesmanship, retailing, marketing, store management, advertising.
- 6) Office machines, one course
- 7) Office practice, one course in office practice plus qualifications for teaching bookkeeping, typewriting and office machines.
- 8) Secretarial practice, one course plus qualifications for teaching shorthand and typewriting
- 9) Business arithmetic, one course, or six hours in accounting
- 10) General business, four courses distributed in at least four of the following: accounting or business

arithmetic, business English, business law, consumer education, economics, introduction to business, marketing, advertising or salesmanship, methods of teaching basic business.

1964

Twenty (20) semester hours in the field which may include a methods course and with the following minimum qualifications for the subject matter areas or courses taught:

1. Typewriting: (6 semester hours or a statement of equivalency from the institution granting the degree)
2. Shorthand and transcription: 6 semester hours or the completion of the terminal course in the shorthand-transcription sequence.
3. Bookkeeping or recordkeeping: 6 semester hours in accounting
4. Business Law: 5 semester hours
5. Salesmanship: 5 semester hours covering at least two of the following: salesmanship, retailing, marketing, store management or advertising
6. Business arithmetic; 2 semester hours in business arithmetic, business mathematics, or 6 semester hours in accounting
7. Office practice, secretarial practice, clerical practice or office machines: 2 semester hours in course work which includes the operation of the office machines taught in the secondary schools course, and qualifications for teaching whichever of the following is a part of the course: typewriting, shorthand, bookkeeping (see 1, 2, 3, above)
8. Basic business, elementary business training, junior business training, and general business: 10 semester hours distributed in at least 4 of the following areas; accounting and business mathematics, business English, business law, consumer education, economics, introduction to business, marketing, advertising, salesmanship, or methods of teaching basic business
9. Business English: Qualifications for teaching typewriting, and 2 semester hours in business English, business correspondence, business communications, or business writing
10. Business economics: 8 semester hours in the areas of economics finance, management, or marketing including at least one course in principles of economics.

1971

(Requirements were identical to 1964 except added the area of Data Processing)

Data Processing: 2 college courses or the equivalent (a qualified mathematics teacher teaching a course in data processing will need the same requirement)

1977

24 semester hours in the field which may include a specialized methods course and with the following minimum qualifications for the subject matter areas or courses taught:

1. Typewriting: (6 semester hours or a statement of equivalency from the institution granting the degree)
2. Shorthand and transcription: 6 semester hours or the completion of the terminal course in the shorthand-transcription sequence.
3. Bookkeeping, accounting, recordkeeping: 6 semester hours in accounting
4. Business Law: 3 semester hours
5. Distributive subjects; i.e., marketing, retailing, distributive education: 5 semester hours covering at least two of the following: sales, retailing, marketing or advertising.
6. Business arithmetic; 2 semester hours in business arithmetic, business mathematics, or 6 semester hours in accounting
7. Office practice, secretarial practice, clerical practice or office machines: 2 semester hours in course work which includes the operation of the office machines taught in the secondary schools course, and

qualifications for teaching whichever of the following is a part of the course: typewriting, shorthand, bookkeeping (see 1, 2, 3, above)

8. Basic business, elementary business training, junior business training, and general business:
 - 3 semester hours of consumer education
 - 3 semester hours of economics
 - and at least 4 semester hours in any two of the following areas: business law, introduction to business marketing, management, or a methods of teaching basic business.
9. Business English: 2 semester hours in business English, business correspondence, business communications, or business writing
10. Business economics: 8 semester hours in the areas of economics finance, financial management, or marketing including at least one course in principles of economics.
11. Data Processing: 5 semester hours in data processing or the equivalent.

1991 - June 30, 2004

- 1) Twenty-four (24) semester hours, to include:
 - a) A vocational/occupational education methods course at the upper-division level.
 - b) Twelve (12) semester hours, including at least one course in each of the following areas:
 - i) Business Exploration/Orientation-business management, survey of business, business and its environment, business principles;
 - ii) Business Computer Applications-microcomputer applications, data processing, management information systems, introduction to data processing/computers;
 - iii) Business Communications-business English, business communications, business report writing, business correspondence;
 - iv) Business Mathematics-quantitative methods of business, finance, mathematics for business, statistics or one (1) year of college mathematics.
 - c) A minimum of one concentration (9 semester hours in addition to the 12 semester hours listed in subsection (1) (b)) in one of the following endorsement areas:
 - i) Accounting-accounting, financial accounting, managerial accounting, or finance, with one course in the upper division;
 - ii) Basic Business-economics, survey of business, business law, entrepreneurship, consumer education or upper-division course(s) in management and/or marketing;
 - iii) Information Processing-microcomputer applications, introduction to computers including the terminal course in the word processing and/or typewriting sequence, and one upper-division course in office administration/information management;
 - iv) Information Processing/Secretarial-microcomputer applications, introduction to computers including one upper-division course in office administration/information management, the terminal course in the word processing and/or typewriting sequence and the terminal course in a shorthand system;
 - v) Business Computer Programming/Systems-business computer programming, microcomputer applications, systems analysis including one upper-division management information system (MIS) systems analysis or business computer programming course; or
 - vi) Marketing-upper-division courses in advertising, sales, retailing, marketing, wholesaling, consumer behavior, entrepreneurship.
- 2) Business, Marketing and Management teachers who hold a Business, Marketing and Management endorsement may teach an orientation/exploratory composite course which addresses a variety of subject areas in Business, Marketing and Management Occupations. To provide instruction in a specific subject, teachers must hold the endorsement that corresponds to the area of instruction, as identified in subsection (1)(c).
- 3) In vocational education reimbursable programs, instructors teaching preparation-level courses must have a total of 2,000 hours of work experience in the specific endorsement area being taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement

areas being taught, with a minimum of 250 hours work experience in each endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants' instructors stating the facts concerning the work experience in question.

Current Requirement July 1, 2004 Business, Marketing and Computer Education

The endorsement in Business, Marketing and Computer Education qualifies the teacher to teach all business subjects at the secondary level.

BUSINESS, MARKETING, AND COMPUTER EDUCATION

The following coursework is appropriate for a business, marketing, and computer education endorsement:

Business, business math, accounting, business communication, business law, economics, marketing, finance, business management, business computer programming, international business, entrepreneurship, consumer economics, business computer applications, and methods of teaching business subjects.

Coursework should be distributed across the standards for business, marketing, and computer education.

BUSINESS COMPUTER PROGRAMMING DESIGNATION

For the business computer programming designation, coursework in the following areas is appropriate: business computer programming, operating systems, computer networking, and database management

*Note: Persons who held the required certificate **and** who met any of the predecessor requirements at the time they were in effect is still considered qualified in the subject.*

FAMILY AND CONSUMER SCIENCE

Home Economics 1958

16 semester hours in the field.

1962

24 semester hours in the field, including work in

1. foods and nutrition
2. clothing and textiles
3. home management, and
4. home and family life.

If special courses are taught in this field a minimum of eight semester hours is required in each course taught.

1971

24 semester hours in the field, including work in some of the following areas, plus preparation in the specific teaching areas.

1. General homemaking
2. Family living
3. Child development
4. Foods and nutrition
5. Textiles and clothing
6. Home mechanics
7. Home furnishings
8. Homemaking occupations

To teach a special course in any of the above areas, a minimum of eight semester hours is required in the area to be taught.

1978

24 semester hours in the field, including work in some of the following areas, plus preparation in the specific teaching areas.

1. Human development (includes prenatal, child, adolescent, and adult development and care.
2. Interpersonal and family relationships
3. Consumer education and home management
4. Nutrition and food
5. Housing, home furnishings, and equipment
6. Clothing and textiles

To teach a special course in any of the above areas, a minimum of eight semester hours is required in the area to be taught.

1991- June 30, 2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Family and Consumer Science

1) Twenty-four (24) semester hours, to include:

- a) A vocational/occupational education methods course at the upper-division level.
- b) Twelve (12) semester hours, to include one course in four of the six following areas:
 - i) Human Development, Child Development-human, prenatal, child, adolescent growth and development and care, adult care, gerontology, administration of child care programs, instructional activities and materials for preschoolers;
 - ii) Interpersonal and Family Relationships and Parenting-interpersonal and family relationships, family life, adult living, family dynamics, parenting, human relationships;
 - iii) Consumer and Resource Management-family finance, consumer education, consumer economics, consumer management, resource management, home management;
 - iv) Housing, Interior Furnishings, Living Environments-home furnishings, interior design, household equipment, basic design, living environments, housing;
 - v) Food and Nutrition, Food Service, Hospitality-foods and nutrition, food preparation, quantity food preparation, food sanitation, hospitality management, food management, therapeutic nutrition;
 - vi) Clothing, Textiles, Fashion-clothing selection, clothing construction, costume design, history of fashion, apparel merchandising, textiles selection.
- c) A minimum of one concentration (9 semester hours in addition to the 12 hours listed in subsection (1)(b)) in the endorsement areas of-
 - i) Child and Day Care Services-9 semester hours, to include 6 from subsection (1)(b)(i) and 3 from subsection (1)(b)(ii);
 - ii) Food and Nutrition Services-9 semester hours from subsection (1)(b)(v);
 - iii) Fashion and Clothing Services-9 semester hours from subsection (1)(b)(vi);
 - iv) Interior Furnishings Services/Living Environments-9 semester hours, to include 6 from subsection (1)(b)(iv) and 3 from subsections (1)(b)(iii) and/or (vi);
 - v) Institutional and Home Management Services-9 semester hours, including one course from four of the areas listed in subsections (1)(b)(i)-(v);
 - vi) Consumer education and resource management-9 semester hours, to include 6 from subsection (1)(b)(iii) and the remaining from subsection (1)(b), (ii), (iv), (v), or (vi); or
 - vii) Interpersonal, Family Relationships, Parenting-9 semester hours, to include 6 from subsection (1)(b)(ii) and 3 from subsection (1)(b)(i).
- 2. Home Economics teachers who hold a Home Economics endorsement may teach an orientation/exploratory composite course which addresses a variety of subject areas in Home Economics Occupations. To provide instruction in a specific subject, teachers must hold the endorsement that corresponds to the area of instruction, as identified in subsection (1)(c).
- 3) In vocational education reimbursable programs, instructors teaching preparation-level courses must have a total of 2,000 hours of work experience in the specific endorsement area being taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement areas being taught, with a minimum of 250 hours work experience in each endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants' instructors stating the facts concerning the work experience in question.

Current Requirement July 1, 2004 Family & Consumer Sciences – (Designation)

The endorsement in Family & Consumer Sciences qualifies the teacher to teach all subjects in the field at the secondary level.

*Note: Persons who held the required certificate **and** who met any of the predecessor requirements at the time they were in effect is still considered qualified in the subject.*

FOREIGN LANGUAGES

1958

16 Semester hours in the particular language taught. Credit may be allowed to the extent of four (4) semester hours for each unit of language earned in high school (not to exceed a total of six semester hours) provided the high school preparation in the language has been followed in college by a sufficient number of courses in the language in sequence to and not a duplication of previous training in the language to make a total of sixteen semester hours. After September 1, 1961, no credit will be allowed for units of language earned in high school unless such credit is approved by a higher institution and is noted on the official transcript.

1964-June 30, 2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Foreign Language

20 semester hours in the language

AGENCY NOTE: No credit may be allowed for high school language, unless such credit is approved by an institution of higher learning and is noted on the official transcript; in which case 1 semester hour may be allowed for each unit of high school language, not to exceed 4 semester hours.

Current Requirement July 1, 2004 Foreign Language-(Designation)

The endorsement in **Foreign Language-(Designation)** qualifies the teacher to teach the language of endorsement at the secondary level.

*Note: Persons who held the required certificate **and** who met any of the predecessor requirements at the time they were in effect is still considered qualified in the subject.*

GENERAL SCIENCE

1958

Sixteen (16) semester hours in the field including a minimum of six (6) to ten (10) semester hours of preparation in physical science and six (6) to ten (10) semester hours in biological science.

1964- June 30, 2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Science, General

24 semester hours in the field, including the semester hours indicated in the subject to be taught:
Science, General-24 semester hours in the field including:

- 1) Physical science-8 semester hours
- 2) Biological science-8 semester hours

Current Requirement July 1, 2004 Science-(Designation)

The endorsement in science with a designation qualifies the teacher to teach all science subjects at the secondary level and to teach honors and advanced placement classes in the designation area.

*Note: Persons who held the required certificate **and** who met any of the predecessor requirements at the time they were in effect is still considered qualified in the subject.*

HEALTH EDUCATION

Note: If evaluating for health count the nutrition, hygiene, food planning and marriage and family classes even though they were not in the health department. Per Sharon Battles, March 2006

1958

Sixteen semester hours in the field.

1962

Twenty semester hours including work in

- School health education
- Basic health sciences and
- Applied health sciences.

1977

Twenty semester hours in the field including one course from each of the following areas to total 10-14 hours:

1. Advanced concepts of health
2. Programs in school health
3. Programs in community health
4. Curriculum development and evaluation in health education

And

One course from at least three of the following areas to total 6-10 semester hours:

1. The growing and developing organism
2. Ecological relationships
3. Disease control
4. Human sexuality and family life
5. Food practices and eating patterns
6. Consumer health sources and resources
7. Safety
8. Mood-modifying substances
9. Personal health practices
10. Mental/emotional health

1994- June 30, 2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Health Education

- 1) 24 semester hours in the field.
- 2) Required Health Education Core Component--One course from each of the following areas for a total of 10-14 semester hours:
 - a) Theories and concepts of health (anatomy and physiology may not be counted in meeting this requirement.)
 - b) Programs in school health
 - c) Programs in community health
 - d) Curriculum development and evaluation in health education
- 3) Additional health education content--At least 10 semester hours distributed as follows:
 - a) At least one course in human sexuality or sex education
 - b) At least one course in drug/chemical use and abuse
 - c) At least two courses chosen from the following list of electives:

- i) Mental/emotional health
- ii) Environmental health
- iii) Disease prevention and control
- iv) Nutrition and dietary patterns
- v) Consumer health
- vi) Safety and injury control
- vii) Personal and health practices

Current Endorsement is Health Education 7/1/04

The current endorsement allows the teacher to teach health education at the secondary level.

Note: *Persons who held the required certificate at the time predecessor requirements were in place **and** who met predecessor requirements at the time they were in effect is still considered qualified in the subject.*

1977

24 semester hours in a health occupations specialty (e.g., medical laboratory, nursing, radiologic technology, inhalation therapy)

Graduation from an approved technical-level program in a specific health field with a minimum of 2,000 hours of post-graduate practical work experience in the health specialty in which trained and certified, licensed or registered in the health occupations specialty.

1991-6/30/2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Health Occupations

Twenty-four (24) semester hours, to include:

- 1) A vocational/occupational education methods course at the upper-division level.
- 2) Twelve (12) semester hours, including at least one course in each of the following areas:
 - a) Introduction to Health Occupations-introduction to various health professions, education requirements, licensure/registration/certification, career mobility, job market, technologies and other information;
 - b) Principles and Philosophies of Vocational Education-nature and purpose of vocational, occupational and career education, their relationships and differences, and the place of each in preparing for the world of work;
 - c) Occupational Analysis and Curriculum Development-upper-division course in a systems approach to curriculum development and instruction methods utilized in vocational and occupational education, includes analyzing operations and jobs, specifying objectives, and developing curriculum;
 - d) Occupational Internship-upper-division course(s) of experiential activities which are based upon required occupational skills and knowledge and are related to health occupations.
- 3) Endorsement
 - a) In addition to the 12 semester hours listed in subsection (2), licensure, registration or certification is required in one health occupations specialty, e.g., respiratory therapy, radiology, medical records technology, medical assisting, nursing or other health occupation.
 - b) In vocational education reimbursable programs, instructors teaching preparation-level courses must have a total of 2,000 hours of work experience in the specific endorsement area being taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement areas being taught, with a minimum of 250 hours work experience in each endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants' instructors stating the facts concerning the work experience in question.

Current Endorsement is Health Careers – 7/1/04

This endorsement is no longer issued as of ????

The current endorsement requires the teacher to have licensure in one of the health career specialty areas.

*Note: Persons who held the required certificate at the time predecessor requirements were in place **and** who met predecessor requirements at the time they were in effect is still considered qualified in the subject.*

INDUSTRIAL TECHNOLOGY EDUCATION

1958

16 semester hours in the field with the following minimum preparation for teaching each subject.

- 1) Woodworking
2. Metal working
3. Electricity
4. Graphic arts
5. Drawing
6. Auto Mechanics

In addition to preparation in the subject field, teachers of woodworking, metal working and general shop must have four semester hours of preparation in mechanical drawing. General shop teachers must have preparation or acceptable practical experience in each unit taught.

1962

For teaching in a unit shop or a general shop, 24 semester hours in the field, including work in each shop subject to be taught. Unit shop teachers must have 8 semester hours in the subject taught.

Vocational teachers who are approved to teach a specific trade or industrial subject and have experience in shop skills and knowledge of their trade may teach the same subject in the field of industrial arts without college preparatory courses in the subject. All other requirements for teaching industrial arts must be met.

1971

24 semester hours in the field including work in each shop subject to be taught. To teach a shop unit, the teacher shall have 8 semester hours in the subject taught.

1991-6/30/2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Industrial Technology Education

- 1) Twenty-four (24) semester hours, to include:
 - a) A vocational/occupational education methods course at the upper-division level.
 - b) Twelve (12) semester hours of laboratory-based courses in industrial technology, including at least one course in each of the following content areas:
 - i) Communication Technology-design and drafting, broadcasting, computers in communication, photography, graphic arts, telecommunications;
 - ii) Production Technology-managing the enterprise, materials and processes, research and development, producing, marketing, servicing in the manufacturing/construction enterprise;
 - iii) Transportation Technology-material handling conveyors, space transportation, atmospheric transportation, marine transportation, terrestrial transportation;
 - iv) Energy Utilization Technology-energy conversion, solar resources, wind and water resources, fossil fuels, nuclear energy resources, energy conservation.
 - c) A minimum of one concentration (9 semester hours of laboratory-based courses in addition to the 12 semester hours listed in subsection (1)(b)) in one of the following endorsement areas:
 - i) Construction-carpentry, building maintenance, residential and commercial, electricity, painting, plumbing, cement and brick masonry, drywall application and roofing;

- ii) Electronics-computer repair, radio and television repair, small appliance repair, electrical and electronic instrument repair, electromedical equipment repair, communication equipment installation and repair;
 - iii) Graphic Communications-press operation, composition and typesetting, commercial art, lithographic press operation, platemaking, photography, printing camera operation;
 - iv) Transportation-small gasoline engine repair, aircraft mechanical systems repair, automobile engine repair, diesel engine repair, automobile and truck mechanical systems repair, motor vehicle repair;
 - v) Manufacturing-machine tool operation, tool and die making, sheet metal fabrication, welding and metal fabrication, production cabinet making, plastics-forming and fabrication, machinery maintenance, automated manufacturing equipment set-up and maintenance, numerical control machine operation, computer numerical control machine operation;
 - vi) Industrial Technology-mechanical systems, hydraulic systems, pneumatic systems, thermal systems, electrical systems, communication systems, transportation systems, production systems, energy and power utilization;
 - vii) Public Service-fire-fighting technology, police science, criminal justice technology, security services;
 - viii) Drafting/Design-architectural drafting, mechanical drafting, civil drafting, computer-aided drafting and design, geometric construction, industrial design;
 - ix) Autobody Repair-frame inspection and alignment, body and fender repair, glass installation, vinyl top repair, automotive painting; or
 - x) Heating, Ventilation and Air Conditioning-installation and repair of heating, air conditioning and ventilation systems; installation and repair of refrigeration and air conditioning systems.
- 2) To provide instruction at the preparation level, teachers must hold an endorsement that corresponds to their area of instruction.
- 3) In vocational educational reimbursable programs, instructors teaching preparation level courses must have a total of 2,000 hours of work experience in each endorsement area being taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement areas being taught, with a minimum of 250 hours work experience in each endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants' instructors stating the facts concerning the work experience in question

Current Endorsement is Technology Education 7/1/04

The endorsement in technology education allows the holder to teach all subjects in this field. .

Note: *Persons who held the required certificate at the time predecessor requirements were in place **and** who met predecessor requirements at the time they were in effect is still considered qualified in the subject*

JOURNALISM

1958

Sixteen (16) semester hours in the field including preparation in publication and reporting, printing and publishing, and copy reading

1964-6/30/2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Journalism

8 semester hours in journalism and 16 semester hours in English, or 18 semester hours in journalism and 6 semester hours in rhetoric and composition.

Current Endorsement English Language Arts 7/1/05

This new endorsement now authorizes the holder of the endorsement to teach Journalism and all other Language Arts subjects.

Note: *Persons who held the required certificate at the time predecessor requirements were in place **and** who met predecessor requirements at the time they were in effect is still considered qualified in the subject*

LANGUAGE ARTS - ENGLISH

1958

Sixteen (16) semester hours in the field including preparation in rhetoric, composition, English literature and American literature.

Teachers of business English shall have at least sixteen (16) semester hours of preparation in the field of commerce in addition to the above specified preparation in the field of English.

1964-6/30/2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Language Arts/English

24 semester hours in the field including 6 semester hours in rhetoric and composition and not more than 8 semester hours in speech and journalism. To teach grammar, American Literature, English Literature, reading or dramatics, the English teacher must have one course in the subject.

Current Endorsement English Language Arts 7/1/04

The endorsement now authorizes the holder of the endorsement to teach all subjects in the field of Language Arts.

*Note: Persons who held the required certificate at the time predecessor requirements were in place **and** who met predecessor requirements at the time they were in effect is still considered qualified in the subject*

MATHEMATICS

1958

Sixteen (16) semester hours in the field. Credit may be allowed to the extent of two (2) semester hours for each half unit of mathematics earned in high school above the elementary courses in general mathematics, algebra, and plane geometry not to exceed a total of six (6) semester hours. Duplicate credit for a high school course repeated in college is not acceptable. After September 1, 1961, no credit will be allowed for high school mathematics unless such credit is approved by a higher institution and is noted on the official transcript.

9/1/1962

20 semester hours in the field.

NOTE: No credit may be allowed for high school mathematics unless such credit is approved by an institution of higher learning, and it is noted on the official transcript; in this case 1 semester hour may be allowed for each unit of high school mathematics, not to exceed 4 semester hours.

9/1/1985 – 6/30/2004

25 semester hours in the field, including:

- 1) In grades 9-12
 - a) minimum of 8 semester hours from calculus
 - b) 3 semester hours of coursework in the teaching of secondary school mathematics and
 - c) 14 semester hours to be selected from four of the following areas:
 - i) Computer Science
 - ii) Linear Algebra
 - iii) Modern Algebra
 - iv) Geometry
 - v) Applied Mathematics
 - vi) Probability and Statistics
 - vii) History of Mathematics

- 2) In grades 6-8

18 semester hours in the field, including:

- a) 3 semester hours in the methods of teaching mathematics in grades 6-8.
- b) 15 semester hours to be selected from four of the following areas:
 - i) Math content courses for elementary teachers
 - ii) Calculus
 - iii) Modern algebra or number theory
 - iv) Geometry
 - v) Computer science
 - vi) Probability and statistics
 - vii) History of mathematics

These requirements are not applicable to personnel employed prior to September 1, 1985

Current endorsement is Mathematics 7/1/2004

The new endorsement allows the holder to teach all mathematics subjects.

