LOYOLA UNIVERSITY CHICAGO - SCHOOL OF EDUCATION

PROCEDURES FOR RECEIVNG YOUR TYPE 75 SCHOOL ADMINISTRATION CERTIFICATE OR SCHOOL SUPERINTENDENT ENDORSEMENT

Step 1: Complete the "Entitlement Form" and attach a copy of your unofficial LOCUS transcripts and a letter from your employer verifying two years full time teaching or school service personnel experience for the administrative certificate or two full years administrative experience for the superintendent endorsement. If you are in a certification only program, also attach a copy of your transcript evaluation.
Return all documents to:

Dr. Marla Israel
1149 Lewis Towers
Loyola University Chicago
School of Education
820 N. Michigan Ave.
Chicago, IL 60611

Step 2: Verification by the certification officer of the following:

- Passing scores on the appropriate School Administrator and Basic Skills tests
- Degree Posting (if appropriate)
- All program requirements satisfied
- Passing grades in all coursework and practicum

Step 3: You will be notified via email that you are ready to proceed to Step 4.

Step 4: ISBE Educator's Certification System (ECS)
[Note: You will be able to use Master Card or Visa credit cards to pay your fees.]

1. Go To the ECS Web Site www.isbe.net/ECS
2. Select Educator™s Private Portal
3. Set up an ECS account if you do not already have one.
4. Log into ECS
5. Select the Entitlement Apps menu item
6. Follow the 11-step wizard through the application process
7. When the credit card payment is successfully processed the certificate is issued.
8. You can print the screen if you wish to have proof of issuance (this has your certificate number which can be given to prospective employees).
9. You will be required to send official transcripts from all universities attended to ISBE. Transcripts must reflect final grades and posted degree.

Step 5: Certificate Issuance
Your certificate will then be mailed to the address you provide on the ECS system, therefore it is imperative that you double-check the address included in your application.

Step 6: Certificate Registration
Instructions are also provided on how to register your certificate online. There is a minimal fee for the service in addition to the registration fee, but it is well worth it for the convenience.

Upon completion of both the issuance and registration process, you can direct prospective employers to www.isbe.net/ecs Administrator's Portal to check on the status of your certificate.

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ENTITLEMENT INFORMATION FORM—SCHOOL ADMINISTRATOR

Please fill-out this form, attach the necessary documents and return to your professor or mail it to:

Dr. Marla Israel
1149 Lewis Towers
Loyola University Chicago School of Education
820 N. Michigan Ave.
Chicago, IL 60611

NAME_____

SS # _____

TELEPHONE NUMBER_____EMAIL_____

SCHOOL PRINCIPAL _____ SUPERINTENDENT _____

MED _____ EDD _____ Certification Only _____

For Certification Only: Degree Information: M.ED _____ EDD _____

Institution: _____ Major: _____

DO NOT WRITE BELOW THIS LINE

To be completed by the Program Director

Successful Completion	**GPD's Initials/Date**
Practicum	
Required Coursework (30 semester hrs)	
Principal or Superintendent Exam	
Basic Skills	
Degree Conferred	
Other	

To be completed by Certification Officer

Entitlement Notification of Completion of ALL Requirements:

_____ _____
DATE (submitted to ISBE) Initials

_____ _____
DATE (email to student) Initials

_____ Certification Only Program Completion in Locus
DATE