

## Steps to Record/Edit/Submit Statement of Assurance Administrative Certificate

<http://www.isbe.net/certification/html/admin.htm>

**Important message:** Please review your exemption status before you begin recording your professional development activities. This is to ensure your requirements are reflected correctly. If your status is not correct, please take the necessary steps to correct it. If you are retired and have not actively taught within your five year cycle, record your exemption status before registering your certificate. If you worked part of your cycle and have now retired change your exemption status; record your professional development; met State approval before registering your certificate.

How to change your exempt status:

- Create a login or log in to existing ECS account at web site <https://sec1.isbe.net/ecs/>
- Click on professional development
- Click on exemptions
- Click on enter/review exemptions under the certificate applicable
- Click on modify exemption status for the certificate applicable
- Click on the semester (s) you are changing status
- Click next
- Select the explanation for change of status
- Type in reason for exemption
- Click on submit

Your exemption request will show as pending until reviewed at the Regional Office level. This request may take up to 2 weeks for review. Please monitor the status for pending, approved or returned.

Record your professional development activities: **This step is required if you actively worked as an administrator in a public school. (See rules for exceptions).**

- Log in the ECS system
- Click on professional development
- Click on requirements (this will allow you to view the total requirements expected of you based on your exemption status).
- Click on activities-you may enter your activities anytime during your renewal cycle and submit after September 1<sup>st</sup> of the last year of the validity of your certificate
- Click on enter/review under the certificate applicable.
- Enter each activity individually

How to change/edit/remove activities recorded in ECS:

- Log into ECS system
- Click on professional development
- Click on activities
- Click on enter/review under the certificate applicable
- Scroll down to see activities
- On the right of each activity select edit/remove
- Click on either edit or remove and follow the prompts
- ECS will guide you the process

Submit statement of assurance: **This step is required to register your certificate for the next cycle.**

- Click on the Statement of Assurance (on the left side of the screen).
- Click on Submit/Review Statement of Assurance (under your appropriate teaching certificate).
- Follow the 11 step wizard to Submit Statement of Assurance.
- You will receive a prompt that Statement of Assurance has been submitted.
- To review approval status of your Statement of Assurance click on Statement of Assurance.

If you receive notice from either the Regional office or State Board of Education to edit your statement of assurance follow the steps to re-submit statement of assurance after corrections are made.

Statement of assurance has met approval:

- Pay online-click on Register/Renew certificate follow the prompts-include a \$1.75 service fee
- Pay at the Lake County Regional Office of Education with statement of assurance approval only. No credit cards accepted.