

Procedures for Renewing the Standard/Master Certificate

Legislation that went into effect June 30, 2004, significantly changed the requirements for renewing the Standard/Master certificate, simplifying the application process and adding several professional development options. Teachers will submit forms directly to their Regional Office of Education or Local Professional Development Committee (LPDC) if the employing district and its exclusive representative, if any, agree to keep the LPDC. Teachers are still required to complete professional development.

[Illinois General Assembly - Full Text of Public Act 093-0679](#)

Renewal Process

Teachers who are required to maintain their certificates as valid and active for any part of their validity period must submit the following:

- [ISBE Form 73-98](#), Assurance of Completion of Professional Development for Renewal of Standard/Master Certificates;
- [ISBE Form 73-10](#), Certificate Registration Form; and
- appropriate registration fee.

Important Changes to Procedures

Teachers are no longer required to:

- create or submit Certificate Renewal Plans,
- submit Claims for Credit, or
- request approval from an LPDC for activities.

Teachers are required to:

- complete creditable professional development activities;
- maintain evidence of completion;
- request approval for travel from their Regional Office of Education, or LPDC, if applicable;
- submit assurance statement.

LPDCs ARE NOT REQUIRED.

A district may continue to have an LPDC by agreement between the teachers' exclusive representative and the administration. The LPDC's function will be to review Statement of Assurance forms at the end of teachers' validity cycle and recommend teachers for renewal.

Teachers in districts that no longer have an LPDC do not need an LPDC recommendation and must apply for renewal directly to the Regional Office of Education.

TEACHERS WITH ADVANCED DEGREES OR MASTER CERTIFICATES

Teachers who hold one or more advanced degrees or a Master Teaching Certificate are eligible for reductions in professional development requirements when they apply for renewal of their certificates on or after July 1, 2004. The least restrictive environment requirement should be calculated on the reduced amount of professional development in the same proportions (20% for regular education teachers and 50% for

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special education teachers). The reductions apply only to the options of earning CEUs/CPDUs or 8 semester hours of college coursework and are as follows:

- Teachers with a master's degree in an education-related field need to complete two-thirds of the professional development requirement.
- Teachers with more than one master's degree, an educational specialist, or doctorate need to complete one-third of the professional development requirement.
- Teachers with a Master Certificate obtained as a result of NBPTS certification need to complete one-third of the professional development requirement.

Professional Development Options That Meet Requirements for Renewal

Teachers may use one of the following or a combination of college coursework and CEUs/CPDUs to qualify for renewal of their teaching certificates:

- Complete advanced degree
- Meet Illinois criteria for becoming highly qualified in another teaching area*
- Complete National Board for Professional Teaching Standards (NBPTS) certification process
- Earn eight semester hours of college coursework in education-related program
- Earn subsequent Illinois certificate or endorsement*
- Complete four semester hours of graduate coursework in Assessment of Teaching Performance or NBPTS preparation*
- Earn CEUs/CPDUs in activities listed below

*Indicates new options.

Creditable Activities for CPDUs/CEUs

Regular education teachers using CPDUs/CEUs for all or part of their professional development must have 20% pertaining to serving students in the least restrictive environment; special education teachers must have 50%.

1. Collaborative planning and professional improvement teams
2. Peer review and peer coaching
3. Mentor, recipient or remediating teacher
4. Site-based management or decision-making teams, boards or task forces
5. Coordinating community resources
6. Facilitating parent education programs
7. Business, school or community partnerships
8. Supervising a student teacher
9. College coursework
10. Teaching college courses
11. Workshops, seminars, conferences, institutes, symposia **(require approved providers)**
12. Presenting at workshops, seminars, conferences, etc.
13. Training as external reviewers
14. Training as reviewers of university teacher preparation programs
15. Action research and inquiry projects
16. Observing programs or teaching in schools, business or industry
17. Travel **(requires prior approval of LPDC or Regional Superintendent)**
18. Study groups
19. Statewide education-related committee
20. Work-learn programs or internships
21. Portfolio of student and teacher work
22. Curriculum development or assessment activities
23. Team or department leadership
24. External or internal school or district review teams
25. Publishing education articles, columns or books
26. Non-strike related professional association or union service related to professional development
27. "Other" activities aligned to one of the above purposes

Important Changes for Professional Development Activities

New legislation made the following changes in approval and crediting of professional development activities:

- No credit may be earned for activities or events that are designed for entertainment, promotional or commercial purposes or those that are solely inspirational or motivational. The State Superintendent of Education or a Regional Superintendent of Education will investigate complaints and review the activities, which may result in a recommendation to disapprove them.
- If there is no responsible LPDC, a Regional Superintendent or his/her designee must approve travel 30 days prior to the travel experience.
- The State Teacher Certification Board and the State Board of Education have the authority to jointly disapprove professional development activities and events offered by providers of conferences, workshops, institutes, seminars, symposia and similar training activities.

Additional Notes

Holders of Master Certificates can now qualify for certificate renewal by completing the NBPTS recertification process.

Holders of Master Certificates in science or social science can teach in any of the subject areas within those fields, including those taught at an advanced level.

Completion of the “reflection statement” on Evidence of Completion forms ([ISBE 77-21B](#)) is now optional.

Recommendations for Nonrenewal of Standard/Master Certificates

1. LPDCs who recommend nonrenewal must at the same time notify the teachers by certified mail, return receipt requested
2. If an LPDC does not respond within 30 days after receiving the request for recommendation or an LPDC recommends nonrenewal, the teacher may appeal to the responsible Regional Professional Development Review Committee (RPDRC) using [ISBE 77-17](#) “Appeal of LPDC’s Recommendation for Nonrenewal”.
3. Within 45 days after receiving an appeal, the RPDRC must forward any materials submitted by the teacher and its recommendation to the regional superintendent.
4. Within 14 days of receiving the last recommendation, if any, the regional superintendent must forward his or her recommendation to the State Teacher Certification Board (STCB).
5. If the regional superintendent recommends renewal, the teacher’s name is added to a list as recommended for renewal for presentation to the STCB for its approval.
6. If the regional superintendent recommends nonrenewal, the regional superintendent sends the applicant a copy of the recommendation, the application and fee by certified mail, return receipt requested.
7. If the regional superintendent recommends renewal despite a recommendation for nonrenewal from an LPDC and/or RPDRC the regional superintendent forwards to the STCB:
 - the materials received from the teacher,
 - the LPDC’s recommendation, if any,
 - the RPDRC’s recommendation and any supporting materials received by the RPDRC, and
 - the regional superintendent’s rationale for his or her recommendation.
8. Within 14 days of receiving the notice, the teacher may appeal decision to the State Teacher Certification Board (STCB) using [ISBE 77-18](#) “Appeal to the State Teacher Certification Board.” The appeal must state the reasons why the State Board’s decision should be reversed and include any evidence that he or she has satisfactorily completed activities to meet the requirements. Grounds for a recommendation of nonrenewal are limited to the certificate holder’s failure to satisfactorily complete activities sufficient to meet the requirements. Created on 10/22/2004 9:18 AM
9. Within 60 days after receipt of an appeal, the STCB will hold a hearing.