Note: *Persons who held the required certificate at the time predecessor requirements were in place **and** who met predecessor requirements at the time they were in effect is still considered qualified in the subject*

MEDIA

1962

Coordinator of Instructional Materials: 20 semester hours in the field, including 12 semester hours in library science; 3 semester hours in organization and administration; and 5 semester hours in audio-visual and related areas.

Librarian: 16 semester hours in library science, including 3 semester hours in organization and administration.

Audio-visual Director: 6 semester hours, or 2 courses in audio-visual education.

1964

Coordinator of Instructional Materials: 20 semester hours in the field, including 12 semester hours in library science; 3 semester hours in organization and administration; and 5 semester hours in audio-visual and related areas.

Librarian: 16 semester hours in library science, including 3 semester hours in organization and administration.

Audio-visual Coordinator: 6 semester hours, or 2 courses in audio-visual services

Instructional Materials Specialist: 32 semester hours of library and audiovisual services

1971

Instructional Materials Specialist: 24 semester hours with at least 9 in audiovisual and 15 in library science, including training in administration, organization, selection, production and communications.

School Librarian: 18 semester hours in library science, including organization and administration, cataloging and classification, reference and materials

Audio-visual Coordinator: 9 semester hours in audio-visual services

Media (Instructional Materials) Specialist: 32 semester hours media (instructional materials, library science, audiovisual) including training in administration, organization, selection, production, and communications.

School Library Specialist: 32 semester hours in library science.

Audio Visual Specialist: 32 semester hours in audiovisual education.

1977 - June 30, 2004

- 1) Media Professional: responsible for both library and audio-visual services to students, teachers and other school personnel.

Appropriate teacher certificate. Work in the field: 18 semester hours in library science-media; professional preparation (at four-year college and/or graduate levels) in administration, organization (cataloging and classification), reference, and selection of materials (elementary and/or secondary levels).

- 2) Media Specialist: responsible for both library and audio-visual services to students, teachers and other school personnel.

Standard Special Certificate (K-12) with Library Science-Media (instructional materials) Teaching Endorsement. Work in field: 32 semester hours in media (instructional materials, library science, audio-visual) including professional preparation (at four-year college and/or graduate levels) in administration, organization (cataloging and classification), reference and selection of materials for both elementary and secondary levels, production and communications.

- 3) Media Supervisor or Director: works with teachers and supervises other media professionals and specialists.

Supervisory or Standard Special Supervisory Endorsement, or the General Supervisory Endorsement (Administrative Certificate) with specialization in media.

- 4) These standards do not apply to those individuals employed prior to September 1, 1978.

Current endorsement is Library Information Specialist 7/1/2004

*Note: Persons who held the required certificate at the time predecessor requirements were in place **and** who met predecessor requirements at the time they were in effect is still considered qualified in the subject*

MUSIC

1958

Sixteen (16) semester hours in the field with the following minimum preparation in each subject:

Music Appreciation-four (4) semester hours

Theory and Harmony-six (6) semester hours

History of Music- four (4) semester hours

(A composite course requires minimum preparation in the field of music and the amount of preparation specified in each branch of music included in the course.)

Band or orchestra must include a minimum of three (3) semester hours in instrumental methods and conducting and ten (10) semester hours in appropriate applied music courses. Preparation for chorus must include at least ten (10) semester hours in voice.

1964

20 semester hours in the field, including work in each of the following:

- 1) Applied music
- 2) Music theory
- 3) Conducting
- 4) History of music
- 5) Methods and materials for general public school music

1977-6/30/2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Music

- 1) Vocal
 - 24 Semester hours in the field, including:
 - a) Applied vocal music
 - b) Music theory
 - c) Conducting
 - d) History of music
 - e) Methods and materials for general school vocal music
- 2) Music/Instrumental
 - 24 semester hours in the field, including:
 - a) Applied instrumental music
 - b) Music theory
 - c) Conducting
 - d) Methods and materials for general school instrumental music
 - e) History of music

Current endorsement is Music 7/1/2004

The new endorsement allows the holder to teach all music courses.

*Note: Persons who held the required certificate at the time predecessor requirements were in place **and** who met predecessor requirements at the time they were in effect is still considered qualified in the subject*

PHYSICAL EDUCATION

1958

Sixteen semester hours in the field.

1962

Twenty semester hours in the field including work in each of the following:

1. Team Sports
2. Individual activities
3. Rhythms
4. Body mechanics and basic exercises
5. Organization and administration
6. Health education

1977

Twenty semester hours in the field including work in each of the following:

- A. 5 semester hours from at least two of these areas:
 1. Anatomy
 2. Physiology
 3. Kinesiology
 4. Physiology of exercise
- B. One course from each of the three areas listed below to total 5 semester hours
 1. Dance and/or rhythmic activities
 2. Individual-dual activities
 3. Team sports
- C. 10 semester hours to be selected from at least three of the four areas listed below
 1. Instructional methods for physical education
 2. Curriculum design for physical education
 3. Physical education for the atypical child
 4. Physical education for the elementary school (required for elementary school)

This standard does not apply to those individuals employed prior to September 1, 1978.

1994-June 30, 2004

Physical Education (Grades 9 through 12)

- 1) 24 semester hours in the field
- 2) Knowledge and skill acquisition. At least one course in each of the following, for a total of at least 6 semester hours:
 - a) Health-related fitness (e.g., conditioning, aerobic fitness exercise, stress management)
 - b) Rhythm and dance
 - c) Individual sports/activities
 - d) Team sports
- 3) Scientific foundations
At least 9 semester hours distributed as follows:
 - a) 3 semester hours earned in at least one of the following:
 - i) Human anatomy
 - ii) Human physiology
 - b) 6 semester hours from at least two of the following areas:
 - i) Exercise physiology
 - ii) Kinesiology or biomechanics

- iii) Motor learning, motor behavior, or motor development
- c) Curriculum and instruction--At least one course in each of the following, all of which must explicitly include an emphasis on both regular and special populations:
 - i) Curriculum design in physical education
 - ii) Instructional strategies/methodology in physical education
 - iii) Assessment/evaluation of physical education (learning assessment and program evaluation)

The current endorsement is Physical Education 7/1/2004

Note: *Persons who held the required certificate at the time predecessor requirements were in place **and** who met predecessor requirements at the time they were in effect is still considered qualified in the subject*

PHYSICAL SCIENCE

1958

Sixteen (16) semester hours in the field with the following minimum preparation in each subject:

- Astronomy—five (5) semester hours
- Chemistry—ten (10) semester hours
- Geology—eight (8) semester hours
- Physiography—five (5) semester hours
- Physics – Ten (10) semester hours

It is recommended that a teacher of astronomy, chemistry, or physics have minimum preparation as a teacher of mathematics.

1964-June 30, 2004

24 semester hours in the field including the semester hours indicated in the subject to be taught.

- Astronomy—five (5) semester hours
- Chemistry—ten (10) semester hours
- Geology—eight (8) semester hours
- Physiography—five (5) semester hours
- Physics – ten (10) semester hours
- Aerospace - ten (10) semester hours
- Earth Science - eight (8) semester hours (Earth science, physical geography, mineralogy, geology, oceanography, meteorology, weather, climate, cosmology, and astronomy.)

Note: In astronomy, geology, and earth science, it is recommended that field experiences be included as part of the hourly requirements. In addition, it is recommended that a teacher of astronomy, chemistry, or physics have the minimum preparation required of a mathematics teacher.

Current Requirement 7/1/2004 Science –(Designation)

The endorsement in science with a designation qualifies the teacher to teach all science subjects at the secondary level and to teach honors and advanced placement classes in the designation area(s).

Note: *Persons who held the required certificate at the time predecessor requirements were in place **and** who met predecessor requirements at the time they were in effect is still considered qualified in the subject*

PSYCHOLOGY

1964-June 30, 2004

20 semester hours in the field.

Note: Psychology courses may be included in the 24 semester hours required for endorsement in Social Science.

Current endorsement is Social Science – (Designation) 7/1/2004

Any Social Science endorsement with a designation will permit the holder to teach all subjects of social science 9-12 and the designation authorizes the teacher to teach that subject at the honors level or advanced placement level.

Note: *Persons who held the required certificate at the time predecessor requirements were in place **and** who met predecessor requirements at the time they were in effect is still considered qualified in the subject*

READING

Prior to September 1, 1978

The requirement was for one course in reading.

1978-June 30, 2006

- 1) 18 semester hours of reading coursework, including preparation in the following areas:
 - a) Foundation or survey of reading fundamentals including reading in the content areas. (A Reading course is acceptable for meeting this requirement.)
 - b) Testing procedures and diagnosis of reading disabilities
 - c) Diagnostic teaching techniques and materials
 - d) Clinical or laboratory practicum in reading
 - e) Literature appropriate for the age of students included in the program
- 2) This standard does not apply to those individuals employed prior to September 1, 1978

The current endorsement is either Reading Teacher or Reading Specialist 7/1/2006

*Note: Persons who held the required certificate at the time predecessor requirements were in place **and** who met predecessor requirements at the time they were in effect is still considered qualified in the subject*

SAFETY AND DRIVER EDUCATION

Until 2/1/2012

16 semester hours in the field, including preparation as follows:

- 1) 3 semester hours in general safety
- 2) 5 semester hours in driver education and advanced traffic safety
- 3) 8 semester hours chosen from two or more of the following areas:
 - a) General safety, including traffic and industrial safety
 - b) Advanced psychology and sociology
 - c) First aid and health education
 - d) Instructional materials
- 4) Teachers assigned to either simulation or multiple-car programs shall have preparation in the use of these methods which shall consist of a minimum of 1 semester hour or its equivalent in each area.

Beginning 2/1/2012, 24 semester hours in the field.

SOCIAL SCIENCE

1958

16 semester hours in the field, including the semester hours indicated in each subject to be taught.

- 1) United States History-8 semester hours
- 2) Civics, Political Science-8 semester hours
- 3) Economics-8 semester hours
- 4) Geography-8 semester hours
- 5) Sociology-8 semester hours
- 6) World History-8 semester hours in World History, 5 semester hours in U.S. History
- 7) Anthropology-5 semester hours

NOTE: A teacher of any history course is expected to have completed at least 16 semester hours of preparation in the field of history.

1964-June 30, 2004

24 semester hours in the field, including the semester hours indicated in each subject to be taught.

- 1) United States History-8 semester hours
- 2) Civics, Political Science-8 semester hours
- 3) Economics-8 semester hours
- 4) Geography-8 semester hours
- 5) Sociology-8 semester hours
- 6) European History-8 semester hours
- 7) World History-8 semester hours in European History and 5 semester hours in American History

NOTE: A teacher of any history course shall have completed at least 16 semester hours of preparation in the field of history.

Current Endorsement is Social Science-(Designation) 7/1/04

Any Social Science endorsement with designation will permit the holder to teach all subjects of social science 9-12 and the designation authorizes the teacher to teach that subject at the honors level or advanced placement level.

*Note: Persons who held the required certificate at the time predecessor requirements were in place **and** who met predecessor requirements at the time they were in effect is still considered qualified in the subject*

SPEECH

1958

Sixteen (16) semester hours in the field including a minimum of six (6) semester hours of rhetoric and composition.

1964

8 semester hours in speech and 16 semester hours in English or 18 semester hours in speech and 6 semester hours in rhetoric and composition.

1977-6/30/2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Speech

- 1) 8 semester hours in speech selected from at least three of the following four areas: public speaking, interpersonal communication, oral interpretation, and group discussion and 16 semester hours in English; or
- 2) 18 semester hours in speech, selected from the four areas listed above, and 6 semester hours in rhetoric and composition

Current Endorsement English Language Arts after 7/1/04

This new endorsement now authorizes the holder of the endorsement to teach speech.

Note: *Persons who held the required certificate at the time predecessor requirements were in place **and** who met predecessor requirements at the time they were in effect is still considered qualified in the subject*

SPECIALIZED INSTRUCTION PROVIDED BY A NONCERTIFICATED PERSON

(Subsection g) OBSOLETE 2010

Section 1.630 Noncertificated Personnel

- a) Pursuant to Sections 10-22.34 and 34-18 of the School Code [105 ILCS 5/10-22.34 and 34-18], school boards may employ nonteaching personnel or use volunteer personnel for nonteaching duties not requiring instructional judgment or evaluation of pupils.
- b) Paraprofessionals; Teacher Aides
 - 1) School boards may further utilize volunteer noncertificated personnel or employ noncertificated personnel as paraprofessionals (or “teacher aides”) to assist in the instruction of pupils, so long as each noncertificated individual is under the immediate supervision of a teacher who holds a valid certificate and is directly engaged in teaching subject matter or conducting activities (see Sections 10-22.34 and 34-18 of the School Code). To “assist in the instruction of pupils”, i.e., to serve as a paraprofessional, means to support teachers through interactions with students that will help them master curricular content, such as by tutoring; or to assist with classroom management, such as by organizing instructional materials.
 - 2) Employment as a paraprofessional requires a statement of approval issued by the State Board of Education, in consultation with the State Teacher Certification Board, except that a paraprofessional first employed on or before June 30, 2005, in a program that serves students with disabilities shall be subject to this requirement as of July 1, 2007, and except that an individual who holds any certificate indicative of completion of at least a bachelor’s degree, or who holds a provisional vocational certificate, may serve as a paraprofessional without a statement of approval.
 - 3) Each paraprofessional shall be under the direct supervision and control of a fully certificated teacher when assisting with instruction, whether this occurs in classrooms, laboratories, shops, playgrounds, libraries, or other educational settings where instructional judgment requires the supervision of a fully certificated teacher. The certificated teacher shall be responsible for planning the activities to be conducted by the paraprofessional and for evaluating the pupils with whom the paraprofessional works. The certificated teacher shall be continuously aware of the paraprofessional’s activities, i.e., the teacher shall be responsible for controlling the paraprofessional’s activities and shall be able to modify them at any time.
 - 4) Paraprofessionals shall not be utilized as substitutes for or replacement of certificated teachers, and they shall not have equivalent responsibilities. Certificated teachers shall exercise professional judgment when assigning duties to paraprofessionals and shall retain the responsibility for determining students’ scholastic activities.
 - 5) Each school district shall:
 - A) submit a list of all paraprofessionals it employs to the State Superintendent of Education with its annual application for recognition;
 - B) maintain a file for each paraprofessional that describes his or her functions and includes his or her statement of approval and evidence that he or she has met the relevant requirements of 23 Ill. Adm. Code 25.510; and
 - C) be responsible for ensuring that no individual is employed as a paraprofessional without a statement of approval, except as permitted under subsection (b)(2) of this Section, and that paraprofessionals are assigned only to tasks for which their approval is valid.
- c) School boards may designate noncertificated persons of good character to serve as supervisors, chaperones or sponsors, either on a voluntary or on a compensated basis, for school activities not connected with the academic program of the schools (see Section 10-22.34a of the School Code [105 ILCS 5/10-22.34a]).
- d) School boards may utilize noncertificated persons, under the direction of a certified teacher, for providing specialized instruction related to a course assigned to the certified teacher on a regular basis, not otherwise

readily available in the immediate school environment, in the fields for which they are particularly qualified or skilled (see Section 10-22.34b of the School Code [105 ILCS 5/10-22.34b]).

- e) Noncertificated personnel in special education programs under contract to the local board of education, other than paraprofessionals, shall be governed by 23 Ill. Adm. Code 226 (Special Education). Also, beginning July 1, 2006, educational interpreters for persons who are deaf or hard of hearing shall be approved pursuant to 23 Ill. Adm. 25.550 (Approval of Educational Interpreters).

OBSOLETE: 2010:

- f) In accordance with Section 10-22.34(d) of the School Code [105 ILCS 5/10-22.34(d)], school districts may utilize noncertificated persons who are completing their clinical experiences and/or student teaching.

- 1) A candidate participating in clinical experiences shall not be required to hold a statement of approval as a paraprofessional if:
 - A) the candidate is engaging in the clinical experience as part of an approved Illinois teacher preparation program in which he or she is enrolled;
 - B) when the candidate assists in instruction, he or she is under the immediate supervision of a teacher who holds a valid certificate and is directly engaged in teaching the subject matter or conducting other learning activities; and
 - C) the cooperating teacher constantly evaluates the candidate's activities and is able to control or modify them.
- 2) Noncertificated personnel enrolled in a student teaching course at a college or university are not required to be under the constant supervision of a teacher, provided that their activity has the prior approval of the representative of the higher education institution, that teaching plans have been previously discussed with and approved by the supervising teacher, and the teaching is performed in accordance with the requirements of 23 Ill. Adm. Code 25.620 (Student Teaching) (see Section 10-22.34(d) of the School Code).

- g) Repealed in 2010

In accordance with Section 10-22.34b of the School Code [105 ILCS 5/10-22.34b], school districts may, with the prior approval of the responsible regional superintendent of schools, **utilize noncertified persons to provide specialized instruction not otherwise readily available in the immediate school environment in the fields for which they are particularly qualified by reason of specialized knowledge or skill.** The regional superintendent shall approve an assignment of this type when:

- 1) the certified teacher under whose direction the instruction will be provided has specified in writing the material to be covered and the amount of time to be allotted for the specialized instruction;
- 2) the district superintendent has identified in writing the selected individual's professional competence or outstanding proficiency in the area of specialization in which instruction is to be provided;
- 3) the district superintendent has affirmed in writing that a district representative has determined the environment where instruction will be provided, if away from the school, to be safe and appropriate to the age of the students involved; and
- 4) the district superintendent has described the precise function to be served by the specialized instruction and any compensation to be paid to the selected individual.

(Source: Amended at 33 Ill. Reg. 15193, effective October 20, 2009)

Form IOE 33.59 (11/78) obsolete 2010

Illinois State Board of Education
Accountability Division
100 North First Street
Springfield, Illinois 62777

SPECIALIZED INSTRUCTION PROVIDED BY A NONCERTIFICATED PERSON

INSTRUCTIONS: *This application form should be used by a school district superintendent in obtaining approval from the regional superintendent to use a noncertificated person to provide specialized instruction in accordance with the "Rules and Regulations for the utilization of Teacher Aide and other Non-Certificated Personnel", adopted by the State Teacher Certification Board, February 1973. This application form must be completed and approved by the school district superintendent and board of education prior to sending it to the regional superintendent for approval. The application must be sent to the regional superintendent 15 days prior to the time specialized instruction begins. The board of education must assure the complete safety and protection of all persons involved.*

SCHOOL NAME	DATE OF APPLICATION
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SCHOOL ADDRESS

NAME OF CERTIFICATED TEACHER

QUALIFICATIONS OF SPECIALIZED INSTRUCTOR

NAME OF NON-CERTIFICATED SPECIALIZED INSTRUCTOR

GIVE A BRIEF STATEMENT IDENTIFYING YEARS OF EXPERIENCE AND PROFICIENCY IN AREA

IS THE PERSON LICENSED OR REGISTERED BY STATE AGENCY?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT AGENCY?	
IS PERSON OF GOOD CHARACTER?	<input type="checkbox"/> YES <input type="checkbox"/> NO	IS PERSON QUALIFIED UNDER SECTION 24-5 OF THE SCHOOL CODE OF ILLINOIS REQUIRING PHYSICAL FITNESS AND FREEDOM FROM COMMUNICABLE DISEASE AND THE STATUTE REQUIRING EVIDENCE OF FREEDOM FROM TUBERCULOSIS?	<input type="checkbox"/> YES <input type="checkbox"/> NO

NATURE OF SPECILIZED INSTRUCTIONS

NAME OF ASSOCIATED SCHOOL COURSE

SPECIFIC FUNCTION OF SPECIALIZED INSTRUCTION

LOCATION OF SPECIALIZED INSTRUCTION

NUMBER OF STUDENTS INVOLVED	NUMBER OF HOURS OF INSTRUCTION	TIME OF INSTRUCTION	COMPENSATION ALLOWED FOR SPECIALIZED INSTRUCTION
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DESCRIPTION OF THE EVALUATION OF TOTAL PROGRAM

DESCRIBE PLAN FOR EVALUATION OF STUDENTS (Any evaluation that affects a student's class grade must be provided by the certified teacher)

APPROVALS

Date

Signature of Secretary, Board of Education

Date

Signature of District Superintendent

County

Date

Signature of Regional Superintendent

IOE 33-59 (11/78)

SECTION 25. APPENDIX D

CRITERIA FOR IDENTIFICATION OF TEACHERS AS “HIGHLY QUALIFIED” IN VARIOUS CIRCUMSTANCES

INTRODUCTION AND GENERAL PRINCIPLES

Pursuant to the federal No Child Left Behind Act of 2001 (NCLB), teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) are required to be “highly qualified” for those assignments. The criteria set forth in this Appendix D are those that will be used in Illinois to make this determination.

Further, fulfillment of the applicable requirements set forth in this Appendix D may serve as the basis for acquisition of the standard teaching certificate after four years of teaching experience (see Section 25.905(g) of this Part) or as the basis for renewal of the standard or master teaching certificate (see Section 25.805(e) of this Part).

A teacher’s qualifications do not make him or her “highly qualified” in the absolute sense. Rather, the question is whether a teacher is “highly qualified” with respect to his or her areas of assignment. A teacher who collaborates or consults with another teacher does not have “primary responsibility” and is not required to be “highly qualified” in the core academic subject area; each teacher who does have “primary responsibility” for a core academic subject area must be.

There are differences between the criteria for being considered “highly qualified” and some of the Illinois requirements for various assignments (see Subpart G of 23 Ill. Adm. Code 1, Public Schools Evaluation, Recognition and Supervision). The “highly qualified” status of a given individual with respect to an assignment shall not relieve any entity that is required to employ certified staff of the obligation to observe the applicable Illinois requirements for that assignment.

In establishing requirements for being considered “highly qualified”, NCLB and the Individuals with Disabilities Education Improvement Act (also referred to as “IDEA 2004”) distinguish between “veteran teachers” and those who are new to the profession. In addition to the specific requirements set forth for being considered “highly qualified” for particular assignments, veteran teachers can be considered “highly qualified” based on an additional set of criteria, the High Objective Uniform State Standard of Evaluation (HOUSSE). For the purposes of this Appendix D, each individual shall become a “veteran teacher” when he or she has accrued at least one full year’s teaching experience. The HOUSSE criteria may then be applied in determining whether the individual can be considered “highly qualified” for assignments in core subjects.

