

# Initial Certification Renewal Information

## In order to receive a Standard Certificate, the Initial Certificate holder must

1. accrue four years of teaching experience on a valid certificate
2. complete one of the following professional development options
  - Advanced degree – a Master’s Degree either before receiving the certificate or before the four years of full-time employment have been fulfilled.
  - Approved Induction and Mentoring Program (District 129’s program is not approved by the ISBE)
  - National Board for Professional Teaching Standards certification/process
  - 12 semester hours of graduate level coursework that is toward the completion of a degree program
  - A 12-hour, education related professional development certificate
  - Subsequent, Illinois certificate or endorsement
  - Requirements for becoming NCLB “highly qualified” in another teaching area
  - Exam
  - Four semester hours of approved graduate-level coursework in either:
    - Self-assessment
    - NBPTS certification preparation
  - Continuing Professional Development Units (CPDUs) – 60 CPDUs

## Your certificate is expiring . . .

**Scenario 1** – You have **NOT** completed 4 years of full-time teaching on a valid teaching certificate (You will complete the process in April of your renewal year.)

1. Complete form 73-10 – This will come as a pre-printed form from Kane ROE, usually in April.
2. Submit certificate, form 73-10 and \$20.00 for renewal of Initial Certificate

**Scenario 2** – You have completed 4 years of full-time teaching on a valid certificate **and** have completed your professional development option (You can complete steps 1 – 3 after September 1 of your renewal year and steps 4 – 6 in the spring of your renewal year.)

1. Obtain a letter indicating your years of experience from your district’s Human Resource Department. If years in another district(s) are being used to accumulate the 4 years, it is **your** responsibility to obtain a letter from that district(s) indicating your years of service with that district(s).
2. Follow directions for CERTS (found at <https://sec1.isbe.net/Certs/Default.asp>) to enter your professional development activities and submit your statement of assurance. Professional development activities can be added at any time during the four year cycle; however the statement of assurance can not be submitted until after September 1 of your fourth year of teaching. Maintain the evidence of completion for your professional development activities in a secure location. You may be audited and it is your responsibility to be able to produce the evidence when requested.

3. Complete form 73-03c for **EACH** certificate that you hold. That form can be found at <http://www.isbe.net/certification/html/forms.htm>. If you have questions regarding how to complete the forms, please contact The Kane County ROE at 232-5962 (prompt 2).
4. A pre-printed form will be sent to District 129 from Kane ROE, usually in April. This form replaces form 73-10. When you get this form please look it over and make sure that all information is correct. If you have questions regarding how to complete the forms, please contact The Kane County ROE at 232-5962 (prompt 2).
5. Submit form(s) 73-03c, the pre-printed form or 73-10, your letter(s) to verify total of 4 years teaching experience and money for standard certificate (\$30 application fee per certificate and \$25 for registration of all certificates for 5 years). The registration fee could vary depending based on your own circumstance. If you are claiming that you have completed a master's degree please submit an original transcript with this paperwork. (This degree will be recorded with the ISBE and then you will have fewer requirements during your next renewal cycle.)
6. As a reminder, maintain the evidence of completion for your professional development activities in a secure location. You may be audited and it is your responsibility to be able to produce the evidence when requested.

**Scenario 3** – You have completed 4 years of full-time teaching on a valid certificate but have NOT completed your professional development option

1. Complete form 73-93 – This can be obtained from the ISBE website. [http://www.isbe.net/certification/pdf/73-93\\_1year\\_reinstatement.pdf](http://www.isbe.net/certification/pdf/73-93_1year_reinstatement.pdf)
2. Submit certificate, form 73-93 and \$5.00 for renewal of Initial Certificate
3. You must complete the professional development option during this year or you will lose your teaching certificate after this year.