

DIRECTIONS FOR ECS TO ENTER ACTIVITIES FOR YOUR STANDARD or INITIAL CERTIFICATE

1) Go to ECS site - either from D39 home page - For Staff > Logins > Educator Certification System (ECS) OR

<http://www.isbe.net/ECS/default.htm>

2a) If you are a New User (never entered any activities previously), you have to create an account. BE SURE to write down or print out your Account ID and Password that you create in this process. The website will walk you through the steps.

2b) If you have previously used ECS and have created a user name and password, you can enter those items.

2c) If you have forgotten your user name and/or password, create new one(s).

The screenshot shows the ECS login page with the following sections:

- Log Into ECS - Frequently Asked Questions**
- Already have an account? Login Here:** Includes fields for Account ID (95629) and Password (masked with dots), and a Login button.
- New User? Create Account Here:** Includes a Create New Account button.
- Forgot Login Info? Login Here:** Includes a Reset Account button.
- District Administrators: Look Up Staff Here:** Includes fields for SSN, IEIN, and Last Name, and a Find Staff Member button.

Red arrows point from the text instructions to the Login, Create New Account, and Reset Account buttons.

3) Be sure to check for accuracy:

- My Profile (for your personal information and Educator Profile)
- My Credentials (for your current credential(s))

4) To enter ACTIVITIES, click on the second item - "You can now enter your professional development in ECS"

You can now update your NCLB subject areas online (HOUSSE) - NEW

ISBE has determined the subject areas for which you are Highly Qualified (HQ) based upon having on file at ISBE one or more of the qualifying credentials. You can view these State determined HQ subject areas by clicking on this link. If you are a veteran teacher (1 full year teaching the subject) you can apply to be highly qualified in a subject area through HOUSSE. Click on this link to start your HOUSSE application.

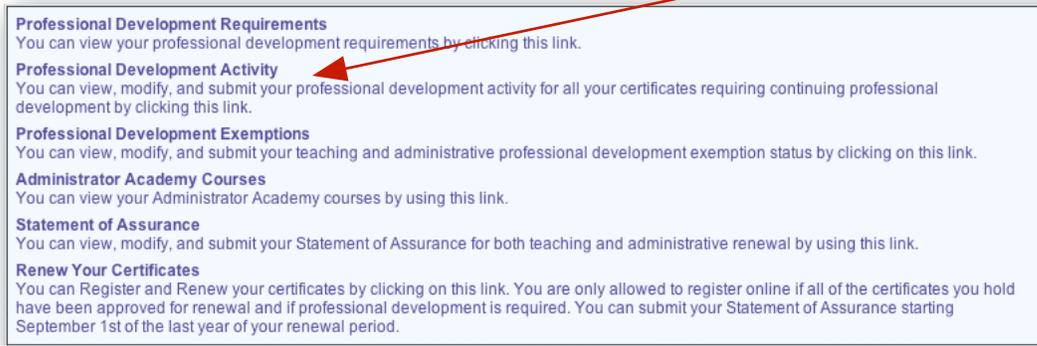
You can now enter your professional development in ECS - NEW

The functionality that used to be in CeRTS and CeRTS for Administrators has been incorporated into ECS. Click on this link to explore this new functionality.

You have been assigned an Illinois Educator Identification Number (IEIN) - ATTENTION

ISBE is taking steps to protect your identity. The first step is the assignment of an Illinois Educator Identification Number (IEIN). Click on this link to see your newly assigned IEIN.

5) In the next window, choose the second item - "Professional Development Activity"



Professional Development Requirements
You can view your professional development requirements by clicking this link.

Professional Development Activity
You can view, modify, and submit your professional development activity for all your certificates requiring continuing professional development by clicking this link.

Professional Development Exemptions
You can view, modify, and submit your teaching and administrative professional development exemption status by clicking on this link.

Administrator Academy Courses
You can view your Administrator Academy courses by using this link.

Statement of Assurance
You can view, modify, and submit your Statement of Assurance for both teaching and administrative renewal by using this link.

Renew Your Certificates
You can Register and Renew your certificates by clicking on this link. You are only allowed to register online if all of the certificates you hold have been approved for renewal and if professional development is required. You can submit your Statement of Assurance starting September 1st of the last year of your renewal period.

6) In the next window, choose the dark blue item "Enter/Review Professional Development" - all activities that you have previously entered (if you have) should appear.

7) In this window you need to click **again** on the dark blue item "Enter/Review Professional Development" to add an activity. Scroll down to see those that you have already entered and the totals.

8) ECS walks you through the steps to complete this task. **Most** activities will use these answers:

Step 1 - the bottom choice (Continuing Professional Development Units (CPDUs)

Step 2 - most will use 012 - "Participated at workshops/seminars, conferences, institutes, symposiums." However, other choices are possible: student teaching, grad courses, presentations, etc.

Step 3 - choose number of points (hours of attendance from list)

Step 4 - enter the start and finish dates (follow form)

Step 5 - choose "provider" - if Wilmette, click on the "W" and scroll way down to WILMETTE SCHOOL DISTRICT #39 (use the capitalized one). If taken elsewhere, choose the appropriate beginning letter to speed up the process.

Step 6 - complete the sentence for the Description of Activity by telling the name of the Workshop (or course). You do NOT have to write any more information.

Step 7 - NOTE: It does not matter which Purpose (A, B, C, or D). The only Purpose that is **REQUIRED** is E (Special Ed) for those activities that fit the description. You must have 20% of your points in Purpose E.

Step 8 - Choose the "not applicable"

- 9) When you have entered enough activities to satisfy the requirements - for most it is 120 CPDUs (80 if you have a Master's registered with the state), you can submit your "**Statement of Assurance**" that you have completed the requirements. This is located on the left side of the screen.
- 10) You must check the ECS site (Statement of Assurance link) periodically to see if it is approved. They do NOT send you an email when they do it. If it continues to say "pending" or says "view", check your Activities section again to see if any of those submitted were not approved. If you have not met the quota, you need to remedy the issue (either enter something else or fix what they suggest is the problem) and re-submit the Statement of Assurance (and wait some more).
- 11) The final step on ESC, after your Statement of Assurance is approved, is to "Register Certificate" - here is where you pay your money with credit card. The fee is:
 - For Initial to Standard Certificate = \$75.00 + \$1.75 service charge
 - To Register Certificate for 5 years = \$50.00 + \$1.75 service charge

Please make sure that you "register" in Region 05
- 12) The LAST step is to email Ann Harang in the HR office - haranga@wilmette39.org and tell her you have completed this process.