A degree of flexibility has been afforded for teachers in programs supported by Title I funds who are employed in “rural” schools, which are defined as schools in districts that are eligible to participate in the Small Rural School Achievement (SRSA) program (for a list, see the website of the U.S. Department of Education at <http://www.ed.gov/programs/reapsrsa/eligible04/index.html>). A district may take advantage of this flexibility if it provides high-quality professional development that increases the teachers' content knowledge in the additional subjects they teach and provides mentoring or a program of intensive supervision that consists of structured guidance and regular, ongoing support so that teachers become highly qualified in the additional core academic subjects they teach.

A teacher in this situation who was first employed on or before August 1, 2005, who teaches multiple core academic subjects, and who is “highly qualified” in one of those subjects will be considered “highly qualified” in the other subjects taught through the end of the 2006-07 school year, after which time he or she will be subject to the requirements for the additional core academic subjects taught and may use the HOUSSE criteria as applicable.

A teacher in this situation who was first employed after August 1, 2005, who teaches multiple core academic subjects, and who is “highly qualified” in one of those subjects will be considered “highly qualified” in the other subjects taught for a period of three years after the date of first employment, after which time he or she will be subject to the requirements for the additional core academic subjects taught and may use the HOUSSE criteria as applicable.

Point values for many of the activities described as part of the HOUSSE criteria are consistent with Section 25.875 of this Part, which defines continuing professional development activities, available amounts of credit, and required evidence of completion in the context of certificate renewal.

In the material that follows, the term “primary grades” or “primary level” refers to kindergarten and Grades 1-5. The “middle grades” are Grades 6-8. The “secondary level” consists of Grades 9-12.

Further, references to a particular type of certificate (e.g., elementary) should be understood to mean a certificate of that type that is also valid for the subjects taught by virtue of the certificate-holder’s subject-specific qualifications. These references include provisional, initial, standard, and master certificates of each type where applicable. However, a master certificate that is endorsed for the subject area of assignment is, in and of itself, a basis for the holder’s being considered “highly qualified” for that assignment, other than at the primary level, where passage of a test is required of teachers who are new to the profession. That is (except in the case of assignments at the primary level), an individual who holds a relevant master certificate shall be considered “highly qualified” without reference to any additional requirements stated for the assignment to which the master certificate applies.

An “elementary” certificate is a “Type 03” certificate established under Section 21-3 of the School Code [105 ILCS 5/21-3]. An “early childhood” certificate is a “Type 04” certificate established under Section 21-2.1 of the School Code [105 ILCS 5/21-2.1]. A “secondary” certificate is a “Type 09” certificate established under Section 21-5 of the School Code [105 ILCS 5/21-5]. Either a “special K-12” (subject-specific) certificate or a “special preschool–age 21” certificate is a “Type 10” certificate established under Section 21-4 of the School Code [105 ILCS 5/21-4]. A “transitional bilingual” certificate is a “Type 29” certificate established under Section 14C-8 of the School Code [105 ILCS 5/14C-8]. A “short-term emergency” certificate in special education is a “Type 12” certificate established under the policies of the State Board of Education that were the subject of the federal court order of August 15, 2001, in the matter of Corey H., et al., v. Board of Education of the City of Chicago, et al.

GENERAL EDUCATION

KINDERGARTEN AND GRADES 1-5

A teacher who has primary responsibility for teaching content in core academic subjects will be considered “highly qualified” if he or she:

- a) holds an elementary or a special K-12 certificate with an endorsement for self-contained general elementary education and has passed the Elementary/Middle Grades test; or
- b) holds an elementary or a special K-12 certificate valid for the subjects taught and has passed the content-area test applicable to that endorsement; or

- c) holds an early childhood certificate that is valid for the primary grades and has passed the Early Childhood test (applicable only through Grade 3); or
- d) holds an elementary, an early childhood, or a special K-12 certificate valid for the subjects taught and qualifies with 100 points under the Illinois HOUSSE, if applicable.

MIDDLE GRADES (6-8)

A teacher who has primary responsibility for teaching content in core academic subjects, whether in a self-contained or a departmentalized setting, will be considered “highly qualified” if he or she holds an elementary, a special K-12, or a secondary certificate valid for the subjects taught and:

- a) has passed the Elementary/Middle Grades test; or
- b) for each core subject area of teaching responsibility:
 - 1) has passed the content-area test specific to the subject taught, or
 - 2) has completed a major or coursework equivalent to a major, or
 - 3) holds a master’s or higher degree in a field directly related to the area of assignment, or
 - 4) holds certification from the National Board for Professional Teaching Standards (NBPTS) or an Illinois master certificate, or
 - 5) qualifies with 100 points under the Illinois HOUSSE, if applicable.

SECONDARY GRADES (9-12)

A teacher who has primary responsibility for teaching content in core academic subjects will be considered “highly qualified” if he or she holds a secondary, a special K-12, or, for Grade 9 only, an elementary certificate valid for the subjects taught and, for each core subject area of teaching responsibility:

- a) has passed the relevant content-area test; or
- b) has completed a major or coursework equivalent to a major; or
- c) holds a master’s or higher degree in a field directly related to the area of assignment; or
- d) holds NBPTS certification or an Illinois master certificate; or
- e) qualifies with 100 points under the Illinois HOUSSE, if applicable.

BILINGUAL EDUCATION

Requirements specific to English as a Second Language (ESL) (or English as a New Language (ENL)) are stated separately (see below).

KINDERGARTEN AND GRADES 1-5

A teacher who has primary responsibility for teaching content in core academic subjects, other than ESL or ENL, in a program of bilingual education will be considered “highly qualified” if he or she:

- a) holds an endorsement or approval for bilingual education or a transitional bilingual certificate and:
 - 1) holds an elementary or special K-12 certificate with an endorsement for self-contained general elementary education and has passed the Elementary/Middle Grades test, or
 - 2) holds an elementary or a special K-12 certificate valid for the subject taught and has passed the content-area test applicable to that subject, or
 - 3) through Grade 3 only, holds an early childhood certificate that is valid for the primary grades and has passed the Early Childhood test, or
 - 4) holds an elementary or special K-12 certificate with an endorsement for self-contained general elementary education, or an elementary or a special K-12 certificate valid for the subjects taught, or, through Grade 3 only, an early childhood certificate valid for the primary grades and qualifies with 100 points under the Illinois HOUSSE, if applicable; or

- b) holds a transitional bilingual certificate and:
 - 1) has passed the content-area test applicable to the subject taught, and
 - 2) is continuously enrolled in an approved teacher preparation program applicable to the grade levels served, and
 - 3) is participating in an induction/mentoring program that conforms to the definition found in the regulations implementing the federal No Child Left Behind Act of 2001 at 34 CFR 200.56(a)(2)(ii)(A) (2005), and
 - 4) has not exhausted the three-year period permitted under NCLB for attaining full certification.

MIDDLE GRADES (6-8)

A teacher who has primary responsibility for teaching content in core academic subjects, other than ESL or ENL, whether in a self-contained or a departmentalized setting, will be considered “highly qualified” if he or she:

- a) holds an endorsement or approval for bilingual education or a transitional bilingual certificate and:
 - 1) holds an elementary or a special K-12, or a secondary certificate valid for the subjects taught; and
 - 2) for each core subject area of teaching responsibility:
 - A) has passed either the Elementary/Middle Grades test or the content-area test specific to the subject taught, or
 - B) has completed a major or coursework equivalent to a major, or
 - C) holds a master’s or higher degree in a field directly related to the area of assignment, or
 - D) holds NBPTS certification or an Illinois master certificate, or E) qualifies with 100 points under the Illinois HOUSSE, if applicable; or
- b) holds a transitional bilingual certificate and:
 - 1) has passed the content-area test applicable to the subject taught, and
 - 2) is continuously enrolled in an approved teacher preparation program applicable to the grade levels served, and
 - 3) is participating in an induction/mentoring program that conforms to the definition found in the regulations implementing the federal No Child Left Behind Act of 2001 at 34 CFR 200.56(a)(2)(ii)(A) (2005), and
 - 4) has not exhausted the three-year period permitted under NCLB for attaining full certification.

SECONDARY GRADES (9-12)

A teacher who has primary responsibility for teaching content in core academic subjects, other than ESL or ENL, will be considered “highly qualified” if he or she:

- a) holds an endorsement or approval for bilingual education or a transitional bilingual certificate and:
 - 1) holds a secondary, a special K-12, or, for Grade 9 only, an elementary certificate valid for the subjects taught, and
 - 2) for each core subject area of teaching assignment:
 - A) has passed the relevant content-area test, or
 - B) has completed a major or coursework equivalent to a major, or
 - C) holds a master’s or higher degree in a field directly related to the area of assignment, or
 - D) holds NBPTS certification or an Illinois master certificate, or
 - E) qualifies with 100 points under the Illinois HOUSSE, if applicable; or
- b) holds a transitional bilingual certificate and:
 - 1) has passed the content-area test applicable to the subject taught, and
 - 2) is continuously enrolled in an approved teacher preparation program applicable to the grade levels served, and

- 3) is participating in an induction/mentoring program that conforms to the definition found in the regulations implementing the federal No Child Left Behind Act of 2001 at 34 CFR 200.56(a)(2)(ii)(A) (2005), and
- 4) has not exhausted the three-year period permitted under NCLB for attaining full certification.

ENGLISH AS A SECOND LANGUAGE (ESL) OR ENGLISH AS A NEW LANGUAGE (ENL)

A course with either of these titles is, by definition, a course in English (see 23 Ill. Adm. Code 228).

KINDERGARTEN AND GRADES 1-5

A teacher who has primary responsibility for teaching ESL or ENL will be considered “highly qualified” if he or she:

- a) holds an elementary or a special K-12 certificate with approval for bilingual education, ESL, or ENL or a special K-12 certificate endorsed for bilingual education, ESL, or ENL and:
 - 1) has passed the Elementary/Middle Grades test or the content-area test for ENL or English Language Arts, or
 - 2) qualifies with 100 points under the Illinois HOUSSE, if applicable; or
- b) through Grade 3 only, holds an early childhood certificate valid for the primary grades with approval for bilingual education, ESL, or ENL, and:
 - 1) has passed the Early Childhood test, or
 - 2) qualifies with 100 points under the Illinois HOUSSE, if applicable; or
- c) holds a transitional bilingual certificate and:
 - 1) has passed the content-area test applicable to the subject taught, and
 - 2) is continuously enrolled in an approved teacher preparation program applicable to the grade levels served, and
 - 3) is participating in an induction/mentoring program that conforms to the definition found in the regulations implementing the federal No Child Left Behind Act of 2001 at 34 CFR 200.56(a)(2)(ii)(A) (2005), and
 - 4) has not exhausted the three-year period permitted under NCLB for attaining full certification.

MIDDLE GRADES (6-8)

A teacher who has primary responsibility for teaching ESL or ENL will be considered “highly qualified” if he or she:

- a) holds an elementary, a special K-12, or a secondary certificate with approval for ESL or ENL (or, for Grades 5 and 6 only, with approval for bilingual education), or holds a special K-12 certificate endorsed for ESL or ENL, and:
 - 1) has passed the Elementary/Middle Grades test or the content-area test for either ENL or English Language Arts, or
 - 2) has completed a major or coursework equivalent to a major in English language arts or the teaching of English as a new language, or
 - 3) holds a master’s or higher degree in English language arts or the teaching of English as a new language, or
 - 4) holds NBPTS certification or an Illinois master certificate in English language arts or the teaching of English as a new language, or
 - 5) qualifies with 100 points under the Illinois HOUSSE, if applicable; or
- b) for Grade 6 only, holds a transitional bilingual certificate and:
 - 1) has passed the content-area test applicable to the subject taught, and

- 2) is continuously enrolled in an approved teacher preparation program applicable to the grade levels served, and
- 3) is participating in an induction/mentoring program that conforms to the definition found in the regulations implementing the federal No Child Left Behind Act of 2001 at 34 CFR 200.56(a)(2)(ii)(A) (2005), and
- 4) has not exhausted the three-year period permitted under NCLB for attaining full certification.

SECONDARY GRADES (9-12)

A teacher who has primary responsibility for teaching ESL or ENL will be considered “highly qualified” if he or she holds a secondary, a special K-12, or, for Grade 9 only, an elementary certificate with approval for ESL or ENL, or holds a special K-12 certificate endorsed for ESL or ENL, and:

- a) has passed the content-area test for either ENL or English Language Arts, or
- b) has completed a major or coursework equivalent to a major in English language arts or the teaching of English as a new language, or
- c) holds a master’s or higher degree in English language arts or the teaching of English as a new language, or
- d) holds NBPTS certification or an Illinois master certificate in English language arts or the teaching of English as a new language, or
- e) qualifies with 100 points under the Illinois HOUSSE, if applicable.

SPECIAL EDUCATION

A special education teacher who is new to the profession, who is considered “highly qualified” in language arts, mathematics, or science, and who teaches two or more subjects shall be considered “highly qualified” in all subjects taught for two years after the date of first employment. Once this two-year period has elapsed, the teacher shall be required to meet the criteria for being considered “highly qualified” in the core subject area of assignment. However, it should be noted that a teacher in this situation will be treated as a veteran teacher after attaining one year’s teaching experience, as is the case for any other teacher. That is, the teacher has two years before he or she will be required to meet the criteria in every subject taught but will have access to points under the Illinois HOUSSE after one year’s experience.

SPECIAL EDUCATION TEACHER HIGHLY QUALIFIED IN LANGUAGE ARTS

A special education teacher who has completed an Illinois approved preparation program in special education after June 30, 2002, and has also passed the assessment of professional teaching shall be considered “highly qualified” in language arts, by virtue of the subject-area competence cumulatively evidenced by the individual’s:

- completion of coursework addressing the General Curricular Standards for Special Education teachers set forth at 23 Ill. Adm. Code 27.350, as well as the Common Core of Standards for All Special Educators (see the policies of the State Board of Education relative to certification in special education that are in effect pursuant to a federal court order of February 27, 2001, in the matter of Corey H. et al., v. Board of Education of the City of Chicago et al.), which encompass numerous relevant knowledge and performance indicators;
- passage of the test of basic skills covering reading, writing, grammar, and mathematics; and
- passage of the assessment of professional teaching, one of whose major components is the Language Arts Standards for All Illinois Teachers (see 23 Ill. Adm. Code 24). Kindergarten and Grades 1-5

ELEMENTARY GRADES SPECIAL EDUCATION

A teacher who has primary responsibility for teaching content in core academic subjects will be considered “highly qualified” if he or she:

- a) holds either an elementary or a special preschool-age 21 certificate endorsed for the student population served and has passed the Elementary/Middle Grades test; or
- b) holds either an elementary or a special K-12 certificate valid for the subject taught and endorsed for the student population served, and has passed the content-area test applicable to the subject taught; or
- c) through Grade 3 only, holds an early childhood certificate that is valid for the primary grades and for early childhood special education, or holds a special preschool-age 21 certificate endorsed for the student population served, and has passed the Early Childhood test or the Early Childhood Special Education test; or
- d) holds an elementary or a special preschool-age 21 certificate endorsed for the student population served, or an early childhood certificate that is valid for the primary grades, and qualifies with 100 points under the Illinois HOUSSE, if applicable.

MIDDLE GRADES SPECIAL EDUCATION (6-8)

A teacher who has primary responsibility for teaching content in core academic subjects will be considered “highly qualified” if he or she holds a special preschool-age 21 certificate endorsed for the student population served, or holds an elementary, secondary, or special K-12 certificate that is valid for the grade levels of the assignment and the subjects taught and endorsed for the student population served; and, for each core subject area taught:

- a) has passed either the Elementary/Middle Grades test or the content-area test specific to the subject taught;
or
- b) has completed a major or coursework equivalent to a major; or
- c) holds a master’s or higher degree in a field directly related to the area of assignment; or
- d) holds NBPTS certification or an Illinois master certificate; or
- e) qualifies with 100 points under the Illinois HOUSSE, if applicable.

MIDDLE-GRADES TEACHERS PROVIDING INSTRUCTION AT THE PRIMARY LEVEL

A teacher who provides instruction at the primary level to students of middle-grade age whose performance is assessed against alternate achievement standards will be considered “highly qualified” if he or she meets the criteria for either new or veteran special education teachers at either the primary or the middle-grade level, whether the teacher is a veteran or new to the profession.

SECONDARY GRADES (9-12)

A teacher who has primary responsibility for teaching content in core academic subjects will be considered “highly qualified” if he or she holds a special preschool-age 21 certificate endorsed for the student population served or an elementary, secondary, or special K-12 certificate, as applicable to the grade levels of the assignment and endorsed for the student population served; and, for each core subject area taught:

- a) has passed the content-area test specific to the subject taught; or
- b) has completed a major or coursework equivalent to a major; or
- c) holds a master’s or higher degree in a field directly related to the area of assignment; or
- d) holds NBPTS certification or an Illinois master certificate; or
- e) qualifies with 100 points under the Illinois HOUSSE, if applicable.

SECONDARY TEACHERS PROVIDING INSTRUCTION AT THE PRIMARY OR MIDDLE-GRADES LEVEL

A teacher who provides instruction at the primary level or the middle-grades level to students of secondary school age whose performance is assessed against alternate achievement standards will be considered “highly qualified” if he or she meets the criteria for either new or veteran special education teachers at either the secondary level or the level at which instruction is provided, whether the teacher is a veteran or new to the profession.

POINTS AVAILABLE UNDER THE ILLINOIS HOUSSE

The activities listed in this Appendix D shall be eligible for counting by teachers in general education, bilingual education, and special education. In the case of special education, a given activity, other than teaching experience, may be counted only if it relates to the core academic subject taught rather than special education as the “area of assignment”.

- a) Teaching experience in the subject area of assignment: 12.5 points per semester, up to a maximum of 50 points. (Special education teachers may count teaching experience in special education as experience in each core academic subject taught.)
- b) Completion of college coursework in the core academic subject area of assignment: 5 points per semester hour.
- c) Possession of NBPTS certification or an Illinois master certificate applicable to the area of assignment: 100 points for a general education teacher in grades below 6 or a special education teacher.
- d) Completion of the required content-area coursework within the context of completing an Illinois approved preparation program in elementary education or an approved out-of-state elementary education preparation program offered by an institution that was accredited by NCATE at the time: 75 points for a teacher in a self-contained general education classroom through Grade 8. Completion of the required content-area coursework within the context of completing an Illinois approved early childhood education preparation program or an approved out-of-state early childhood preparation program offered by an institution that was accredited by NCATE at the time: 75 points for a teacher in a self-contained general education classroom through Grade 3. (This coursework may not also be counted for points under subsection (b).)
- e) Participation in conference sessions, workshops, institutes, seminars, symposia, or other similar training events that are directly related to the area of teaching assignment: 1 point per full hour of participation.
- f) Presenting at conference sessions, workshops, institutes, seminars, symposia, or other similar training events: 8 or 3 points, in accordance with Section 25.875(k) of this Part.
- g) Work experience (non-teaching) directly related to the area of teaching assignment (e.g., experience in a chemical laboratory on the part of an individual teaching chemistry): 10 points per year of experience, up to a maximum of 50 points.
- h) Supervising a student teacher in the subject area of assignment: 10 points per student teacher, applicable to all subjects.
- i) Peer review or peer coaching that meets the requirements of Section 25.875(b) of this Part: 5, 8, 9, or 11 points per semester, in accordance with Section 25.875(b)(2) of this Part.
- j) Mentoring a new teacher in the subject area of assignment, provided that the mentoring arrangement conforms to the requirements of Section 25.875(c)(1)(A) of this Part: 9 or 11 points per semester, in accordance with Section 25.875(c)(2)(A) of this Part.
- k) Participation in site-based management or decision-making teams, relevant committees, boards, or task forces directly related to school improvement plans and focused on the core academic subject of assignment: 8 or 11 points per semester, in accordance with Section 25.875(d) of this Part. (May be counted only once per subject area.)
- l) Teaching a college course in accordance with Section 25.875(j) of this Part that is directly related to the subject area of assignment: 20 points.

- m) Participating in action research and inquiry projects that meet the requirements of Section 25.875(n) of this Part and are directly related to the subject area of assignment: 8 or 11 points per semester, in accordance with Section 25.875(n)(2) of this Part.
- n) Approved travel related to the area of teaching assignment and meeting the requirements of Section 25.875(p) of this Part: 12 or 15 points per year, in accordance with Section 25.875(p)(2) of this Part.
- o) Participation in a study group directly related to the area of teaching assignment: 6 or 8 points per semester, in accordance with Section 25.875(q) of this Part.
- p) Participation in an internship directly related to the area of teaching assignment that meets the requirements of Section 25.875(s) of this Part: points in relation to contact hours per semester, as set forth in Section 25.875(s)(2) of this Part.
- q) Participation in curriculum development or assessment activities that meet the requirements of Section 25.875(u) of this Part and are directly related to the subject area of assignment: 8 or 11 points per semester, in accordance with Section 25.875(u)(2) of this Part.
- r) Publication of educational articles, columns, or books that are directly related to the subject area of assignment: points in accordance with Section 25.875(x)(2) of this Part.
- s) Teacher-to-teacher consultation that includes activities such as observation, meetings, and exchange of information (whether face to face or via communications technology) and that relates to topics such as materials, curriculum, evidence-based practices, and techniques and strategies aligned to the State Goals for Learning (see 23 Ill. Adm. Code 1, Appendix D): 1 point per hour of interaction with a teacher who is “highly qualified” in the relevant core academic subject area, up to a maximum of 50 points.
- t) Possession of NBPTS certification or an Illinois master teaching certificate in an area other than in the area of assignment: 15 points.
- u) Possession of an Illinois standard teaching certificate in an area other than in the area of assignment: 10 points.
- v) Completion of a major or an approved program in special education with at least 15 points in each core academic subject taught: 75 points for a special education teacher who teaches two or more academic subjects exclusively to children with disabilities in the primary or middle grades.

SPECIAL CIRCUMSTANCES

TEACHERS IN CHARTER SCHOOLS

A teacher who is employed in a charter school and who has primary responsibility for teaching content in any of the core academic subjects will be considered highly qualified if he or she either:

- a) holds a certificate applicable to the assignment and meets the other criteria applicable to the assignment, as outlined elsewhere in this Appendix D; or
- b) holds a bachelor’s degree, has passed the relevant content-area test in each core subject area of teaching responsibility, and meets the other requirements of Section 27A-10(c) of the School Code [105 ILCS 5/27A-10(c)].

TEACHERS WHO HOLD ALTERNATIVE CERTIFICATES

A teacher who holds an alternative certificate (see Sections 21-5b and 21-5c of the School Code [105 ILCS 5/21-5b and 21-5c]) that was attained through completion of an approved Illinois program and who has primary responsibility for teaching content in the core academic subject for which the certificate was issued will be considered highly qualified because he or she has passed the applicable content-area test. For an assignment in any additional core subject area (in the secondary or middle grades), a teacher with an alternative secondary certificate will be considered highly qualified if he or she has passed the relevant content-area test, has completed a major or coursework equivalent to a major in that subject, holds a master’s or higher degree in a field directly related to the subject, or holds a master certificate in the subject.

