

Instructions for Applying for your Entitlement Certificate Online

Use the Educator Certification System (ECS) to submit your application for your entitlement certificate. ECS can be accessed at www.isbe.net/ecs or by going to the ISBE web site www.isbe.net and clicking on the ECS link in the main menu.

In addition to applying for your certificate on-line, you will be able to use American Express, Discover, Mastercard, and Visa credit cards to pay your fees.

Please follow these steps to submit an on-line application and use a credit card to pay the fees:

1. Go to the ECS website at www.isbe.net/ECS
2. If you do not already 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 eleven-step wizard through the application process

Your certificate will then be mailed to the address you provide on the ECS system, so it is imperative that you double-check the address you provided on your application.

When you have completed the application process on ECS and your certificate has been issued, you will need to register your certificate. You can register your certificate in ECS by selecting the Register/Renew menu item and follow the eleven-step wizard. On step three of the registration wizard select the region of the state where you will be teaching. If you do not know where you will be teaching select the region where you live and register the certificate in that region. If you are assigned a position in another region you can log into ECS later and register for the other region for no charge.

Mail official transcripts from **all** the institutions you have attended to: Illinois State Board of Education, Teacher Certification Department, 100 North First, Springfield, IL 62777.

It is important that you obtain your Illinois teaching certificate immediately upon the completion of your program, even though you may not be planning to teach at that time. It has been suggested that you apply on or after July 1st since that is the beginning of the state's year. Requirements for certificates issued by the State of Illinois include a passing score on tests administered by the State of Illinois in the major subject area of the certificate.

At the end of each process use your internet browser's print button to print the last screen. You can also print the Current Credential screen in ECS for proof of certification and registration.