

Dear Graduate:

Congratulations upon completion of your bachelor's degree. The teacher education program which you completed is approved by both NCATE (National Council for Accreditation of Teacher Education) and the State of Illinois.

Since you are a candidate who has completed an approved program in a university participating in the electronic entitlement process, you should use the Educator Certification System (ECS) to submit your application for your teaching certificate. In addition to applying for your certificate on-line, you will be able to use American Express, Discover, Master Card or Visa credit cards to pay your fees. Please follow these steps to submit an online application and use a credit card to pay the fees.

1. Go to the ECS web site [www.isbe.net/ECS](http://www.isbe.net/ECS)
2. If you do not have one, set up an ECS account.
3. Log into ECS
4. Select the Applications menu item
5. Select the Entitlement Certificate Application menu item
6. Click on the Apply Online link to the right of your entitlement certificate
7. Follow the 11-step wizard through the application process
8. Print the final page for your records.
9. Mail official transcripts from all institutions you have attended to: **Illinois State Board of Education, Teacher Certification Department, 100 North First Springfield, IL 62777.**

Your certificate will be mailed to the address you provide on the ECS system, so please double-check the address included in your application. Once your certificate has been received, you may register it in ECS by selecting the Register/Renew menu item and following the eleven step wizard. In step three of the Register/Renew link, select the region of the state where you will be teaching or select the region where you live. If you are assigned a position in another region you can log into ECS later and register for that region at no charge.

It is important that you obtain your Illinois teaching certificate following graduation even though you may not be planning to teach at that time. Requirements for certificates issued by the State of Illinois also include a passing score on tests administered by the State of Illinois in the major subject area of the certificate and the Assessment of Professional Teaching test. **NOTE: According to ISBE rules, the first year of every certificate expires on June 30 following the date of issue.**

When you receive your certificate, it will be "endorsed" for the subjects you are "qualified" to teach as a result of completing your major(s) and minor(s). The qualifications are based on the minimum coursework requirements established by the Illinois State Board of Education.

If you plan to seek employment outside the State of Illinois, you should seek information from the education department of the new state. We verify only the approved teacher education program completed by you through Illinois State University.

Questions concerning your undergraduate entitlement program should be referred to Illinois State University, Evaluation Services, Campus Box 2202, Normal, IL 61790-2202.

Edward F Mayer  
Associate University Registrar