RESIDENT TEACHERS

A teacher who holds a resident teacher certificate (see Sections 21-11.3 and 21-11.4 of the School Code [105 ILCS 5/21-11.3 and 21-11.4]) and who has primary responsibility for teaching content in any of the core academic subjects will be considered highly qualified if he or she has passed the relevant content-area test for each core subject area of teaching assignment, which may include the Elementary/Middle Grades test if applicable to the grade level of the assignment, or, for assignments other than in the elementary grades, has completed a major or coursework equivalent to a major in that subject, holds a master's or higher degree in a field directly related to the subject, or holds a master certificate in the subject.

VISITING INTERNATIONAL TEACHERS

A teacher who holds a visiting international teacher certificate (see Section 25.92 of this Part) will be considered highly qualified based upon having passed a test of subject matter knowledge relevant to the subject taught as required under subsection (d)(3) of that Section, provided that the certificate held is valid for the grade level or levels of his or her teaching assignment.

VOCATIONAL (CAREER AND TECHNICAL) EDUCATION TEACHERS

A teacher in a vocational education program who has primary responsibility for teaching content for which students receive credit in a core academic subject (e.g., a teacher of an agricultural education course whose students receive credit in science) will be considered highly qualified only if he or she meets the requirements stated in this Appendix D as relevant to general education assignments at the grade level in question. (Source: Amended at 30 Ill. Reg. 2766, effective February 21, 2006)

Note:

Teachers in rural schools who are "highly qualified" in at least one subject will also have a period of time (either two or three years) during which they can be considered "highly qualified" in all the core subjects taught. A school may be deemed "rural" according to several parameters, one of which is being part of a district with a total of fewer than 600 students in average daily attendance. A district may also be considered "rural" based on population density under 10 persons per square mile. The most recent guidance from the U.S. Department of Education includes a web site listing all eligible districts and estimates that approximately one-third of the districts in the country will qualify.

- Special education teachers who are new to the profession and who are "highly qualified" in one core academic subject will be considered "highly qualified" in the other subjects taught for two years after the date of first employment. Due to the breadth of the academic standards that now apply to special education teachers, those who have completed approved Illinois programs since June 30, 2002, will all be considered "highly qualified" in language arts and will thus be able to take advantage of this new flexibility.

SECTION 1.720 REQUIREMENTS FOR TEACHERS OF MIDDLE GRADES

- a) The requirements of this Section apply to teachers first employed after September 1, 1973, in departmentalized grades 5 through 8 ("middle-grade teachers"). Teachers first employed in grades 5 through 8 prior to September 1, 1973, or employed in non-departmentalized grades 5 through 8, are subject to the requirements of Section 1.710 of this Part. To qualify as a middle-grade teacher, the teacher must have either completed the coursework identified in subsection (a)(1) of this Section prior to July 1, 1997, or completed the coursework identified in subsection (a)(2) of this Section. **The "major teaching assignment" is the subject taught for more time than any other subject.** In mathematics and reading, and for library information specialists, there is specific coursework that must be included among the 18 semester hours to be earned; see subsections (a)(3), (4), and (5) of this Section. Further, new requirements for reading and library information specialists will apply to persons who apply for these endorsements on or after July 1, 2006, as well as to other persons who have not completed the 18-hour requirements prior to that date. See subsections (a)(4) and (5) of this Section.
- 1) 18 semester hours in the subject matter area of major teaching assignment (e.g., language arts, mathematics, general science, social science, music), unless the subject taught is a foreign language and Section 25.86 of the State Board's rules for Certification (23 Ill. Adm. Code 25) applies. Where a teacher is assigned to deliver instruction in two or more areas (e.g., English and social science or mathematics and science), the teacher shall meet the requirements of this subsection (a)(1) for the major teaching assignment and have no fewer than 5 semester hours in each other subject taught.
 - 2) 18 semester hours in the subject matter area of major teaching assignment (e.g., language arts, mathematics, general science, social science, music), unless the subject taught is a foreign language and Section 25.86 of the State Board's rules for Certification applies. Where a middle-grade teacher is assigned to deliver instruction in two or more areas (e.g., English and social science or mathematics and science), the teacher shall meet the requirements of this subsection (a)(2) for the major teaching assignment and have no fewer than 9 semester hours in each other subject taught. In addition:
 - A) 3 semester hours of coursework, approved by the college of education or other institutional unit governing teacher education, that includes middle-grade philosophy, middle-grade curriculum and instruction, and instructional methods for designing and teaching developmentally appropriate programs (i.e., addressing the cognitive, emotional and physical development of each child) in the middle grades, including content area (e.g., science, social sciences) reading instruction.
 - B) 3 semester hours of coursework, approved by the college of education or other institutional unit governing teacher education, that includes educational psychology focusing on the developmental characteristics of early adolescents, the nature and needs of early adolescents, and the role of the middle-grade teacher in assessment, coordination and referral of students to health and social services.
 - 3) For teachers of mathematics in grades 6 through 8 first employed on or after September 1, 1985, the required 18 semester hours in the field shall include three semester hours in the methods of teaching mathematics in those grades and 15 semester hours to be selected from four of the following areas:
 - A) Math content courses for elementary teachers;
 - B) Calculus;
 - C) Modern algebra or number theory;
 - D) Geometry;
 - E) Computer science;
 - F) Probability and statistics;
 - G) History of mathematics.
 - 4) For major assignments in reading in any of departmentalized grades 5 through 8:
 - A) persons first employed on or after September 1, 1978, but before July 1, 2004, are required to have completed the 18 semester hours described in Section 1.740 of this Part;

- B) persons first employed on or after July 1, 2004, shall be required to have completed either the 18 semester hours described in Section 1.740 of this Part or 18 semester hours in the field that include a practicum and address at least five of the six topics listed at 23 Ill. Adm. Code 25.100(i), provided that:
 - i) the individual completes all the required coursework on or before June 30, 2006; or
 - ii) the individual applies for the reading endorsement on or before June 30, 2006, and completes any coursework identified on a related deficiency statement no later than one year after the date of that statement; and
 - C) new requirements for an endorsement in this field apply to persons who have not met the requirements of either subsection (a)(4)(A) or (B) of this Section; see also 23 Ill. Adm. Code 25.100(i) and Section 1.745 of this Part.
- 5) Persons first employed on or after September 1, 1978, as media professionals or library information specialists serving any of grades 5 through 8 are required to have completed 18 semester hours in the field that address administration, organization (cataloging and classification), reference, and selection of materials, provided that the individual completes all the required coursework on or before June 30, 2006, or has applied for the endorsement on or before June 30, 2006, and completes any coursework identified on a related deficiency statement no later than one year after the date of that statement. New requirements for an endorsement in this field apply to persons who have not qualified on the basis of 18 semester hours; see also 23 Ill. Adm. Code 25.100 and Section 1.755 of this Part. The provisions of subsection (a)(2) of this Section notwithstanding, no individual who has completed only nine semester hours in the field may serve in this capacity unless assigned pursuant to 23 Ill. Adm. Code 25.464.
- b) Beginning July 1, 2004, no individual may be assigned to teach in departmentalized grades 5 through 8 unless he or she holds a certificate that is valid for the grade level or levels to be taught and:
- 1) holds a middle-grades endorsement applicable to the subject area; or
 - 2) meets the relevant requirements of this Section; or
 - 3) met the requirements of this Section or their predecessor requirements at a time when they were applicable, as confirmed by the employing district's verification of the individual's qualifications; or
 - 4) is assigned pursuant to Section 1.745(b)(3) or 1.755(c) of this Part; or
 - 5) is assigned pursuant to authorization received under 23 Ill. Adm. Code 25.464 (Short-Term Authorization for Positions Otherwise Unfilled).
- c) A school district may also assign certain other teachers to departmentalized positions in any of Grades 5 through 8 for the 2009-10 school year and thereafter as described in this subsection (c).
- 1) A teacher who was employed in the district during the school year immediately preceding the year when the instructional format in that teacher's school is changed to a departmentalized configuration and who was appropriately certified for his or her position but does not meet the requirements of subsection (b) of this Section may be assigned to a departmentalized position in any of Grades 5 through 8 (or any of Grades 6 through 8 for the holder of a secondary certificate) for a period not to exceed three school years, provided that he or she has already completed at least nine semester hours of coursework in the subject of the major teaching assignment. If specific coursework is required for the major teaching assignment under subsection (a) of this Section, the teacher shall have completed nine semester hours that will count toward an endorsement in that subject.
 - 2) The school district shall notify the responsible regional superintendent of schools of all assignments made pursuant to this subsection (c) no more than 30 days after they occur. Further, the school district shall maintain on file for each teacher assigned in accordance with this subsection (c) a plan that complete all requirements for the middle-grades endorsement in the subject of his or her major teaching assignment;
 - B) provides a list of the coursework and experiences that the individual will complete in order to qualify; and
 - C) identifies the institution of higher education where the individual will complete the requirements.
 - 3) No individual may be assigned for more than three school years without attaining the relevant endorsement, and no individual may be assigned for a third school year unless he or she has completed the six semester hours required under subsection (a)(2) of this Section.

- 4) If an individual is assigned to deliver instruction in two or more subjects, he or she shall have completed no fewer than nine semester hours in each subject. If subsection (a) of this Section requires specific coursework for any of the subjects taught, the teacher shall have completed nine semester hours that will count toward an endorsement in that subject.

d) New Requirements Applicable in 2012

All coursework that forms part of an application for a middle-grades endorsement received on or after February 1, 2012, or that is used in determining the eligibility of an individual to be first assigned to teach a particular subject in the middle grades on or after that date, must have been passed with a grade no lower than “C” or equivalent in order to be counted towards fulfillment of the applicable requirements.

(Source: Amended at 33 Ill. Reg. 15193, effective October 20, 2009)

PORTABILITY OF BACKGROUND CHECKS FOR SUBSTITUTES AND OTHER CONCURRENT EMPLOYEES

Public Act (PA) 94-875, the “Less Red Tape” bill included an amendment to Section 10-21.9 [105 ILCS 5/10-21.9] and Section 5/34-18.5 [105 ILCS 5/34-18.5] .of the School Code. A link to the Public Act follows. This amendment applies only to substitutes, concurrent part-time employees and educational support personnel concurrently employed by more than one district and seeking employment in another district outside of the educational service region in which they are currently employed. For these individuals, a regional superintendent may now share the results of the individual’s background check with other regional superintendents or with a school board.

Prior to P.A. 94-875, regional superintendents were permitted to share this information only with districts within his or her educational service region. Many substitutes and other part-time or educational support employees are employed by multiple districts, often in different educational service regions and this led to the prospective employee submitting to numerous background checks. Now, for a substitute, concurrent part-time employee and educational support personnel concurrently employed by more than one district, upon request that a regional superintendent take his or her fingerprints for a background check, the school board or regional superintendent may instead request a copy of the individual’s background check from another regional superintendent in an educational service region in which the individual is currently employed. Thus, the background checks for these individuals are now portable across educational service region boundaries. A regional superintendent or a school board may still require a new background check at their discretion. School boards are encouraged to review this new law to see whether policies regarding background checks for these individuals should be revised.

The full text of PA 94-875 can be viewed at <http://www.ilga.gov/legislation/publicacts/94/094-0875.htm>
Effective date. This Act takes effect July 1, 2006.

HINTS FOR QUALIFICATION EVALUATIONS

Rule: A person who met previous requirements for a subject at a time when the requirements were in effect, is still qualified and may be assigned to the subject.

Note: Meeting requirements includes both explicit coursework and holding the certificate valid for the grade level/assignment.

1. Find when the teacher first got his/her certificate for the grade level of the qualification (look for exchanged certificates on the system). This is the earliest date the teacher could have qualified, or ask the teacher in what year he/she met the requirements for the subject (it cannot be prior to the date the certificate was received).
2. Find the requirements that relate to the subject and then find the specific version that was in effect at the time the teacher had a certificate, and when he/she met the requirements.
3. Arrange the transcripts from the oldest courses taken to the most recent and begin the evaluation with the oldest.
4. Evaluate the credentials by completing the cover sheet for the person.
5. Write in the appropriate courses that match a requirement on the line provided for each requirement in the set.
 - a. The department is the usual indicator of where the content should, in general, be placed.
 - i. Example, a math department normally offers math courses and they would not be placed in science or some other subject, unless the teacher can provide evidence the same course was cross listed in the other department.
 - ii. Courses in curriculum and instruction or education are not normally applied as content, either by colleges or by us, unless the subject is one usually offered in those departments, such as reading.
 - b. The certification division does apply one methods course to the total hours required that is explicitly related to the broad area, and at the appropriate grade/age level, in cases where the requirement does not explicitly mandate a methods course.
6. Write in the semester hours (be careful to make sure the college is on semesters; in the old days more colleges offered quarter courses than one sees now) granted for the course (a D grade with credit listed is acceptable)
 - a. To convert quarter hours to semester hours, multiply the quarter hours by 2/3. (1 QH=2/3 SH; 2= 1 1/3 SH; 3=2; 4=2 2/3; 5=3 1/3)
 - b. Be careful not to count a repeated course twice.
 - c. Be careful not to count courses twice that are transferred from one institution's transcript to another; in most cases it is best to use the transcript where the original courses were completed since frequently not all courses are accepted by another institution.
7. Next to the semester hours write in parentheses the course number:
English 331 for 3 hours would appear 3 (331)
8. Do the same for each course that you find relates to the subject.
9. Add up the total hours and determine if the person has the total hours and any distribution of courses required at the time all courses were completed.
 - a. If a teacher has all the requirements and/or total hours, except one (or more), that will make the teacher qualified and you find another course(s) that will put him/her over the top, but the course was completed when a successor requirement set is in effect, then the person is not qualified and you must re-evaluate the person under the successor set of requirements.
10. If the person qualifies, add the qualification to the TCIS system following the instructions in the document.
11. Forward the completed worksheet for the subject you reviewed, the transcripts and the cover sheet to the Certification Division for addition to the teacher's file.

QUALIFICATION EVALUATION FORMS

Illinois State Board of Education

February 2007

This document provides subject area requirements in a format showing the historic changes that occurred in rules for each requirement. Each requirement set has lines where the courses the teacher completed in the subject may be written, along with the credits for each course.

- **Teachers completing requirements for a subject area after 7/1/04 must meet the current requirements and they must have the endorsement listed on their certificates or they may not be assigned to the subject.**
- Until 7/1/04 individuals who met requirements for a subject could choose to obtain the endorsement or they could be assigned to the subject if the district determined after reviewing the transcripts they had met the qualifications for the assignment.
- **Persons who met requirements at a time when they were in effect may still be assigned to teach such subjects without obtaining the current endorsement.**
- **Denotes a subject area that is a core academic area according to NCLB requirements. It is important to note that meeting NCLB requirements does not relieve the district or the teacher from the requirements of the Illinois Administrative Code for teaching any subject

The results of this evaluation should be added to the TCIS system so that teachers will have a central listing of their qualifications. Such qualifications will not be printed on certificates, but administrators and teachers may see them on the Educator Certification System (ECS).

DIRECTIONS FOR EVALUATING ELEMENTARY AND SECONDARY TEACHERS FOR REQUIREMENTS:

A. Completing the Qualification Evaluation Forms

The subjects listed in this document indicate requirements for teaching at the secondary level. Secondary assignments may be divided into a broad field with sub-sets of subjects included in the broad field. 1) Junior High School/Middle Grades qualifications are broad field titles of subjects and require 18 semester hours of content courses, but usually do not require any specific distribution; 2) Where broad field subjects are divided into narrow fields, these are the secondary level assignments and a teacher is qualified only when the teacher

- first has met the minimum number of hours required in the broad field and indicated at the beginning of the subject requirements and
 - Met the specific requirements for the narrow field.
- 3) Where broad fields have no subdivisions, the broad field is also the secondary assignment, and the hours required at the secondary level are indicated at the beginning of each broad topic.
 - 4) Find a set of requirements that matches the year the teacher held the certificate and became qualified in the subject and print them from the web site or copy them from this printed version. If a person failed to fully meet the requirements in existence and later takes courses under a new set of requirements, the individual must meet the requirement in effect at the time the last course was complete.
 - 5) For each college content course completed that meets a requirement in the subject, write on the appropriate subject line, the credits and course numbers in the manner indicated at the beginning of each subject requirement set
 - 6) At the end of each version of requirement there is a place to indicate whether the teacher qualifies at the grade level where the teacher is assigned.
 - 7) When a broad field of requirements is subdivided into narrower endorsements for secondary level, you can

indicate in which of those fields the teacher has qualified by circling the number at the end of the set corresponding to the number of the endorsement where qualifications have been met.

- 8) The agency will apply a single methods course dealing with teaching the subject in question; for instance, "teaching language arts" could be applied to the requirements for language arts.
- 9) A major is as listed on the transcript of a university where a degree has been obtained or it can be a constructed major of 32 semester hours of aggregated work in the subject.
- 10) All credits required are listed in semester hours; if an institution is on quarter hours, multiply the quarter hours by $\frac{2}{3}$ to determine the equivalent semester hours.
- 11) Generally, the department in which the course is offered will determine the subject where a course is placed. Courses that are cross listed in more than one department may be applied to requirements in subjects appropriate to each.

ADDING AN “ENDORSEMENT QUALIFICATION” TO TCIS

TCIS has been enhanced to allow the entry of “**Endorsement Qualifications**”. An Endorsement Qualification is not an endorsement and will not be printed on certificates. An “Endorsement Qualification” will be the method of entering data on TCIS to indicate that an educator met previous assignment qualifications, but does not hold the endorsement. It supports the “Once Qualified, Always Qualified” policy ISBE.

The target audience for this data is veteran teachers who met qualifications to teach subjects prior to the issuance of endorsements and testing. A good example is John Smith, a 25-year veteran high school math teacher. He holds a standard-level, type 09 secondary teaching certificate with no endorsements. He received his original secondary teaching certificate in 1980 and his district, through transcript evaluation, determined that he had met the 20 semester hours of math courses necessary to qualify him to teach secondary math in 1980.

This data will be used throughout the state for two functions. The first is to allow district administrators to verify on ECS that the educator is qualified to be assigned to teach this subject even though he does not hold the endorsement.

The second reason this data is being captured is to aide in NCLB Highly Qualified under HOUSSE. Accumulating 100 HOUSSE points is another way veteran teachers can become highly qualified without passing a subject matter test or holding a major in the subject area. If we have this data in TCIS we will be able to automatically award these points. These points are one piece of the HOUSSE formula.

To determine whether or not an educator met the requirements, review the appropriate section of this document for the specific subject qualification, place appropriate courses in the worksheet and make your determination according to the requirements in place at the time the person completed them.

To add an Endorsement Qualification to TCIS open the Application Entry Screen and enter the SSN# of the educator. Click on the Other Approvals Tab. Click on the <Add> Button under the Qualifications frame.

Region 38 - Application Entry Screen - John J Smith

Teacher Information

SSN: 999-99-9999 Last Name: Smith First Name: John Middle Initial: J DOB: 03/26/1969

Address: 123 Any Street Address2: City: Any Town State: IL - Illinois Zip: 99999

Home: (999) 999-9999 Work: () - Active in DOE 30 ? ☐ Active ☐ Inactive

Citizenship: ☒ Yes ☐ No/Expires: / / Sex: ☐ Female ☒ Male

State	Institution	Type	Major
IL - Illinois	WU - western Illinois University	B - Bachelors	0120 - Secondary Education

Add Degree Update Degree Delete Degree

Other Approvals

Approval Letters

☒ Add New Approval ☐ Edit Existing Approval

District Code: - - - Received: 03/16/2005

Status: ☐ District Specific Issued: / /

Expires: / /

Apprv Type	District Code	Apprv Date

Qualifications

Qualification	Grade Level	Qualify Date
MATH - Mathematics	3 - Senior HS	08/23/1972

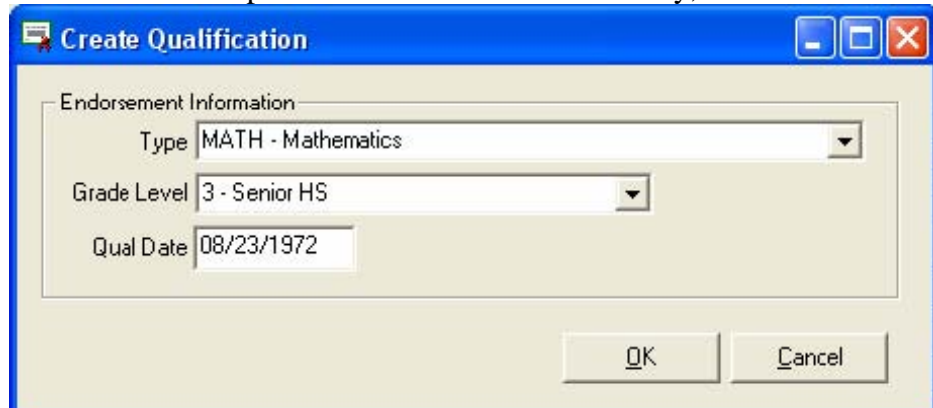
Note: Updates or Deletions to this data must be made by ISBE

Add

Clear All Clear Cert/Approv Info Change Name... Print Authorization Print Receipt Issue Apply Close

Select the appropriate Endorsement. Select the appropriate Grade Level keeping in mind to only select Middle Grades if the educator completed the 2 middle grades courses. Next, enter the Date Qualified. This is the date that they would have qualified; for example, the date they completed the last course where the requirements

were completed. You may not know the exact date since most transcripts list Spring, Summer, Fall semester and the year. If this is the case use 06/01/ for Spring, 08/31/ for Summer, and 12/31/ for Fall or some date that is close to the completion of the coursework. Finally, click the <OK> button.



Create Qualification

Endorsement Information

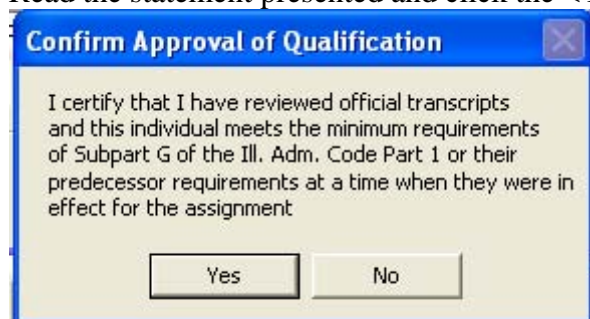
Type: MATH - Mathematics

Grade Level: 3 - Senior HS

Qual Date: 08/23/1972

OK Cancel

Read the statement presented and click the <Yes> Button.

