

**TYPE 73**  
**SCHOOL SOCIAL WORK**  
**PROCEDURES FOR RECEIVING YOUR CERTIFICATE**

**Step 1:** Complete the “Entitlement Form” and attach a copy of your unofficial LOCUS transcripts (with all grades posted) and return it to your professor or mail it to:  
Loyola University Chicago  
School of Social Work  
820 N. Michigan Ave.  
Chicago, IL 60611

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

- Passing scores on the Illinois Tests of Basic Skills and School Social Work
- Degree Posting (if appropriate)
- All program requirements satisfied

**Step 3:** You will be sent an email that you are ready to proceed to Step 4.

**Step 4:** ISBE Educator’s Certification System (ECS)

You can proceed to the Illinois State Board of Education on-line certification site, ECS, [www.isbe.net/ECS](http://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](http://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, so it is imperative that you double-check the address included in your application. Instructions regarding registering your certificate will be included with your certificate from ISBE.

**SCHOOL SOCIAL WORK  
ENTITLEMENT INFORMATION FORM**

Please fill-out this form and attach your transcripts. Return both to your internship professor or mail it to:

Loyola University Chicago  
School of Social Work  
820 N. Michigan Ave.  
Chicago, IL 60611

NAME \_\_\_\_\_ SSN \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ DEGREE: MSW \_\_\_\_\_ CERT Only \_\_\_\_\_

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

**DO NOT WRITE BELOW THIS LINE**

To be completed by the Program Director

Successful Completion	Program Director's Initials
Internship	
Portfolio (Carthage Only)	
Basic Skills (attach score sheet)	
Content Exam (attaché score sheet)	
CIEP 401 Exceptional Child	
SOWK 609 Social Work in the Schools	
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