

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

Step 1:

Complete the “Entitlement Form” and return it to your professor or mail it 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

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)

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.

**SCHOOL PSYCHOLOGY
ENTITLEMENT INFORMATION FORM**

Please fill-out this form and return it to your internship professor or mail it with a copy of your unofficial 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. _____ EDS _____ PHD _____ CERT ONLY _____

For Certification Only:	Degree Information: MED _____ EDS _____ PHD _____
Institution: _____	Major: _____

DO NOT WRITE BELOW THIS LINE

To be completed by the Program Director

Successful Completion	Program Director's Initials
Internship	
Portfolio	
Basic Skills	
School Psychology Exam	
Degree Conferred	

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