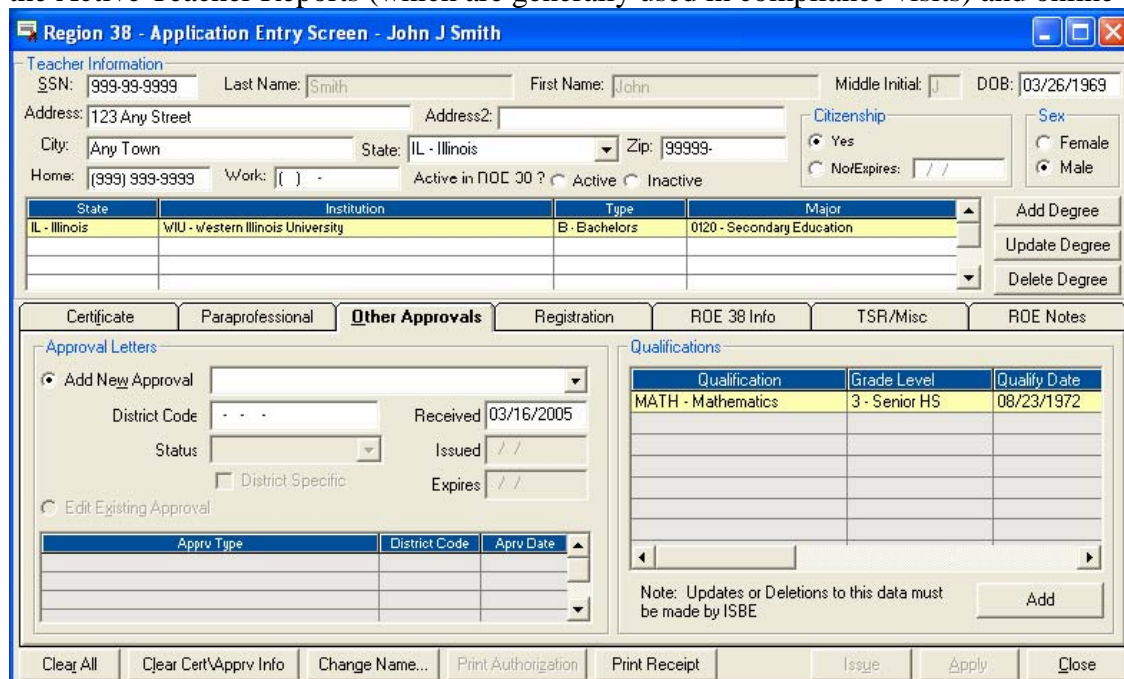


Confirm Approval of Qualification

I certify that I have reviewed official transcripts and this individual meets the minimum requirements of Subpart G of the Ill. Adm. Code Part 1 or their predecessor requirements at a time when they were in effect for the assignment

Yes No

You will now see that the Endorsement Qualification has been added to TCIS along with the user id and ROE number of the person who added the data to TCIS. In the very near future you will also see them displayed on the Active Teacher Reports (which are generally used in compliance visits) and online on ECS.



Region 38 - Application Entry Screen - John J Smith

Teacher Information

SSN: 999-99-9999 Last Name: Smith First Name: John Middle Initial: J DOB: 03/26/1969

Address: 123 Any Street Address2:

City: Any Town State: IL - Illinois Zip: 99999

Home: (999) 999-9999 Work: () Active in NOC 30 ? Active Inactive

Citizenship: Yes No/Expires: / / Sex: Female Male

State	Institution	Type	Major
IL - Illinois	WU - Western Illinois University	B - Bachelors	0120 - Secondary Education

Add Degree Update Degree Delete Degree

Certificate Paraprofessional **Other Approvals** Registration ROE 38 Info TSR/Misc ROE Notes

Approval Letters

Add New Approval

District Code: - - - Received: 03/16/2005

Status: Issued: / /

Expires: / /

District Specific

Edit Existing Approval

Apprv Type	District Code	Apprv Date

Qualifications

Qualification	Grade Level	Qualify Date
MATH - Mathematics	3 - Senior HS	08/23/1972

Note: Updates or Deletions to this data must be made by ISBE

Add

Clear All Clear Cert/Apprv Info Change Name... Print Authorization Print Receipt Issue Apply Close

Under no circumstances will these Endorsement Qualifications be printed on certificates. If the educator wants an endorsement listed on his certificate he will have to apply for the endorsement and meet the current requirements.

SUMMARY

- 1 Click on “Open” on the menu bar at the top.
- 2 Click on “Application Entry” in the drop down list.
- 3 Click on the tab marked “Other Approvals”; you will see “Qualifications” on the box at the right half.
- 4 Click on “Add” in the lower right corner of the Qualifications box. A box will open called “Create Qualification”
- 5 Click on “Type” and select from the drop down box or type in the alpha code that is correct for the qualification you wish to add taken from the worksheet you have completed.
- 6 Click on “Grade Level” and pick middle grades, junior high school or senior high school according to the grade level of the qualification for which the teacher qualifies.
- 7 In “Qualification Date” enter the approximate date that the teacher met the requirement.
- 8 Check your work and if it is accurate, click on OK; if changes are necessary, make them in the appropriate fields and click on OK
- 9 Read the statement and click the appropriate response.

Directions: Forward one copy of this sheet and the relevant completed subject worksheet and documentation to the Certification Division for addition to the teacher's records. Maintain one copy in your files, if you wish.

COVERSHEET FOR QUALIFICATIONS EVALUATION FOR TEACHER UNDER PRE-7/1/04 RULES

Teacher Name: _____

Last

Maiden

First

SSN/IEIN _____

Qualification Subject: _____

Date Qualification Completed _____

University Transcripts:

ROE: _____

Qualification Evaluation

Completed by: _____

PREVIOUSLY QUALIFIED REQUIREMENTS FOR ELEMENTARY TEACHERS

1958

Self Contained Classroom Teachers: Must hold a valid elementary certificate

1977-Present

Elementary teachers must hold a valid certificate for the grade level assigned. For teachers first assigned an elementary position on or after September 1, 1978, the teacher in a self-contained classroom must have a course in each basic instructional area taught.

JUNIOR HIGH SCHOOL

1958

Junior High School: Sixteen (16) semester hours in each subject taught.

1971

18 semester hours in the area of major teaching assignment, including at least 5 semester hours in each course where subject matter areas are divided into two or more specific courses. When a school is departmentalized in part, the requirement only applies to the departmentalized teachers.

PREVIOUSLY QUALIFIED MIDDLE GRADES

1996

18 semester hours in the subject matter area of major teaching assignment (e.g., language arts, mathematics, general science, social science, music). Where a teacher is assigned to deliver instruction in two areas (e.g., English and social science or mathematics and science), the teacher shall meet the requirements of this subsection for one area and have no fewer than 5 semester hours in the other instructional area.

Agency Note: (1) The five semester hour requirement can be fulfilled with one course in the subject. (2) If a person teaches in two assignments comprising equal parts of the day or if a person teaches in more than two subjects, such that no subject comprises 50% or more of a day, then the district must designate one of the assignments as being the major assignment

1997-Present

Junior High School Requirements Prior to July 1, 1997

Requirements for teachers to teach in the middle grades changed on July 1, 1997. Individuals who were certificated prior to that date and who met the requirements for teaching at the junior high school level will continue to be eligible for assignment in a middle grade position in the subjects for which they met qualifications. Endorsements issued showing completion of these requirements are indicated on the certificate under the heading of "Upper Elementary/Junior High."

Requirements for Middle Grade Teachers After July 1, 1997

After July 1, 1997, the requirements for teaching at the middle grades are 18 semester hours of credit in the subject matter area of major teaching assignment (e.g., language arts, mathematics, general science, social science, music); in some cases, the 18 semester hours requires a specific distribution of coursework. These areas with elementary course distributions are included in the following section on secondary level teaching

requirements. In most cases the 18 semester hours has no distribution requirement in the subject area. Where a teacher is assigned to deliver instruction in two areas (e.g., language arts and social science, or mathematics and science), the teacher shall meet the 18 semester hours in one area and have 9 semester hours of coursework in the other instructional area.

The middle grade teacher must also complete

- **3 semester hours** of coursework in middle school philosophy, curriculum and instructional methods for designing and teaching developmentally appropriate programs in the middle grades, including content area reading instruction, **and**
- **3 semester hours** of coursework in educational psychology focusing on the developmental characteristics of early adolescents and the role of the middle grade teacher in assessment, coordination and referral of students to health and social services.

These middle grades courses must be completed at senior level institutions. **Note: a list of Illinois courses meeting these requirements can be found on our website at http://www.isbe.net/certification/middle_grade/msinfo.htm .**

You can use this area to show if a person has met the middle grades courses:

Middle School Philosophy, etc. _____

Middle School Educational Psychology, etc. _____

It is Agency policy:

- *that persons with upper elementary/junior high school endorsements or qualifications before July 1, 1997, qualify to teach the same areas in middle grades without meeting new middle grades course requirements*
- *that persons meeting requirements for teaching in a new area after July 1, 1997, must meet the requirements for middle grades, including persons completing qualifications for minor assignments after July 1, 1997, when 9 semester hours and the middle grades courses are required*

PREVIOUSLY QUALIFIED REQUIREMENTS FOR TEACHING SUBJECTS AT THE SECONDARY LEVEL

The following requirements are for teachers in grades 9-12. A teacher at this level must meet the listed requirements for each subject taught, regardless if it is a major or minor assignment.

PREVIOUSLY QUALIFIED AGRICULTURAL EDUCATION

(AGED)

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Agricultural Education

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

1958

Sixteen semester hours in the field including a minimum of **eight semester hours** of work in each subject taught.

Courses:

Total Semester Credits _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

1962

Twenty four semester hours in the field, including work in the following areas (qualification in any of the areas **requires 8 semester** hours in the area)

(1) soils and crops; (**SOCR**) _____

(2) animal husbandry (**AH**) _____

(3) agricultural economics; (**AGEC**) _____

(4) rural sociology; (**RUSO**) _____

(5) horticulture; (**HOR**) _____

(6) forestry. (**FOR**) _____

Electives: _____

Total Semester Credits _____ If special courses are taught in this field, a minimum of eight semester hours is required in each course taught

Meets: JR. High ____ Middle Grades ____ Senior High ____

(Circle endorsement number(s): 1 2 3 4 5 6

Major ____ None ____

1971

24 semester hours in the field, including work in some of the following areas, plus preparation in the specific courses taught (**8 semester hours is required** in any of the following for qualification):

1. Agriculture Science (**ASCI**) _____

2. Agriculture engineering (**AGEN**) _____

3. Agriculture fundamentals (**AG**) _____

4. Agriculture electricity and construction (**AGEL**) _____

5. Horticulture (**HO**) _____

6. Agriculture power and machinery (**APM**) _____

7. Agriculture supply service (**ASS**) _____

8. Agriculture occupations _____

Electives:_____

Total Semester Credits_____

If special courses are taught in this field, a minimum of eight semester hours is required in each course taught (senior high school endorsement areas)

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

(Circle endorsement number(s): 1 2 3 4 5 6 7 8)

1977

24 hours in the field, including an appropriate distribution in the following areas, plus preparation in the specific course taught (**8 semester hours required for each qualification subject**).

1. Agricultural Production (**AGPR**) _____
2. Agricultural Mechanics (**AGME**) _____
3. Agricultural Supplies and Services and Products (**ASSP**) _____
4. Horticulture (**HOR**) _____
5. Agricultural Resources and Forestry (**AGRF**) _____

Electives:_____

Total Semester Credits _____

If special courses are taught in this field, a minimum of eight semester hours is required in each course taught (senior high school endorsement areas)

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

(Circle endorsement number(s): 1 2 3 4 5)

1991-6/30/2004

1) Twenty-four (24) semester hours, to include

a) A vocational/occupational education methods course at the upper-division level

b) Twelve (12) semester hours, including at least one course in each of the following areas

- i) Agricultural Exploration/Orientation-agricultural careers, supervised occupational experience programs, adult education in agriculture, agricultural leadership _____
- ii) Agricultural Entrepreneurship-agricultural merchandising, agricultural business procedures, agricultural economics, computer applications in agriculture _____
- iii) Agricultural Natural Sciences-animal science, plant science, soil science _____

iv) Agricultural Physical Science/Mechanization-servicing small engines, surveying, electrical wiring, building agricultural structures _____

c) A minimum of one concentration (9 semester hours in addition to the 12 semester hours listed in subsection (1)(b)) in one of the following endorsement areas:

i) Agricultural Business and Management-agricultural commodity and product marketing; financing agricultural businesses; agricultural business management; computerization in agriculture; producing, processing, promoting and selling agricultural products

(ABM) _____

ii) Agricultural Power and Machinery-gasoline and diesel power units, field machinery, electric motors and controls, hydraulic systems, power transmission systems

(APM) _____

- iii) Horticulture-floriculture, vegetable and fruit production, landscaping and turf management, nursery and greenhouse operation and management
(HOR)
- iv) Agricultural Resources-agricultural conservation, recreation management, forestry production and management, game and wildlife management **(RES)**

Electives _____

Total Semester Credits _____

- 2) To provide instruction at the preparation level, teachers must hold an endorsement that corresponds to their area of instruction.
- 3) In vocational education reimbursable programs, instructors teaching preparation-level courses must have a total of 2,000 hours of work experience in the specific endorsement area being taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement areas being taught, with a minimum of 250 hours work experience in each endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants' instructors stating the facts concerning the work experience in question.

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

(Circle endorsement number(s): 1 2 3 4)

7/1/2004-2/1/2012

New Rules effective July 1, 2004, changed the requirements for endorsing new certificates and for adding new endorsements to previously issued certificates.

Secondary-Level Endorsement Requirements Agricultural Education:

- A major in the content area indicated on the transcript or 32 semester hours in the content area; **OR**
- 24 semester hours in content courses completed at
- one or more institutions and passing the relevant content area test.
- If a person seeks an endorsement in a subject where there is no content test, the default requirement is a major or 32 semester hours of content

2/1/2012 – Present

Secondary-Level Endorsement Requirements Agricultural Education:

- 24 semester hours in content courses completed at
- one or more institutions and passing the relevant content area test.
- If a person seeks an endorsement in a subject where there is no content test, the default requirement is a major or 32 semester hours of content

PREVIOUSLY QUALIFIED ART**

(ART)

Note: “Appropriate Distribution” has no practical application except to indicate that the courses must be in more than one of the sub topics.

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

1958

Sixteen (16) semester hours in the field including an appropriate distribution in
painting and drawing, _____
two and three-dimensional design, _____
crafts, _____
and history and appreciation of art. _____
Electives: _____

Total Semester Credits _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

1964

20 semester hours in the field, including an appropriate distribution in
1) Painting, Drawing, and Printmaking _____
2) Pottery and Sculpture _____
3) Constructional Design _____
4) Art Education _____
5) History and Appreciation of Art _____
Electives: _____

Total Semester Credits _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

1971-6/30/2004

24 semester hours in the field, including an appropriate distribution in:

1) Painting, drawing, printmaking _____
2) Sketching, lettering, jewelry, design, silkscreen _____
3) Pottery and sculpture _____
4) Constructional design _____
5) Art education _____
6) History and appreciation of art _____
Electives _____

Total Semester Credits _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

7/1/2004-Present

New Rules effective July 1, 2004, changed the requirements for endorsing new certificates and for adding new endorsements to previously issued certificates.

Secondary-Level Endorsement Requirements Visual Arts

- A major in the content area indicated on the transcript or 32 semester hours in the content area; **OR**
- 24 semester hours in content courses completed at one or more institutions and passing the relevant content area test.
- If a person seeks an endorsement in a subject where there is no content test, the default requirement is a major or 32 semester hours of content

2/1/2012-Present

- 24 semester hours in content courses completed at one or more institutions and passing the relevant content area test.

PREVIOUSLY QUALIFIED BIOLOGICAL SCIENCE**

(BISC)

1958

*(Note 1: It is necessary to find 16 semester hours in the field when considering a specific endorsement subject [ie, zoology]; a teacher who had only 12 hours of biology in total that included 8 hours of zoology could not be endorsed in zoology. **We do not require the laboratory courses.**) (Note 2: Courses in medicine or dentistry do not apply to biological science)*

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

Sixteen (16) semester hours in the field with the following minimum preparation in each subject (endorsement area):

(1) Botany—eight (8) semester hours

(BO) _____

(2) Zoology—eight (8) semester hours

(ZOO) _____

(3) Physiology—eight (8) semester hours

(PHGY) _____

Electives _____

Total Semester Credits _____

Teachers of biology must have at least eight (8) semester hours of preparation in both botany and zoology which includes at least one five semester hour laboratory course in botany and one five semester hour laboratory course in zoology or 10 semester hours of laboratory work in biology.

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

(Circle endorsement number(s): 1 2 3)

1964-6/30/2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Science, Biological

*(Note: It is necessary to find 24 semester hours in the field when considering a specific endorsement subject [ie, zoology]; a teacher who had only 20 hours of biology in total that included 8 hours of zoology could not be endorsed/qualified in zoology. **We do not require the laboratory courses.**)*

24 semester hours in the field, including the semester hours indicated in the subject to be taught (Senior high school endorsement):

1) **Biology – (BI)**

8 semester hours in botany including 5 semester hours in laboratory work,

8 semester hours in zoology including 5 semester hours in laboratory work.

AGENCY NOTE: 10 semester hours laboratory work in biology satisfies the laboratory requirement.

2) **Botany – 8 semester hours** including 5 semester hours in laboratory work. **(BO)**

3) **Physiology** – 8 semester hours (**PHGY**)

4) **Zoology** – 8 semester hours in zoology including 5 semester hours in laboratory work (**ZOO**)

Electives: _____

Total Semester Credits _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

(Circle endorsement number(s): 1 2 3 4)

7/1/2004-Present

Endorsement: Science

Designations: Biology, Chemistry, Earth and Space,

Environmental, Physics Note: the endorsement structure now in place authorizes a person with an endorsement in science to teach all science and the designation allows the person to teach that subject in advanced placement or honors courses.

Applicants seeking a first Science designation

Applicants seeking a first designation must

- complete an approved Illinois program and pass the content area examination for the designation or
- must have 32 semester hours in science with at least
- 12 semester hours in the designation and
- some work covering at least two other designations in the field and
- pass the content area examination for the designation.

Applicants who already have a designation in science

Applicants who have a previous designation in science may obtain an additional designation in science by either

- Passing the content area examination for the designation and obtaining 12 semester hours of credit in the designation area. Upper level coursework is not required

Applicants with an endorsement before 7/1/04 in science seeking a designation

Applicants who have an endorsement under the pre-July, 2004, requirements in the field of science may obtain a designation by passing the new content area test for the designation. They may then obtain subsequent designations as indicated in the preceding paragraph.

7/1/2004-Present

Endorsement: Science

Designations: Biology, Chemistry, Earth and Space, Environmental, Physics

Note: the endorsement structure now in place authorizes a person with an endorsement in science to teach all science and the designation allows the person to teach that subject in advanced placement or honors courses.

Applicants seeking a first Science designation

Applicants seeking a first designation must

- complete an approved Illinois program and pass the content area examination for the designation or
- must have 32 semester hours in science with at least

- 12 semester hours in the designation and
- some work covering at least two other designations in the field and
- pass the content area examination for the designation.

Applicants who already have a designation in science

Applicants who have a previous designation in science may obtain an additional designation in science by either

- Passing the content area examination for the designation and obtaining 12 semester hours of credit in the designation area. Upper level coursework is not required

Applicants with an endorsement before 7/1/04 in science seeking a designation

Applicants who have an endorsement under the pre-July, 2004, requirements in the field of science may obtain a designation by passing the new content area test for the designation. They may then obtain subsequent designations as indicated in the preceding paragraph.

