

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

1) Go to ECS site - either from D39 home page - Resources - Teacher OR  
<https://secqa1.isbe.net/ecs/>

2a) If you are a New User (never entered any activities through CeRTS or OTIS, 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 CeRTS or OTIS and have created a user

The screenshot shows the 'Log Into ECS - Frequently Asked Questions' page. It is divided into four quadrants. The top-left quadrant is yellow and titled 'Already have an account? Login Here:'. It contains a text box for 'Account ID:' with the value '96629', a text box for 'Password:' with six dots, and a 'Login' button. The top-right quadrant is light blue and titled 'New User? Create Account Here:'. It contains a paragraph of text and a 'Create New Account' button. The bottom-left quadrant is light blue and titled 'Forgot Login Info? Login Here:'. It contains a paragraph of text and a 'Reset Account' button. The bottom-right quadrant is light blue and titled 'District Administrators: Look Up Staff Here'. It contains three text boxes for 'SSN:', 'IEIN:', and 'Last Name:', with 'OR' and 'AND' between them, and a 'Find Staff Member' button. Two red arrows originate from the text in step 2a: one points to the 'Account ID:' text box, and the other points to the 'Create New Account' button.

3) To enter ACTIVITIES, click on the second item - "You can now enter

### 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 the qualifying credentials. You can view these State determined HQ subject areas by clicking on teacher (1 full year teaching the subject) you can apply to be highly qualified in a subject area link to start your HOUSSE application.

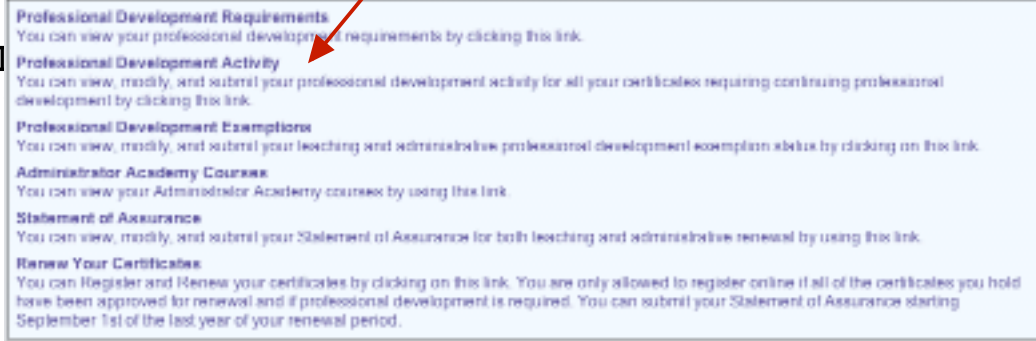
### You can now enter your professional development in ECS - **NEW**

The functionality that used to be in CeRTS and CeRTS for Administrators has been incorporate 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 Click on this link to see your newly assigned IEIN.

4) 1



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 alerts 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.

- 5) 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.
- 6) 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.
- 7) ECS walks you through the steps to complete this task. Most activities will use these answers:

**Step 2** - the bottom choice (Continuing Professional Development Units (CPDUs)

**Next Step 1** - 012 - Participated at workshops/seminars, conferences, institutes, symposiums

**Step 3** - click on the "W" and scroll way down to WILMETTE SCHOOL DISTRICT #39 (use the 2nd one) IF your activity took place here. If taken place elsewhere, choose the appropriate beginning letter to speed up the process.

**Step 4** - complete the sentence for the Description of Activity by telling the name of the Workshop (CEI). You do NOT have to write any more information

**Step 5 - NOTE:** It does not matter what you put in the Purpose column (A, B, C, or D) if you had determined “purposes” when you filed the “original plan” as “plans” are no longer required. The only Purpose that is **REQUIRED** is E (Special Ed) for those activities that fit the description.

**Step 6** - Choose the appropriate “subject area.” If none fit, you **CAN** leave this blank and move on.

**NOTE:** When you have entered enough activities to satisfy the requirements - for most it is 120 CPDUs - you can find the links to:

- 1) Move from Initial to Standard
- 2) Renew Standard or Master Level Certificate

You can submit your “Statement of Assurance” that you have completed the requirements as early as September of the year your certificate expires.

More on this process later.