

**TYPE 73
SCHOOL COUNSELING
PROCEDURES FOR RECEIVING YOUR CERTIFICATE**

Step 1:

Complete the “Entitlement Form” and return it to the Graduate Program Director with a copy of an unofficial Loyola transcript (LOCUS):

Dr. Steven Brown
Loyola University Chicago
School of Education
Student Academic Services
820 N. Michigan Avenue
Chicago, IL 60611

Step 2: VERIFICATION

You will be sent an email that you are ready to proceed to Step 3.

Step 3: ISBE EDUCATOR’S CERTIFICATION SYSTEM (ECS)

Once your degree is posted and/or have satisfied ALL program requirements you can proceed to the Illinois State Board of Education on-line certification site, ECS, www.isbe.net/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 4: 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 5: 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.

LOYOLA UNIVERSITY CHICAGO
ENTITLEMENT INFORMATION FORM--SCHOOL COUNSELING

Please fill-out this form and return it to your internship professor or mail it along with a copy of your unofficial Loyola transcripts to:

Loyola University Chicago, School of Education
 Student Academic Services
 820 N. Michigan Ave.
 Chicago, IL 60611

NAME _____ SSN _____

TELEPHONE NUMBER _____ EMAIL _____

DEGREE: MED _____ CERT ONLY _____

For Certification Only Degree Information:
 Institution: _____ Major: _____

DO NOT WRITE BELOW THIS LINE

To be completed by the Program Director
 Please review

Successful Completion	Program Director's Initials
Coursework	
Teaching Certificate or designated courses	
Internship	
Comprehensive Exam (MED ONLY)	
Basic Skills	
School Counseling Exam	
Degree Conferred (MED ONLY)	

To be completed by Certification Officer

Entitlement Notification of Completion of ALL Requirements:

_____ DATE (submitted to ISBE) _____ Initials

_____ DATE (email to student) _____ Initials

_____ DATE Certification Only Program Completion in Locus