PREVIOUSLY QUALIFIED BUSINESS, MARKETING, AND MANAGEMENT
(BMM)

Business Education -1958

Sixteen (16) semester hours in the field which may include a methods course, and with the following minimum qualifications for the subject matter areas or courses taught:

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

*(NOTE: This requirement set requires every business education teacher to have **16 semester hours minimum**; a qualification in any of the specific subjects below requires (a) the 16 total hours and (b) the specific requirements for each subject indicated)*

1. A minimum of **six semester hours in each** of the following qualification areas:

A) Typewriting (six hours in sequential courses or completion of the advanced course in this sequence)
(TY)

B) Shorthand and Transcription (six hours in sequential courses or completion of the advanced course in this sequence) **(SH)**

C) Bookkeeping (six hours in accounting) **(BOOK)**

D) Record Keeping (six hours in accounting) **(REKE)**

2. A minimum of two courses in each of the following qualification areas:

A) Business Law **(BULA)**

B) Salesmanship (from at least two of the following: salesmanship, retailing, marketing, store management, advertising) **(SALE)**

3. A minimum of one course in each of the following qualification areas:

A) Office Machines **(OFMA)**

B) Office Practice (plus qualifications for teaching bookkeeping and typewriting or office machines)
(OFPR)

C) Secretarial Practice (plus qualifications for teaching shorthand and type- writing) **(SPRA)**

D) Business Arithmetic (or six hours in accounting) **(BUAR)**

4. Minimum of four courses in the basic business area (general business) distributed in at least four of the following: **(BABU)**

Accounting and Business mathematics_____

Business English_____

Business law_____

Consumer education_____

Economics _____
 Introduction to Business _____
 Marketing _____
 Advertising and salesmanship _____
 Methods of teaching basic business _____

Electives: _____

Total Semester Credits _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____
 (Circle qualification number(s): 1 A B C D 2 A B 3 A B C D 4

1962

Twenty (20) semester hours in the field which may include a methods course, and with the following minimum qualifications for the subject matter areas or courses taught:

- 1 Typewriting, six hours in sequential courses or completion of the advanced course in this sequence (**TY**)

- 2 Shorthand and transcription, six hours in sequential courses or completion of the advanced course in this sequence. (**SH**)

- 3 Bookkeeping, record keeping, accounting, six hours in accounting (**ACBO**)

- 4 Business law, two courses (**BULA**)

- 5 Salesmanship, two courses selected from salesmanship, retailing, marketing, store management, advertising (**SALE**)

- 6 Office machines, one course (**OFMA**)

- 7 Office practice, one course in office practice plus qualifications for teaching bookkeeping, typewriting and office machines. (**OFPR**)

- 8 Secretarial practice, one course plus qualifications for teaching shorthand and typewriting (**SEP**)

- 9 Business arithmetic, one course, or six hours in accounting (**BUAR**)

- 10 General business, four courses distributed in at least four of the following: accounting or business arithmetic, business English, business law, consumer education, economics, introduction to business, marketing, advertising or salesmanship, methods of teaching basic business. (**GEPU**)

Electives _____

Total Semester Credits _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

Circle qualification number(s): 1 2 3 4 5 6 7 8 9 10)

1964

Twenty (20) semester hours in the field which may include a methods course,, and with the following minimum qualifications for the qualification taught:

- 1 Typewriting: 6 semester hours or a statement of equivalency from the institution granting the degree (**TY**)

- 2 Shorthand and transcription: 6 semester hours or the completion of the terminal course in the shorthand-transcription sequence. (**SH**)

- 3 Bookkeeping or recordkeeping: 6 semester hours in accounting (**BOOK**)

- 4 Business Law: 5 semester hours (**BULA**)

- 5 Salesmanship: 5 semester hours covering at least two of the following: salesmanship, retailing, marketing, store management or advertising (**SALE**)

- 6 Business arithmetic: 2 semester hours in business arithmetic, business mathematics, or 6 semester hours in accounting (**BUAR**)

- 7 Office practice, secretarial practice, clerical practice or office machines: 2 semester hours in course work which includes the operation of the office machines taught in the secondary schools course, and qualifications for teaching whichever of the following is a part of the course: typewriting, shorthand, bookkeeping (see 1, 2, 3, above) (**OFPR**)

- 8 Basic business, elementary business training, junior business training, and general business: 10 semester hours distributed in at least 4 of the following areas; accounting and business mathematics, business English, business law, consumer education, economics, introduction to business, marketing, advertising, salesmanship, or methods of teaching basic business (**BABU**)

- 9 Business English: Qualifications for teaching typewriting, and 2 semester hours in business English, business correspondence, business communications, or business writing (**BUEN**)

- 10 Business economics: 8 semester hours in the areas of economics finance, management, or marketing including at least one course in principles of economics. (**BUEC**)

Electives: _____

Total Semester Credits _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

(Circle endorsement number(s): 1 2 3 4 5 6 7 8 9 10)

1971

(Requirements were identical to 1964 except added the area of Data Processing) Data Processing: 2 college courses or the equivalent (a qualified mathematics teacher teaching a course in data processing will need the same requirement) (**DAPR**) _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

1977

24 semester hours in the field which shall include a specialized methods course, and with the following minimum qualifications for the endorsement areas or courses taught:

Methods course: _____

1. Typewriting: 6 semester hours or a statement of equivalency from the institution granting the degree (**TY**)

2. Shorthand and transcription: 6 semester hours or the completion of the terminal course in the shorthand-transcription sequence. (**SH**)

3. Bookkeeping, accounting, recordkeeping: 6 semester hours in accounting and a course in data processing, or a statement of equivalency from the institution granting the degree. (**ACBO**)

4. Business Law: 3 semester hours (**BULA**)

5. Distributive subjects; i.e., marketing, retailing, distributive education: 5 semester hours covering at least two of the following: sales, retailing, marketing or advertising (**DIED**)

6. Business arithmetic: 2 semester hours in business arithmetic, business mathematics, or 6 semester hours in accounting (**BUAR**)

7. Office practice, secretarial practice, clerical practice or office machines: 2 semester hours in course work which includes the operation of the office machines taught in the secondary schools course, and qualifications for teaching whichever of the following is a part of the course: typewriting, shorthand, bookkeeping (see 1, 2, 3, above)

8. Basic business, elementary business training, junior business training, and general business: (**BABU**)
3 semester hours of consumer education; _____
3 semester hours of economics _____

and at least 4 semester hours in any two of the following areas , business law, , introduction to business marketing, management, or a methods of teaching basic business_____

9. Business English: 2 semester hours in business English, business correspondence, business communications, or business writing (**BUEN**)

10. Business economics: 8 semester hours in the area of economics finance, financial management, or marketing including at least one course in principles of economics. (**BUEC**)

11. Data Processing: 5 semester hours in data processing or the equivalent (**DAPR**)

Electives: _____

Total_____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

(Circle endorsement number(s): 1 2 3 4 5 6 7 8 9 10 11)

1991-6/30/2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Business, Marketing and Management

1) Twenty-four (24) semester hours, to include:

- a) A vocational/occupational education methods course at the upper-division level.
- b) Twelve (12) semester hours, including at least one course in each of the following areas:
 - i) Business Exploration/Orientation-business management, survey of business, business and its environment, business principles;
 - ii) Business Computer Applications-microcomputer applications, data processing, management information systems, introduction to data processing/computers;
 - iii) Business Communications-business English, business communications, business report writing, business correspondence;
 - iv) Business Mathematics-quantitative methods of business, finance, mathematics for business, statistics or one (1) year of college mathematics.
- c) A minimum of one concentration (9 semester hours) in addition to the 12 semester hours listed in subsection (1)(b)) in one **of the following qualification areas**:
 - i) Accounting-accounting, financial accounting, managerial accounting, or finance, with one course in the upper division; (**ACC**)_____
 - ii) Basic Business-economics, survey of business, business law, entrepreneurship, consumer education or upper-division course(s) in management and/or marketing; (**BABU**)_____
 - iii) Information Processing-microcomputer applications, introduction to computers including the terminal course in the word processing and/or typewriting sequence, and one upper-division course in office administration/information management; (**INPR**)_____
 - iv) Information Processing/Secretarial-microcomputer applications, introduction to computers including one upper-division course in office administration/information management, the terminal course in the word processing and/or typewriting sequence and the terminal course in a shorthand system; (**IPR**)_____
 - v) Business Computer Programming/Systems-business computer programming, microcomputer applications, systems analysis including one upper-division management information system (**MIS**)

systems analysis or business computer programming course; **(BCPS)**

Note: For the Business Computer Programming designation, course work in the following areas is appropriate: business computer programming, operating systems, computer networking, and database management.

- vi) Marketing-upper-division courses in advertising, sales, retailing, marketing, wholesaling, consumer behavior, entrepreneurship. **(MAR)**_____

Electives:_____

Total:_____

- 2) Business, Marketing and Management teachers who hold a Business, Marketing and Management endorsement may teach an orientation/exploratory composite course which addresses a variety of subject areas in Business, Marketing and Management Occupations. To provide instruction in a specific subject, teachers must hold the endorsement that corresponds to the area of instruction, as identified in subsection (1)(c).
- 3) In vocational education reimbursable programs, instructors teaching preparation-level courses must have a total of 2,000 hours of work experience in the specific endorsement area being taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement areas being taught, with a minimum of 250 hours work experience in each endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants' instructors stating the facts concerning the work experience in question.

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

Circle endorsement number(s): 1 2 3 4 5 6)

7/1/2004-Present

New Rules effective July 1, 2004, changed the requirements for endorsing new certificates and for adding new endorsements to previously issued certificates.

Secondary-Level Endorsement Requirements Business, Marketing & Computer Education

- A major in the content area indicated on the transcript or 32 semester hours in the content area; **OR**
- 24 semester hours in content courses completed at one or more institutions and passing the relevant content area test.
- If a person seeks an endorsement in a subject where there is no content test, the default requirement is a major or 32 semester hours of content.

Optional Designations

Optional Designation in **Business Computer Programming** can be obtained by.

Being recommended for the endorsement and designation by a university with an approved program in the subject area

Having 9 semester hours in the designation

Having a year's experience teaching in the subject on a valid certificate.

2/1/2012-Present

Secondary-Level Endorsement Requirements Business, Marketing & Computer Education

- 24 semester hours in content courses, with at least 12 of those hours in upper division coursework,

completed at one or more institutions and passing the relevant content area test.

Optional Designations

Optional Designation in **Business Computer Programming** can be obtained by.

Being recommended for the endorsement and designation by a university with an approved program in the subject area

Having 9 semester hours in the designation

Having a year's experience teaching in the subject on a valid certificate.

PREVIOUSLY QUALIFIED FAMILY AND CONSUMER SCIENCE

(FACS)

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

Home Economics-1958

Sixteen semester hours in the field.

Total _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

1962

Twenty four semester hours in the field, including **8 semester hours** in each endorsement area.

(1) foods and nutrition; (**FONU**) _____

(2) clothing and textiles (**CLTE**) _____

(3) home management; (**HMGH**) _____

(4) home and family life (**HFL**). _____

Electives _____

Total _____

If special courses are taught in this field a minimum of eight semester hours is required in each course taught.(for above endorsement areas)

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

(Circle endorsement number(s): 1 2 3 4)

1971

24 semester hours in the field, including work in some of the following areas, plus preparation totaling 8 semester hours in each endorsement area.

1 General homemaking (**HMKG**)

2 Family living (**FALI**)

3 Child development (**CHDE**)

4 Foods and nutrition (**FONU**)

5 Textiles and clothing (**TECL**)

6 Home mechanics (**HOME**)

7 Home furnishings (**HOFU**)

8 Homemaking occupation

Electives: _____

Total _____

To teach a special course in any one of the above areas, 8 semester hours are required in the area to be taught.

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____
(Circle endorsement number(s): 1 2 3 4 5 6 7 8)

1978

24 semester hours in the field, including work in some of the following areas, plus **8 semester hours** in the specific endorsement areas.

1. Human development (includes prenatal, child, adolescent and adult development and care) (**HUDE**)

2. Interpersonal and family relationships (**IFR**)

3. Consumer education and home management (**CEHM**)

4. Nutrition and food (**FONU**)

5. Housing, home furnishings, and equipment (**HHFE**)

6. Clothing and textiles (**CLTE**)

Electives: _____

Total _____

To teach a special course in any one of the above areas, 8 semester hours are required in the area to be taught.

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____
(Circle endorsement number(s): 1 2 3 4 5 6)

1991-6/30/2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Family and Consumer Science

1) Twenty-four (24) semester hours, to include:

a) A vocational/occupational education methods course at the upper-division level.

b) Twelve (12) semester hours, to include one course in four of the six following areas:

i) Human Development, Child Development-human, prenatal, child, adolescent growth and development and care, adult care, gerontology, administration of child care programs, instructional activities and materials for preschoolers;

- ii) Interpersonal and Family Relationships and Parenting-interpersonal and family relationships, family life, adult living, family dynamics, parenting, human relationships;
 - iii) Consumer and Resource Management-family finance, consumer education, consumer economics, consumer management, resource management, home management;
 - iv) Housing, Interior Furnishings, Living Environments-home furnishings, interior design, household equipment, basic design, living environments, housing;
 - v) Food and Nutrition, Food Service, Hospitality-foods and nutrition, food preparation, quantity food preparation, food sanitation, hospitality management, food management, therapeutic nutrition;
 - vi) Clothing, Textiles, Fashion-clothing selection, clothing construction, costume design, history of fashion, apparel merchandising, textiles selection.
- c) A minimum of one concentration (9 semester hours in addition to the 12 hours listed in subsection (1)(b))

in the endorsement areas of-

- i) Child and Day Care Services-9 semester hours, to include 6 from subsection (1)(b)(i) and 3 from subsection (1)(b)(ii); **(CDC)**_____
- ii) Food and Nutrition Services-9 semester hours from subsection (1)(b)(v); **(FN)**_____
- iii) Fashion and Clothing Services-9 semester hours from subsection (1)(b)(vi); **(FC)**_____
- iv) Interior Furnishings Services/Living Environments-9 semester hours, to include 6 from subsection (1)(b)(iv) and 3 from subsections (1)(b)(iii) and/or (vi); **(IFLE)**_____
- v) Institutional and Home Management Services-9 semester hours, including one course from four of the areas listed in subsections (1)(b)(i) - (v); **(IHMS)**_____
- vi) Consumer Education and Resource Management-9 semester hours, to include 6 from subsection (1)(b)(iii) and the remainder from subsection (1)(b)(i), (ii), (iv), (v), or (vi); or **(CERM)**_____
- vi) Interpersonal, Family Relationships, Parenting-9 semester hours, to include 6 from subsection (1)(b)(ii) and 3 from subsection (1)(b)(i)vii. **(IFRP)**_____

Electives:_____

Total_____

- 2) Home Economics teachers who hold a Home Economics endorsement may teach an orientation/exploratory composite course which addresses a variety of subject areas in Home Economics Occupations. To provide instruction in a specific subject, teachers must hold the endorsement that corresponds to the area of instruction, as identified in subsection (1)(c).
- 3) In vocational education reimbursable programs, instructors teaching preparation-level courses must have a total of 2,000 hours of work experience in the specific endorsement area being taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement areas being taught, with a minimum of 250 hours work experience in each endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants' instructors stating the facts concerning the work experience in question

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

(Circle endorsement number(s): 1 2 3 4 5 6 7)

7/1/2004-Present

New Rules effective July 1, 2004, changed the requirements for endorsing new certificates and for adding new

endorsements to previously issued certificates.

Secondary-Level Endorsement Requirements: Family & Consumer Science with Required Designation

Apparel & Textiles

Living Environments

Nutrition, Wellness, and Hospitality

- A major in the content area indicated on the transcript or 32 semester hours in the content area; **OR**
- 24 semester hours in content courses completed at one or more institutions and passing the relevant content area test.
- If a person seeks an endorsement in a subject where there is no content test, the default requirement is a major or 32 semester hours of content.

Required: One designation from above. Designations can be obtained by

- Being recommended for the endorsement and designation by a university with an approved program in the subject area
- Having 9 semester hours in the designation
- Having a year's experience teaching in the subject on a valid certificate. Health Careers: No designation is offered but the applicant must have licensure in the career specialty sought.

PREVIOUSLY QUALIFIED FOREIGN LANGUAGES**

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

1958

Sixteen (16) semester hours in the particular language taught. Credit may be allowed to the extent of four (4) semester hours for each unit of language earned in high school (not to exceed a total of six semester hours) provided the high school preparation in the language has been followed in college by a sufficient number of courses in the language in sequence to and not a duplication of previous training in the language to make a total of sixteen semester hours. After September 1, 1961, no credit will be allowed for units of language earned in high school unless such credit is approved by a higher institution and is noted on the official transcript.

Credits _____

Language: _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

1964-6/30/2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Foreign Language

20 semester hours in the language

AGENCY NOTE: No credit may be allowed for high school language, unless such credit is approved by an institution of higher learning and is noted on the official transcript; in which case 1 semester hour may be allowed for each unit of high school language, not to exceed 4 semester hours.

Language: _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

7/1/2004-Present

Requirements for Secondary Level Endorsement in a Foreign Language

1. An endorsement in a foreign language can be obtained by
2. Completing a major in the foreign language as identified on a transcript, or one that consists of 32 semester hours of credit in a specific language obtained from regionally accredited institutions OR
3. Completing 20 semester hours of a language and passing the relevant content-area examination OR
4. Persons *who already hold an endorsement in a foreign language* may add endorsements in the same language *at additional grade levels* to their certificate by applying for the endorsement and passing the appropriate Assessment of Professional Teaching corresponding to the additional grade level.
5. Persons who have less than the 20 semester hours of content in a language but who hold an early childhood, elementary, special or secondary certificate can obtain an endorsement by passing the content-area test in the specific language, or, if there is no content-area test provided by ISBE, the appropriate language proficiency test listed under transitional bilingual education. If there is no test in either of these categories, ISBE will determine the appropriate test.
6. *Special Provisions for Endorsement in a Foreign Language for Persons Trained as Teachers in Foreign Countries* Applicants trained as teachers in foreign countries may obtain an endorsement in a foreign language **when they qualify for Illinois certification**; they **must also pass the content-area test** in the specific language, or, if there is no content-area test provided by ISBE, the appropriate language proficiency test listed under transitional bilingual education examinations or, if no test is listed, a test determined by

ISBE.

The language proficiency test required will be either in English or the foreign language sought or both.

7. If the language of instruction used throughout the institution where the individuals earned their degrees is English, the applicants will need to take the test in the foreign language.
8. If the language of instruction used throughout the institution where the individuals earned their degrees is the foreign language, the applicants will need to take the English language proficiency test.
9. If the language of instruction used throughout the institution where the individuals earned their degrees is neither English nor the language endorsement sought, the applicant will need to take the language proficiency tests in both English and the foreign language

PREVIOUSLY QUALIFIED GENERAL SCIENCE**

(GESC)

1958

Note: the junior high school requirement, whether 1958 or 1977, will include at least one course in each science type, biological and physical. This requirement also applies to persons obtaining a middle grades endorsement after July 1997.

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

Sixteen (16) semester hours in the field including

- A minimum of six (6) to ten (10) semester hours of preparation in physical science and
- Six (6) to ten (10) semester hours in biological science.

Total _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

1964-6/30/2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Science, General

24 semester hours in the field, including the semester hours indicated in the subject to be taught:

Science, General-24 semester hours in the field including:

- 1) Physical science-8 semester hours _____
- 2) Biological science-8 semester hours _____

Total Hours _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

7/1/2004-Present

Endorsement: Science

Designations: Biology, Chemistry, Earth and Space, Environmental, Physics

Note: the endorsement structure now in place authorizes a person with an endorsement in science to teach all science and the designation allows the person to teach that subject in advanced placement or honors courses.

Applicants seeking a first Science designation

Applicants seeking a first designation must

- complete an approved Illinois program and pass the content area examination for the designation or
- must have 32 semester hours in science with at least
- 12 semester hours in the designation and
- some work covering at least two other designations in the field and
- pass the content area examination for the designation.

Applicants who already have a designation in science

Applicants who have a previous designation in science may obtain an additional designation in science by either

- Passing the content area examination for the designation or
- Having 32 semester hours in the designation.

Applicants with an endorsement before 7/1/04 in science seeking a designation

Applicants who have an endorsement under the pre-July, 2004, requirements in the field of science may obtain a designation by passing the new content area test for the designation. They may then obtain subsequent designations as indicated in the preceding paragraph.

PREVIOUSLY QUALIFIED HEALTH EDUCATION

(HEED)

Note: Qualification in physical education does not equate to qualification in health; each has its own requirements and the content is not interchangeable.

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

1958

Sixteen semester hours in the field.

Total _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

1962

Twenty semester hours including work in

- School health education, _____
 - Basic health sciences and _____
 - Applied health sciences. _____
- Electives _____

Total _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

1977

20 semester hours in the field including one course from each of the following areas to total 10-14 semester hours:

- 1 Advanced concepts of health _____
- 2 Programs in school health _____
- 3 Programs in community health _____
- 4 curriculum development and evaluation in health education _____

Sub Total _____ (10-14 required)

And

One course from at least three of the following areas to total 6-10 semester hours:

- 1 The growing and developing organism _____
- 2 Ecological relationships _____
- 3 Disease control _____
- 4 Human sexuality and family life _____
- 5 Food practices and eating patterns _____
- 6 Consumer health sources and resources _____
- 7 Safety _____
- 8 Mood-modifying substances _____
- 9 Personal health practices _____
- 10 Mental/emotional health _____

Sub Total _____ (6-10 required)

Electives _____

Total Hours in Health _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

1994-6/30/2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Health Education Health Education (Grades 9 through 12)

- 1) 24 semester hours in the field.
- 2) Required Health Education Core Component--One course from each of the following areas for a total of 10-14 semester hours:
 - a) Theories and concepts of health (anatomy and physiology may not be counted in meeting this requirement.) _____
 - b) Programs in school health _____
 - c) Programs in community health _____
 - d) Curriculum development and evaluation in health education _____

Sub Total _____ (10-14 required)

- 3) Additional health education content--**At least 10 semester hours** distributed as follows:

- a) At least **one course in human sexuality** or sex education _____
- b) At least **one course in drug/chemical use and abuse** _____
- c) At least **two courses** chosen from the following list of electives:
 - i) Mental/emotional health _____
 - ii) Environmental health _____
 - iii) Disease prevention and control _____
 - iv) Nutrition and dietary patterns _____
 - v) Consumer health _____
 - vi) Safety and injury control _____
 - vii) Personal and health practices _____

Sub Total _____

Total Credits _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

7/1/2004-Present

New Rules effective July 1, 2004, changed the requirements for endorsing new certificates and for adding new endorsements to previously issued certificates.

Secondary-Level Endorsement Requirements Health Education

- A major in the content area indicated on the transcript or 32 semester hours in the content area; **OR**
- 24 semester hours in content courses completed at one or more institutions and passing the relevant content area test.
- If a person seeks an endorsement in a subject where there is no content test, the default requirement is a major or 32 semester hours of content.

PREVIOUSLY QUALIFIED HEALTH OCCUPATIONS

1977

24 semester hours in a health occupations specialty (e.g., medical laboratory, nursing, radiologic technology, inhalation therapy)

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

Graduation from an approved technical-level program in a specific health field with a minimum of 2,000 hours of post-graduate practical work experience in the health specialty in which trained and certified, licensed or registered in the health occupations specialty. Hours (attach letters from employers verifying work experience)_____

Specialty(attach license, certificate or registration copy_____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

1991-6/30/2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Health Occupations

Twenty-four (24) semester hours, to include:

- 1) A vocational/occupational education methods course at the upper-division level.
- 2) Twelve (12) semester hours, including at least one course in each of the following areas:
 - a) Introduction to Health Occupations-introduction to various health professions, education requirements, licensure/registration/certification, career mobility, job market, technologies and other information;
 - b) Principles and Philosophies of Vocational Education-nature and purpose of vocational, occupational and career education, their relationships and differences, and the place of each in preparing for the world of work;
 - c) Occupational Analysis and Curriculum Development-upper-division course in a systems approach to curriculum development and instruction methods utilized in vocational and occupational education, includes analyzing operations and jobs, specifying objectives, and developing curriculum;
 - d) Occupational Internship-upper-division course(s) of experiential activities which are based upon required occupational skills and knowledge and are related to health occupations.

Sub Total_____

Electives_____

Total Credits:_____

3) Endorsement

- a) In addition to the 12 semester hours listed in subsection (2), licensure, registration or certification is required in one health occupations specialty, e.g., respiratory therapy, radiology, medical records technology, medical assisting, nursing or other health occupation.

Licensure Held:_____

- b) In vocational education reimbursable programs, instructors teaching preparation-level courses must have a total of 2,000 hours of work experience in the specific endorsement area being taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement areas being taught, with a minimum of 250 hours work experience in each endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants' instructors stating the facts concerning the work

experience in question.

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

7/1/2004-Present

New Rules effective July 1, 2004, changed the requirements for endorsing new certificates and for adding new endorsements to previously issued certificates.

Secondary-Level Endorsement Requirements Health Careers (Occupation Licensure Required)

- A major in the content area indicated on the transcript or 32 semester hours in the content area; **OR**
- 24 semester hours in content courses completed at one or more institutions and passing the relevant content area test.
- If a person seeks an endorsement in a subject where there is no content test, the default requirement is a major or 32 semester hours of content.

PREVIOUSLY QUALIFIED INDUSTRIAL TECHNOLOGY EDUCATION
(ITE)

Industrial Arts
1958

16 semester hours in the field with the following minimum preparation for teaching each subject:

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

1. Woodworking (8) (**WO**) _____
2. Metal working (8) (**MET**) _____
3. Electricity (8) (**ELY**) _____
4. Graphic arts (8) (**GRAR**) _____
5. Drawing (8) (**DRAW**) _____
6. Auto Mechanics (8) (**AUME**) _____

Electives _____

Total Credits _____

In addition to preparation in the subject field, teachers of woodworking, metal working and general shop must have four semester hours of preparation in mechanical drawing. General shop teachers must have preparation or acceptable practical experience in each unit taught.

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____
(Circle endorsement number(s): 1 2 3 4 5 6)

1962

For teaching in a unit shop or a general shop, 24 semester hours in the field, including work in each shop subject to be taught. Unit shop teachers must **have 8 semester hours** in the subject taught.

Shop Subject: Courses

Electives _____

Total Credits _____

Vocational teachers who are approved to teach a specific trade or industrial subject and have experience in shop skills and knowledge of their trade may teach the same subject in the field of industrial arts without college preparatory courses in the subject. All other requirements for teaching industrial arts must be met.

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

1971

24 semester hours in the field including work in each shop subject to be taught. To teach a shop unit, the teacher shall have **8 semester hours** in the subject taught. **Shop Subject Courses**

Total Credits _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

1991-6/30/2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Industrial Technology Education

1) Twenty-four (24) semester hours, to include:

- a) A vocational/occupational education methods course at the upper-division level.
- b) Twelve (12) semester hours of laboratory-based courses in industrial technology, including at least **one course in each** of the following content areas:
 - i) Communication Technology-design and drafting, broadcasting, computers in communication, photography, graphic arts, telecommunications;
 - ii) Production Technology-managing the enterprise, materials and processes, research and development, producing, marketing, servicing in the manufacturing/construction enterprise;
 - iii) Transportation Technology-material handling conveyors, space transportation, atmospheric transportation, marine transportation, terrestrial transportation;
 - iv) Energy Utilization Technology-energy conversion, solar resources, wind and water resources, fossil fuels, nuclear energy resources, energy conservation.

Sub Total_____

- c) A minimum of one concentration (9 semester hours) of laboratory-based courses in addition to the 12 semester hours listed in subsection (1)(b)) in one of the following endorsement areas:
 - i) Construction-carpentry, building maintenance, residential and commercial, electricity, painting, plumbing, cement and brick masonry, drywall application and roofing; **(CON)**
 - ii) Electronics-computer repair, radio and television repair, small appliance repair, electrical and electronic instrument repair, electromedical equipment repair, communication equipment installation and repair; **(ELY)**
 - iii) Graphic Communications-press operation, composition and typesetting, commercial art, lithographic press operation, platemaking, photography, printing camera operation; **(GRCO)**
 - iv) Transportation-small gasoline engine repair, aircraft mechanical systems repair, automobile engine repair, diesel engine repair, automobile and truck mechanical systems repair, motor vehicle repair; **(TR)**
 - v) Manufacturing-machine tool operation, tool and die making, sheet metal fabrication, welding and metal fabrication, production cabinet making, plastics-forming and fabrication, machinery maintenance, automated manufacturing equipment set-up and maintenance, numerical control machine operation, computer numerical control machine operation; **(MANU)**
 - vi) Industrial Technology-mechanical systems, hydraulic systems, pneumatic systems, thermal systems, electrical systems, communication systems, transportation systems, production systems, energy and power utilization; **(ITEC)**
 - vii) Public Service-fire-fighting technology, police science, criminal justice technology, security services; **(PUSE)**
 - viii) Drafting/Design-architectural drafting, mechanical drafting, civil drafting, computer-aided drafting and design, geometric construction, industrial design; **(DRDE)**
 - ix) Autobody Repair-frame inspection and alignment, body and fender repair, glass installation, vinyl top repair, automotive painting; **(AURE)**
 - x) Heating, Ventilation and Air Conditioning-installation and repair of heating, air conditioning and ventilation systems; installation and repair of refrigeration and air conditioning systems. **(HVAC)**

Electives_____

Sub Total_____

Total Credits_____

- 2) To provide instruction at the preparation level, teachers must hold an endorsement that corresponds to

their area of instruction.

- 3) In vocational education reimbursable programs, instructors teaching preparation-level courses must have a total of 2,000 hours of work experience in each specific endorsement area being taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement areas being taught, with a minimum of 250 hours work experience in each endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants' instructors stating the facts concerning the work experience in question

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

(Circle endorsement number(s): 1 2 3 4 5 6 7 8 9 10)

7/1/2004-Present

New Rules effective July 1, 2004, changed the requirements for endorsing new certificates and for adding new endorsements to previously issued certificates.

Secondary-Level Endorsement Requirements Technology Education

- A major in the content area indicated on the transcript or 32 semester hours in the content area; **OR**
- 24 semester hours in content courses completed at one or more institutions and passing the relevant content area test.
- If a person seeks an endorsement in a subject where there is no content test, the default requirement is a major or 32 semester hours of content.

PREVIOUSLY QUALIFIED JOURNALISM **

(JO)

A subset of English/Language Arts**

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

1958

Sixteen (16) semester hours in the field including preparation in

- publication and reporting, _____
- printing and publishing, _____
- and copy reading _____

Total Credits _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

1964-6/30/2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Journalism

8 semester hours in journalism and 16 semester hours in English, or 18 semester hours in journalism and 6 semester hours in rhetoric and composition.

- Journalism _____
- English _____
- Rhetoric/Composition _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

7/1/2004-Present

New Rules effective July 1, 2004, changed the requirements for endorsing new certificates and for adding new endorsements to previously issued certificates.

Secondary-Level Endorsement Requirements English/Language Arts (Note: A person who possesses the new endorsement is qualified to teach Journalism and all other subjects included under English/Language Arts)

A major in the content area indicated on the transcript or 32 semester hours in the content area;

OR

24 semester hours in content courses completed at one or more institutions and passing the relevant content area test.

If a person seeks an endorsement in a subject where there is no content test, the default requirement is a major or 32 semester hours of content.

PREVIOUSLY QUALIFIED LANGUAGE ARTS-ENGLISH**

(LA)

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

1958

Sixteen (16) semester hours in the field including preparation in

- rhetoric, _____
- composition, _____
- English literature and _____
- American literature. _____
- Teachers of business English shall have at least sixteen (16) semester hours of preparation in the field of commerce in addition to the above specified preparation in the field of English.

Total Credits _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

1964-6/30/2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Language Arts/English

24 semester hours in the field including

- 6 semester hours in rhetoric and composition and _____
- not more than 8 semester hours in speech and journalism.
- To teach grammar, American Literature, English Literature, reading or dramatics, the English teacher must have one course in the subject.
- Electives _____

Total Credits _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

7/1/2004-Present

New Rules effective July 1, 2004, changed the requirements for endorsing new certificates and for adding new endorsements to previously issued certificates.

Secondary-Level Endorsement Requirements English/Language Arts (Note: A person who possesses the new endorsement is qualified to teach Journalism and all other subjects included under English/Language Arts)

A major in the content area indicated on the transcript or 32 semester hours in the content area;

OR

24 semester hours in content courses completed at one or more institutions and passing the relevant content area test.

If a person seeks an endorsement in a subject where there is no content test, the default requirement is a major or 32 semester hours of content.

PREVIOUSLY QUALIFIED MATHEMATICS**

(MATH)

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

1958

Sixteen (16) semester hours in the field. Credit may be allowed to the extent of two (2) semester hours for each half unit of mathematics earned in high school above the elementary courses in general mathematics, algebra, and plane geometry not to exceed a total of six (6) semester hours. Duplicate credit for a high school course repeated in college is not acceptable. After September 1, 1961, no credit will be allowed for high school mathematics unless such credit is approved by a higher institution and is noted on the official transcript.

Total Credits _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

9/1/1962

20 semester hours in the field. NOTE: No credit may be allowed for high school mathematics unless such credit is approved by an institution of higher learning, and it is noted on the official transcript; in this case 1 semester hour may be allowed for each unit of high school mathematics, not to exceed 4 semester hours.

Total Credits _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

9/1/85-6/30/2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Mathematics

1) In grades 9-12 25 semester hours in the field, including:

- a) minimum of 8 semester hours from calculus,
- b) 3 semester hours of coursework in the teaching of secondary school mathematics; and
- c) 14 semester hours of work from at least four of the following areas
 - i) Computer Science _____
 - ii) Linear Algebra _____
 - iii) Modern Algebra _____
 - iv) Geometry _____
 - v) Applied Mathematics _____
 - vi) Probability and Statistics _____
 - vii) History of Mathematics _____

Total Credits _____

Meets: Senior High ____ Major ____ None ____

2) In grades 6-8

18 semester hours in the field including: a) 3 semester hours in the methods of teaching mathematics in grades 6-8

(those with the 9-12 methods course need not take another methods course for 6-8).

b) 15 semester hours to be selected from four of the following areas:

- i) Math content courses for elementary teachers _____
- ii) Calculus _____
- iii) Modern algebra or number theory _____
- iv) Geometry _____
- v) Computer science _____
- vi) Probability and statistics _____
- vii) History of mathematics _____

Electives _____
Total Credits _____

2) These requirements are not applicable to personnel employed prior to September 1, 1985

Meets: JR. High ____ Middle Grades ____ Major ____ None ____

7/1/2004-Present

New Rules effective July 1, 2004, changed the requirements for endorsing new certificates and for adding new endorsements to previously issued certificates.

Secondary-Level Endorsement Requirements Mathematics. (Note: The requirements for teaching middle grades mathematics are the same as listed in the previous set [1985-2004])

A major in the content area indicated on the transcript or 32 semester hours in the content area;

OR

24 semester hours in content courses completed at one or more institutions and passing the relevant content area test.

If a person seeks an endorsement in a subject where there is no content test, the default requirement is a major or 32 semester hours of content.

PREVIOUSLY QUALIFIED MEDIA

(MED)

The following requirements for media related areas apply at all grade levels; the teacher must hold a valid certificate for the grade level, elementary or secondary.

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

1962

Coordinator of Instructional Materials: 20semester hours in the field,

- including 12 semester hours in library science;
- semester hours in organization and administration; and
- semester hours in audio-visual and related areas.

Total Credits_____

Librarian: 16 semester hours in library science, including

- 3 semester hours in organization and administration. _____

Total Credits_____

Audio-visual Director: 6 semester hours, or 2 courses in audio-visual education. _____

Total Credits:_____

1964

Coordinator of Instructional Materials: 20semester hours in the field, including

- 12 semester hours in library science;
- 3 semester hours in organization and administration; and
- 5 semester hours in audio-visual and related areas.

Total Credits_____

Librarian: 16 semester hours in library science, including 3 semester hours in organization and administration. _____

Total Credits_____

Audio-visual Coordinator: 6 semester hours, or 2 courses in audio-visual services _____

Total Credits_____

Instructional Materials Specialist. 32 semester hours of library and audiovisual services _____

Total Credits_____

1971

Instructional Media Specialist: 24 semester hours with at least

- 9 in audiovisual and _____
- 15 in library science, including training in administration, organization, selection, production and communications

Total Credits_____

School Librarian: 18 semester hours in library science, including organization and administration, cataloging and classification, reference, and materials

Total Credits_____

Audiovisual Coordinator: 9 semester hours in audiovisual education

Total Credits_____

Media (instructional materials) specialist: 32 semester hours in media (instructional materials, library science, audiovisual) including training in administration, organization, selection, production, and communications

Total Credits_____

School library specialist: 32 semester hours in library science

Total Credits_____

Audiovisual specialist: 32 semester hours in audiovisual education

Total Credits_____

1977-6/30/2006

Preparation of Persons Providing Media Services

- 1) Media Professional: responsible for both library and audio-visual services to students, teachers and other school personnel.

Appropriate teacher certificate. Work in the field: 18 semester hours in library science-media; professional preparation (at four-year college and/or graduate levels) in administration, organization (cataloging and classification), reference, and selection of materials (elementary and/or secondary levels).

NOTE: We accept courses at the undergraduate level to meet this requirement.

administration, _____
organization (cataloging and classification) _____
reference and _____
selection of materials for both elementary and secondary levels _____,
production and communications _____.

- 2) Media Specialist: responsible for both library and audio-visual services to students, teachers and other school personnel.

Standard Special Certificate with Library Science-Media (instructional materials) Teaching Endorsement. Work in field: 32 semester hours in media (instructional materials, library science, audio-visual) including professional preparation (at four-year college and/or graduate levels) in: administration, organization (cataloging and classification, reference and selection of materials for both elementary and secondary levels, production and communications.

- 3) Media Supervisor or Director: works with teachers and supervises other professionals and specialists. media

Supervisory or Standard Special Supervisory Endorsement, or the General Supervisory Endorsement (Administrative Certificate) with specialization in media.

- 4) These standards do not apply to those individuals employed prior to September 1, 1978.

7/1/2006-Present

Library Information Specialist On July 1, 2006

Individuals seeking the secondary level endorsement in Library Information Specialist will be required to complete either a major in the content area or they must have 24 semester hours of content and pass the content test for Library Information Specialist.

PREVIOUSLY QUALIFIED MUSIC**

(MUS)

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

1958

Sixteen (16) semester hours in the field with the following minimum preparation in each subject:

- 1) Music Appreciation-four (4) semester hours
- 2) Theory and Harmony-six (6) semester hours
- 3) History of Music- four (4) semester hours
- 4) Band/Orchestra: 3 semester hours in instrumental methods and conducting 10 semester hours in applied music
- 5) Chorus must include at least 10 semester hours in voice.

Total Credits _____

(A composite course requires minimum preparation in the field of music and the amount of preparation specified in each branch of music included in the course.)

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

(Circle endorsement number(s): 1 2 3 4 5)

1964

20 semester hours in the field, including work in each of the following:

- 1) Applied music _____
- 2) Music theory _____
- 3) Conducting _____
- 4) History of music _____
- 5) Methods and materials for general public school music _____

Total _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

1977-6/30/2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Music

1) Vocal (MUSV)

24 Semester hours in the field, including:

- a) Applied vocal music _____
- b) Music theory _____
- c) Conducting _____
- d) History of music _____
- e) Methods and materials for general school vocal music _____

Total Credits _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

2) Music/Instrumental (MUSI)

24 semester hours in the field, including:

- a) Applied instrumental music _____
- b) Music theory _____
- c) Conducting _____
- d) Methods and materials for general school instrumental music _____

e) History of music_____

Total Credits_____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

7/1/2004-Present

New Rules effective July 1, 2004, changed the requirements for endorsing new certificates and for adding new endorsements to previously issued certificates.

Secondary-Level Endorsement Requirements Music:

- A major in the content area indicated on the transcript or 32 semester hours in the content area;
OR
- 24 semester hours in content courses completed at one or more institutions and passing the relevant content area test.
- If a person seeks an endorsement in a subject where there is no content test, the default requirement is a major or 32 semester hours of content

PREVIOUSLY QUALIFIED PHYSICAL EDUCATION

(PE)

Note: Qualification in health does not equate to qualification in physical education; each subject has its own requirements that are not interchangeable.

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

1958

Sixteen semester hours in the field.

Total Credits_____

1962

Twenty semester hours in the field including work in each of the following:

- 1 Team Sports_____
- 2 Individual activities_____
- 3 Rhythms_____
- 4 Body mechanics and basic exercises_____
- 5 Organization and administration of physical education classes_____
- 6 Health education_____

Total Credits_____

1977

Twenty semester hours in the field including the following:

A. 5 semester hours from at least two of these areas:

- 1 Anatomy_____
- 2 Physiology_____
- 3 Kinesiology_____
- 4 Physiology of Exercise_____

Sub total_____

B. One course from each of the three areas below to total 5 semester hours

- 1 Dance and/or rhythmic activities_____
- 2 Individual-dual activities_____
- 3 Team sports_____

Sub total_____

C. 10 semester hours to be selected from at least three of the four areas listed below

- 1 Instructional methods for physical education_____
- 2 Curriculum design for physical education_____
- 3 Physical education for the atypical child_____
- 4 Physical education for the elementary school (required for elementary school)

Sub total_____

Electives_____

Total Credits_____

This standard does not apply to those individuals employed prior to September 1, 1978

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

1994-6/30/04

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Physical Education

Physical Education (Grades 9 through 12) 1) 24 semester hours in the field 2) Knowledge and skill acquisition.

At **least one course in each of the following**, for a total of **at least 6 semester** hours:

a) Health-related fitness (e.g., conditioning, aerobic fitness exercise, stress management) _____

b) Rhythm and dance _____

c) Individual sports/activities _____

d) Team sports _____

Sub Total _____

3) Scientific foundations

At **least 9 semester hours** distributed as follows:

a) **3 semester hours** earned in at least **one** of the following:

i) Human anatomy _____

ii) Human physiology _____

Sub Total _____

b) **6 semester hours from at least two** of the following areas:

i) Exercise physiology _____

ii) Kinesiology or biomechanics _____

iii) Motor learning, motor behavior, or motor development _____

Sub Total _____

c) Curriculum and instruction--At least **one course in each of the following**, all of which must explicitly include an emphasis on both regular and special populations:

i) Curriculum design in physical education _____

ii) Instructional strategies/methodology in physical education _____

iii) Assessment/evaluation of physical education (learning assessment and program evaluation) _____

Total Credits _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

7/1/2004-Present

New Rules effective July 1, 2004, changed the requirements for endorsing new certificates and for adding new endorsements to previously issued certificates.

Secondary-Level Endorsement Requirements Physical Education:

- A major in the content area indicated on the transcript or 32 semester hours in the content area;
OR
- 24 semester hours in content courses completed at one or more institutions and passing the relevant content area test.
- If a person seeks an endorsement in a subject where there is no content test, the default requirement is a major or 32 semester hours of content

PREVIOUSLY QUALIFIED PHYSICAL SCIENCE**

(PHSC)

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

1958

Sixteen (16) semester hours in the field with the following minimum preparation in each subject:

- 1) Astronomy—five (5) semester hours (**ASMY**) _____
- 2) Chemistry—ten (10) semester hours (**CH**) _____
- 3) Geology—eight (8) semester hours (**GEOL**) _____
- 4) Physiography—five (5) semester hours (**PHGE**) _____
- 5) Physics—ten (10) semester hours (**PHYS**) _____

Electives _____

Total Credits _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

(Circle endorsement number(s): 1 2 3 4 5)

It is recommended that a teacher of astronomy, chemistry, or physics have minimum preparation as a teacher of mathematics.

1964-6/30/04

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Science, Physical

Note: We do not require the laboratory courses.

24 semester hours in the field, including the semester hours indicated in the subject to be taught:

- 1) Astronomy-5 semester hours (**ASMY**) _____
- 2) Chemistry-10 semester hours including 4 semester hours in laboratory work\
(**CH**) _____
- 3) Geology-8 semester hours (**GEOL**) _____
- 4) Physics-10 semester hours including 4 semester hours in laboratory work
(**PHYS**) _____
- 5) Physiography-5 semester hours (**PHGE**) _____
- 6) Aerospace-5 semester hours (**AE**) _____
- 7) Earth science-8 semester hours (**EASC**) _____

(Earth science, physical geography, mineralogy, geology, oceanography, meteorology, weather, climate, cosmology, and astronomy.)

Electives: _____

Total Credits _____

AGENCY NOTE: In astronomy, geology, and earth science, it is recommended that field experiences be included as part of the hourly requirements. In addition, it is recommended that a teacher of astronomy, chemistry, or physics have the minimum preparation required of a mathematics teacher.

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

(Circle endorsement number(s): 1 2 3 4 5 6 7)

7/1/2004-Present

Endorsement Science

Designations: Biology, Chemistry, Earth and Space, Environmental, Physics

Note: the endorsement structure now in place authorizes a person with an endorsement in science to teach all science and the designation allows the person to teach that subject in advanced placement or honors courses.

Applicants seeking a first Science designation

Applicants seeking a first designation must

- complete an approved Illinois program and pass the content area examination for the designation or
- must have 32 semester hours in science with at least
- 12 semester hours in the designation and
- some work covering at least two other designations in the field and
- pass the content area examination for the designation.

Applicants who already have a designation in science

Applicants who have a previous designation in science may obtain an additional designation in science by either

- Passing the content area examination for the designation or
- Having 32 semester hours in the designation.

Applicants with an endorsement before 7/1/04 in science seeking a designation

Applicants who have an endorsement under the pre-July, 2004, requirements in the field of science may obtain a designation by passing the new content area test for the designation. They may then obtain subsequent designations as indicated in the preceding paragraph.

PREVIOUSLY QUALIFIED PSYCHOLOGY

(PS)

1964-6/30/2004

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Psychology

20 semester hours in the field

Agency Note: Psychology courses may be included in the 24 semester hours required for endorsement in Social Science.

7/1/2004-Present Endorsement Social Science Designation: Psychology

Note: the endorsement structure now in place authorizes a person with an endorsement in social science to teach all social science and the designation allows the person to teach that subject in advanced placement or honors courses.

Applicants seeking a first social science designation

Applicants seeking a first designation must

- complete an approved Illinois program and pass the content area examination for the designation or
- must have 32 semester hours in social science with at least
- 12 semester hours in the designation and
- some work covering at least two other designations in the field and
- pass the content area examination for the designation.

Applicants who already have a designation in social science

Applicants who have a previous designation in social science may obtain an additional designation in social science by either

- Passing the content area examination for the designation or
- Having 32 semester hours in the designation.

Applicants with an endorsement before 7/1/04 in social science seeking a designation

Applicants who have an endorsement under the pre-July, 2004, requirements in the field of social science may obtain a designation by passing the new content area test for the designation. They may then obtain subsequent designations as indicated in the preceding paragraph.

PREVIOUSLY QUALIFIED READING**

(READ)

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

Prior to September 1, 1978

The requirement was for one course in reading.

1978-6/30/2006

Required of all K-12 Reading Specialists, i.e., those teachers whose major teaching assignment is reading.

Note: The 18 hour reading endorsement is required when a person teaches reading at any grade level for 50% or more of his/her assignment.

- 1) 18 semester hours of graduate/undergraduate level work in the field, including preparation in the following areas:
 - a) Foundation or survey of reading fundamentals including reading in the content areas.
 - b) Testing procedures and diagnosis of reading disabilities.
 - c) Diagnostic teaching techniques and materials.
 - d) Clinical or laboratory practicum in reading.
 - e) Literature appropriate for the age of students included in the program.

Total Credits _____

- 3) This standard does not apply to those individuals employed prior to September 1, 1978.

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

7/1/2006-Present

Requirements for Secondary Level Endorsement in Reading Teacher

The Reading Teacher endorsement is the minimum requirement for anyone assigned to teach reading who is not teaching reading as part of general classroom instruction. Teachers who have the endorsement by June 30, 2006, or meet the endorsement requirements in place through June 30, 2006, are also qualified to provide technical assistance to other teachers and to provide professional development to teachers.

Requirements:

- Pass either the Reading Teacher or Reading Specialist exam and
- Complete at least 24 semester hours of coursework, **including a practicum**, through an approved reading teacher program and be recommended for the endorsement by the university **OR**
- Pass the Reading Teacher or Reading specialist exam and complete 24 hours of credit in reading, **including a practicum**, distributed through the following areas:

Foundations of reading,
Content-Area Reading,
Assessment and diagnosis of reading problems,
Developmental and remedial reading instruction and support,
Developmental and remedial materials and resources, and
Literature appropriate to students in all grade levels

Requirements for Endorsement in Reading Specialist

The reading specialist endorsement on the Special certificate is available to persons

- who complete an approved reading specialist program,
- who have a master's or higher degree,
- who pass the reading specialist content-area examination and
- who pass any other applicable examinations required for certification.

This endorsement requires two years of teaching experience. It may also be issued as an endorsement on an existing Early Childhood, Elementary, Special or Secondary certificate for service at the grade level of the certificate. Except as noted under the reading teacher requirements, the reading specialist is the only person authorized to teach reading and to provide technical assistance or professional development to teachers. All persons who were previously issued special certificates in reading were given the new Reading Specialist endorsement.

PREVIOUSLY QUALIFIED SAFETY AND DRIVER EDUCATION

(SDE)

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Safety and Driver Education

16 semester hours in the field, including preparation as follows:

- 1) semester hours in general safety_____
- 2) 5 semester hours in driver education and advanced traffic safety_____
- 3) 8 semester hours chosen from two or more of the following areas
 - a) General safety, including traffic and industrial safety _____
 - b) Advanced psychology and sociology _____
 - c) First aid and health education _____
 - d) Instructional materials _____

Total Credits_____

- 4) Teachers assigned to either simulation or multiple-car programs shall have preparation in the use of these methods which shall consist of a minimum of 1 semester hour or its equivalent in each area.

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

PREVIOUSLY QUALIFIED SOCIAL SCIENCE

(SOSC)

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

Note: Courses designed to train a person in city management or in law and similar or related professions do not apply to social science. Psychology courses may be counted toward this requirement as well as toward the psychology requirement.

1958

Sixteen (16) semester hours of preparation including the following minimum preparation in each subject:

- 1) **Civics-political science—eight (8) semester hours (**CPS**) _____
- 2) **Economics— eight (8) semester hours (**EC**) _____
- 3) Sociology— eight (8) semester hours (**SO**) _____
- 4) **Geography— eight (8) semester hours (**GEOG**) _____
- 5) **American history— eight (8) semester hours (**AMHI**) _____
- 6) **European history— eight (8) semester hours (**EUHI**) _____
- 7) **World history-- eight (8) semester hours in European history and five (5) in American
- 8) history (**WOHI**) _____

A teacher of any history course is expected to have completed at least sixteen (16) semester hours of preparation in the field of history _____

Electives _____

Total Credits _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

(Circle endorsement number(s): 1 2 3 4 5 6 7)

1964-6/30/2004

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Social Science.

24 semester hours in the field, including the semester hours indicated in each subject to be taught.

- 1) **United States History-8 semester hours
(**USHI**) _____
- 2)**Civics, Political Science-8 semester hours
(**CPS**) _____
- 3)**Economics-8 semester hours
(**EC**) _____
- 4) **Geography-8 semester hours
(**GEOG**) _____
- 5) Sociology-8 semester hours
(**SO**) _____
- 6)**World History-8 semester hours in World History, 5 semester hours in U.S. History
(**WOHI**) _____
- 7) Anthropology-5 semester hours
(**AN**) _____

AGENCY NOTE: Every history teacher shall have 16 semester hours in history.

Electives _____

Total Credits _____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

(Circle endorsement number(s): 1 2 3 4 5 6 7)

7/1/2004-Present Endorsement Social Science Designations: History, Geography, Economics, Political Science, Sociology & Anthropology, Psychology

Note: the endorsement structure now in place authorizes a person with an endorsement in social science to teach all social science and the designation allows the person to teach that subject in advanced placement or honors courses.

Applicants seeking a first social science designation

Applicants seeking a first designation must

- complete an approved Illinois program and pass the content area examination for the designation or
- must have 32 semester hours in social science with at least
- 12 semester hours in the designation and
- some work covering at least two other designations in the field and
- pass the content area examination for the designation.

Applicants who already have a designation in social science

Applicants who have a previous designation in social science may obtain an additional designation in social science by either

- Passing the content area examination for the designation or
- Having 32 semester hours in the designation.

Applicants with an endorsement before 7/1/04 in social science seeking a designation

Applicants who have an endorsement under the pre-July, 2004, requirements in the field of social science may obtain a designation by passing the new content area test for the designation. They may then obtain subsequent designations as indicated in the preceding paragraph.

PREVIOUSLY QUALIFIED SPEECH**

**A Subset of English/Language Arts
(SP)**

Record courses on the lines provided in the following sequence: Sem. Credits (Course#)

1958

Sixteen (16) semester hours in the field including a minimum of six (6) semester hours of rhetoric and composition.

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

1964

8 semester hours in speech and 16 semester hours in English or 18 semester hours in speech and 6 semester hours in rhetoric and composition.

Speech_____

English_____

Rhetoric/Comp_____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

1977-6/30/04

Minimum Requirements for Secondary Teachers and Specified Subject-Area Teachers for Speech

1) 8 semester hours in speech selected from at least three of the following four areas:

- public speaking,_____
- interpersonal communication,_____
- oral interpretation_____
- group discussion and _____
- 16 semester hours in English; **or**_____

2) 18 semester hours in speech, selected from the four areas listed above, **and** 6 semester hours in rhetoric and composition_____

Meets: JR. High ____ Middle Grades ____ Senior High ____ Major ____ None ____

7/1/2004-Present

New Rules effective July 1, 2004, changed the requirements for endorsing new certificates and for adding new endorsements to previously issued certificates.

Secondary-Level Endorsement Requirements English/Language Arts (Note: A person who possesses the new endorsement is qualified to teach Speech and all other subjects included under English/Language Arts)

A major in the content area indicated on the transcript or 32 semester hours in the content area;

OR

24 semester hours in content courses completed at one or more institutions and passing the relevant content area test.

If a person seeks an endorsement in a subject where there is no content test, the default requirement is a major or 32 semester hours of content.

SEC. 16-150.1. RETURN TO TEACHING IN SUBJECT SHORTAGE AREA.

- a) As used in this Section, "eligible employment" means employment beginning on or after July 1, 2003 and ending no later than June 30, 2013, in a subject shortage area at a qualified school, in a position requiring certification under the law governing the certification of teachers.

As used in this Section, "qualified school" means a public elementary or secondary school that meets all of the following requirements:

- 1) At the time of hiring a retired teacher under this Section, the school is experiencing a shortage of teachers in the subject shortage area for which the teacher is hired.
 - 2) The school district to which the school belongs has complied with the requirements of subsection (e), and the regional superintendent has certified that compliance to the System.
 - 3) If the school district to which the school belongs provides group health benefits for its teachers generally, substantially similar health benefits are made available for teachers participating in the program under this Section, without any limitations based on pre-existing conditions.
- b) An annuitant receiving a retirement annuity under this Article (other than a disability retirement annuity) may engage in eligible employment at a qualified school without impairing his or her retirement status or retirement annuity, subject to the following conditions:
- 1) the eligible employment does not begin within the school year during which service was terminated;
 - 2) the annuitant has not received any early retirement incentive under Section 16-133.3, 16-133.4, or 16-133.5;
 - 3) if the annuitant retired before age 60 and with less than 34 years of service, the eligible employment does not begin within the year following the effective date of the retirement annuity;
 - 4) if the annuitant retired at age 60 or above or with 34 or more years of service, the eligible employment does not begin within the 90 days following the effective date of the retirement annuity; and
 - 5) before the eligible employment begins, the employer notifies the System in writing of the annuitant's desire to participate in the program established under this Section.
- c) An annuitant engaged in eligible employment in accordance with subsection (b) shall be deemed a participant in the program established under this Section for so long as he or she remains employed in eligible employment.
- d) A participant in the program established under this Section continues to be a retirement annuitant, rather than an active teacher, for all of the purposes of this Code, but shall be deemed an active teacher for other purposes, such as inclusion in a collective bargaining unit, eligibility for group health benefits, and compliance with the laws governing the employment, regulation, certification, treatment, and conduct of teachers.

With respect to an annuitant's eligible employment under this Section, neither employee nor employer contributions shall be made to the System and no additional service credit shall be earned. Eligible employment does not affect the annuitant's final average salary or the amount of the retirement annuity.

- e) Before hiring a teacher under this Section, the school district to which the school belongs must do the following:
- 1) If the school district to which the school belongs has honorably dismissed, within the calendar year preceding the beginning of the school term for which it seeks to employ a retired teacher under the program established in this Section, any teachers who are legally qualified to hold positions in the subject shortage area and have not yet begun to receive their retirement annuities under this Article, the vacant positions must first be tendered to those teachers.
 - 2) For a period of at least 90 days during the 6 months preceding the beginning of either the fall or spring term for which it seeks to employ a retired teacher under the program established in this Section, the school district must, on an ongoing basis, both (i) advertise its vacancies in the subject shortage area in a newspaper of general circulation in the area in which the school is located and in employment bulletins

published by college and university placement offices located near the school; and (ii) search for teachers legally qualified to fill those vacancies through the Illinois Education Job Bank.

The school district must submit documentation of its compliance with this subsection to the regional superintendent. Upon receiving satisfactory documentation from the school district, the regional superintendent shall certify the district's compliance with this subsection to the System.

- f) This Section applies without regard to whether the annuitant was in service on or after the effective date of this amendatory Act of the 93rd General Assembly. (Source: P.A. 93-320, eff. 7-23-03; 94-129, eff. 7-7-05.)

FOREIGN LANGUAGE ENDORSEMENT GUIDE

	K-3	K-4	K-8	5-8	9-12	K-12
04	18 semester hours or the appropriate test	(Already hold a foreign language endorsement), and either the APT – K-9 or the APT - K-12 test*	(Already hold a foreign language endorsement), middle grade courses, and either the APT – K-9 or the APT – K-12 test*	(Already hold a foreign language endorsement), middle grade courses, and either the APT – K-9 or the APT – K-12 test*	(Already hold a foreign language endorsement) and either the APT – 6-12 or the APT – K-12 test*	(Already hold a foreign language endorsement) and the APT – K-12 test*
03	18 semester hours or the appropriate test	18 semester hours or the appropriate test	18 semester hours or the appropriate test and the middle grade courses	18 semester hours or the appropriate test and the middle grade courses	(Already hold a foreign language endorsement) and either the APT – 6-12 or the APT - K-12 test*	(Already hold a foreign language endorsement) and the APT – K-12 test*
09	(Already hold a foreign language endorsement), and either the APT – K-9 or the APT – K-12 test*	(Already hold a foreign language endorsement), and either the APT – K-9 or the APT – K-12 test*	(Already hold a foreign language endorsement), the middle grade courses, and either the APT – K-9 or the APT – K-12 test*	18 semester hours or the appropriate test and the middle grade courses	32 semester hours or the appropriate test	(Already hold a foreign language endorsement) and either the APT- K-9 or the APT – K-12 test*
10	18 semester hours or the appropriate test	18 semester hours or the appropriate test	18 semester hours or the appropriate test and the middle grade courses	18 semester hours or the appropriate test and the middle grade courses	32 semester hours or the appropriate test	32 semester hours or the appropriate test

RECERTIFICATION FOR TYPE 73'S

	Renewing in 2009	Renewing in 2010	Renewing in 2011	Renewing in 2012	Renewing in 2013 & beyond
Licensed by the State as a clinical Professional Counselor	Exempt	Exempt	Exempt	Exempt	Exempt
Licensed by the State as a Professional Counselor	Exempt	Exempt	Exempt	Exempt	Exempt
Licensed by the State as a Clinical Social Worker	Exempt	Exempt	Exempt	Exempt	Exempt
Licensed by the State as a Social Worker	Exempt	Exempt	Exempt	Exempt	Exempt
Licensed by the State as a Speech Language Pathologist	Exempt	Exempt	Exempt	Exempt	Exempt
Certification as a Nationally Certified School Psychologist from the National School Psychology Certification Board	Exempt	Exempt	Exempt	Exempt	Exempt
Nationally Certified School Nurse from the National Board for Certification of School Nurses	Exempt	Exempt	Exempt	Exempt	Exempt
Nationally Certified as a National Certified Counselor or National Certified School Counselor from the National Board for Certified Counselors	Exempt	Exempt	Exempt	Exempt	Exempt
Holds a certificate of Clinical Competence from the American Speech-Language-Hearing Association	Exempt	Exempt	Exempt	Exempt	Exempt
None of the Above	16 CPDU's	32 CPDU's	48 CPDU's	64 CPDU's	80 CPDU's

Begins July 1, 2008

(SECTION 25.275 RENEWAL OF THE SCHOOL SERVICE PERSONNEL CERTIFICATE)

Except as otherwise provided in this subsection (e), the certificate holder's activities must address and must reflect the following continuing professional development purposes:

- 1) Advance both the certificate holder's knowledge and skills consistent with the Illinois Standards for the service area in which the certificate is endorsed in order to keep the certificate holder current in that area.
- 2) Develop the certificate holder's knowledge and skills in areas determined by the State Board of Education to be critical for all school service personnel.
- 3) Address the knowledge, skills, and goals of the certificate holder's local school improvement plan, if the certificate holder is employed in an Illinois public or State-operated elementary school, secondary school, or cooperative or joint agreement with a governing body or board of control.
- 4) Address the needs of serving students with disabilities, including adapting and modifying clinical or professional practices to meet the needs of students with disabilities and serving such students in the least restrictive environment.

The coursework or continuing professional development units ("CPDU") required under this subsection (e) must total 80 CPDUs or the equivalent and **must address 3 of the 4 purposes** described in items (1) through (4) of this subsection (e).

Log onto the ECS website at <https://sec1.isbe.net/ecs/>

Then click on the "Professional Development and Renewal" tab.

Then click on "Professional Development Activity."

Then click "Enter/Review Professional Development."

On the next screen they select the correct cycle and then click "Enter/Review Professional Development."

RECERTIFICATION OF DEANS AND SUPERVISORS

(This was copied from a Patrick Murphy email June 3, 2008)

Dear Regional Superintendent, Assistant Regional Superintendent, and ROE Certification Staff,

This message is meant to provide more information about professional development required for deans and supervisors to renew their certificate(s).

The Certification Division has been receiving a number of inquiries about specific deans and supervisors in relation to what they must complete in order to renew their certificate(s). This issue can be complex because people serving in some of these positions consider themselves to be in an administrator position even though they only hold a teaching certificate with a supervisory endorsement.

Currently, school districts are instructed to report a person serving as a dean as a “Supervisory Dean” or a “Student Dean” on the Teacher Service Record.

- In order to be employed as a “Supervisory Dean,” a person must hold an administrative Type 75 certificate with a General Administrative or General Supervisory endorsement.
- In order to be employed as a “Student Dean,” a person must hold any teaching certificate.

This means persons employed as a “Supervisory Dean” in an Illinois public school must complete the administrative certificate renewal process and persons employed as a “Student Dean” must complete the teacher certificate renewal process.

Currently, school districts are instructed to report a person serving as a supervisor as a “Staff Supervisor” or a “Program Supervisor” on the Teacher Service Record.

- In order to be employed as a “Staff Supervisor,” a person must hold an administrative Type 75 certificate with a Superintendent, General Administrative, or General Supervisory endorsement OR a teaching certificate with the appropriate subject/supervising endorsement.
- In order to be employed as a “Program Supervisor,” a person must hold an administrative Type 75 certificate with a Superintendent, General Administrative, or General Supervisory endorsement OR a teaching certificate with the appropriate subject/supervising endorsement.

This means persons employed as a “Staff Supervisor” or “Program Supervisor” in an Illinois public school can complete either the administrative certificate renewal or the teacher certificate renewal process if they hold both certificates. (Please note that TCIS is programmed to indicate they must complete the administrative certificate renewal process, but that can easily be changed by entering an exemption for the administrative certificate). **If the supervisor only holds one type of certificate, he or she must complete the process associated with that type of certificate.**

Feel free to share this information with your local school districts where appropriate. Thank you for your help with this issue.

Dennis Williams
Division Administrator
Certification & Professional Development

PRIORITY RUSHES

- Verify that there is an application on file, and that the evaluation has not expired.
- Verify that the individual has a valid, comparable certificate from another state and has requested a provisional certificate.
- Verify that the priority rush request is for the same type of certificate for which the person applied.
- Make sure we have bachelor's transcripts on file for any teaching certificate, as well as the transcripts for the education program completed.
- For endorsement evaluations, make sure the individual has completed the test if required for the endorsement.
- Make sure the applicant has not requested more than the allowed number of endorsements per application.
- Make sure that the endorsements requested are within the grade range of the certificate (except for foreign languages.)
- If the applicant is not a US citizen, make sure that proof of legal presence and employment eligibility, as well as the 73-91 has been submitted.
- We need a SAP or an out of state certificate to begin the evaluation. However, we cannot issue a provisional certificate or consider a test waiver unless a valid certificate is on file.
- A letter verifying program completion and recommendation for a certificate will be used as a SAP. *This letter will not be used as a certificate from another state.*

If you have questions regarding any of this information, please call our office or email your ROE certification liaison.

DESCRIPTIONS OF QUALIFICATIONS AND CERTIFICATES FOR TEACHING ENGLISH LANGUAGE LEARNERS

	Bilingual/ESL Approval	Bilingual/ESL Endorsement	English as a New Language		Transitional Bilingual	Visiting International Teaching Certificate
Definition	Coursework taken either as a part of a teacher certification program or after regular certificate has been obtained.	Coursework taken either as a part of a teacher certification program or after regular certificate has been obtained.	Endorsement on a special certificate	Endorsement on a secondary certificate	Temporary certificate valid for 6 years with 2-year extension if requested.	Issued to teachers trained abroad who are Participating in our state-approved international teacher exchange program. Valid for three years and is non-renewable.
Certificate Type	Early Childhood (Type 04) Elementary (Type 03) Secondary (Type 09) Special (Type 10)	Early Childhood (Type 04) Elementary (Type 03) Secondary (Type 09) Special (Type 10)	Special (Type 10)	Secondary (Type 09)	Type 29	Early Childhood (Type 54) Elementary (Type 53) Secondary (Type 59) Special (Type 50) May also obtain endorsements in the following areas: bilingual, ESL, and foreign language
Requirements	18 semester hours, attached to an existing certificate, distributed as shown here: Bilingual/ESL requirements.	18 semester hours, attached to an existing certificate, distributed as shown here: Bilingual/ESL requirements.	Must meet professional education requirements and have completed 32 semester hours in ESL/ENL	24 semester hours in ENL (ESL and Bilingual coursework) and pass the ENL test or 32 semester hours in ENL	Completion of applicable certification program and Bilingual/ESL approval coursework prior to expiration of Type 29	Must have comparable credentials issued by the home country
Testing Illinois Certification Testing System	Must pass ISBE language proficiency test for bilingual approval	Must pass ISBE language proficiency test for bilingual endorsement	Pass basic skills, ENL, and APT tests. Must also pass the language proficiency test if wishing to teach in a bilingual setting.	ENL test required if the applicant only has 24 semester hours. Language proficiency test required if wishing to teach in bilingual setting.	ISBE language proficiency test.	Must demonstrate English proficiency through ISBE-specified testing conducted abroad.

	Bilingual/ESL Approval	Bilingual/ESL Endorsement	English as a New Language		Transitional Bilingual	Visiting International Teaching Certificate
Application process (Hyperlink forms)	No fee required. ISBE form 73-49 submitted to ROE or ISBE. Verification of teaching experience required for Bilingual/ESL approval. Official transcripts required.	\$30 fee required if added to an existing certificate. ISBE form 73-52 submitted to ROE or ISBE. Verification of teaching experience required for Bilingual/ESL endorsement. Official transcripts required. Endorsements available include: grades K-3 on Type 04, grades K-4 or middle grade on 03, middle grade or senior high school on 09, and K-4, middle grade, or senior high school on 10.	\$30 fee required. ISBE form 73-03C submitted to ROE or ISBE. Official transcripts required. (Foreign credentials evaluated by ISBE-approved agency. ROE may also copy original foreign documents to send to ISBE.) Approved Sources for Foreign Credential Evaluation	\$30 fee required. ISBE form 73-52 submitted to ROE or ISBE. Official transcripts required. (Foreign credentials evaluated by ISBE-approved agency. ROE may also copy original foreign documents to send to ISBE.) Approved Sources for Foreign Credential Evaluation	\$30 fee required. ISBE form 73-03C submitted to ROE or ISBE. Official transcripts required. (Foreign credentials evaluated by ISBE approved agency. ROE may also copy original foreign documents to send to ISBE.) Approved Sources for Foreign Credential Evaluation	\$30 fee required. ISBE form 73-03F submitted to ROE. Official transcripts required evaluated by ISBE approved agency. ROE may also copy original foreign documents to send to ISBE.) Approved Sources for Foreign Credential Evaluation
Clinical experience `	100 clock hours or three months teaching experience in Bilingual/ESL setting as applicable.	100 clock hours or three month teaching experience in Bilingual/ESL setting as applicable.	As determined by program/coursework.	As determined by program/coursework.	Not applicable	Not applicable
Prerequisite	Must hold a regular teaching certificate (Type 04, 03, 09, or 10)	Must hold a regular teaching certificate (Type 04, 03, 09, or 10)	Hold a comparable certificate from another state/country or complete a comparable approved program.	Must hold either Type 09 or 10 teaching certificate.	Pass ISBE language proficiency test and complete either a teacher preparation program or hold a bachelors degree or its equivalent.	Must meet visa requirement by submitting proof of legal presence and eligibility for employment in the U.S.

	Bilingual/ESL Approval	Bilingual/ESL Endorsement	English as a New Language		Transitional Bilingual	Visiting International Teaching Certificate
Teaching assignment	As determined by regular certificate(s).	As determined by regular certificate.	May teach K-12 in an ESL setting and K-12 in a bilingual setting only if the certificate has a language designation	May teach ESL in grades 9-12 and bilingual in grades 9-12 if the ENL endorsement also contains a language designation.	May teach in a K-12 bilingual program and K-6 ESL program.	Qualified to teach same subjects/grade levels as those in home country.
Non-Citizens	Not applicable	Not applicable	Submit proof of legal presence and eligibility for employment and Declaration of Intent to Become a United States Citizen (Form 73-91)		Submit proof of legal presence and eligibility for employment.	Submit proof of legal presence and eligibility for employment.

BASIC SKILLS TEST

- July 1, 1988 – (096) Became a requirement for certification (Piloted in 1986 & 1987)
- 2002 – 2003 – Became a requirement for entrance to a program
- September 1, 2010 – (300) Test format changed to four subsections; First implemented September 11, 2010
- February, 2012 – Test of Academic Proficiency phase in; Complete transition by mid-April, 2012
- Prior to July 25, 2008, all certification tests valid for five years.
- Beginning July 25, 2008, all certification tests valid for ten years.
- Beginning July 1, 2012, all certification tests valid for five years.
- Until July 1, 2012, an educator who passed the basic skills test more than ten years ago, and received a certificate, and where the test was not a requirement for entrance to an educator preparation program is required to take the test prior to issuance of a subsequent certificate.
- Beginning July 1, 2012, any educator who passed the basic skills test at any time and received an Illinois certificate, may apply for a subsequent certificate without being required to take the test again.