

**TYPE 03, 09, 10**  
**INITIAL TEACHER CERTIFICATE**  
**PROCEDURES FOR RECEIVING YOUR CERTIFICATE**

**Step 1:** Complete the “Entitlement Form” and attach a copy of your unofficial LOCUS transcripts. **MED** candidates, except Reading, **MUST** also attach (1) official transcripts for any course deficiencies and (2) a copy of the audit sheet (transcript evaluation) completed upon admission into the program. Return all documents to:  
Certification Officer  
Loyola University Chicago  
School of Education  
820 N. Michigan Avenue  
Chicago, IL 60611

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

- Passing scores on the appropriate Illinois exams
- Degree Posting
- All program requirements satisfied
- Passing score on the final Portfolio Presentation

**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. You will be sent a password in order to continue the process.
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 6: 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.

**Step 7: 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.

Upon completion of both the issuance and registration process, you can direct prospective employers to [www.isbe.net/ecs](http://www.isbe.net/ecs) Administrator’s Portal to check on the status of your certificate.

INITIAL TEACHER PREPARATION  
ENTITLEMENT INFORMATION FORM

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

Certification Office  
Loyola University Chicago  
School of Education  
820 N. Michigan Ave.  
Chicago, IL 60611

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

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

\_\_\_\_\_ BA/BS \_\_\_\_\_ MED

Elementary Middle Grade Endorsements: \_\_\_\_\_  
\_\_\_\_\_

Secondary Major: \_\_\_\_\_  
Add't Endorsements \_\_\_\_\_

LBS I  Reading  School Technology

Bilingual  ESL

DO NOT WRITE BELOW THIS LINE

To be completed by the Certification Officer

Successful Completion	Program Director's Initials
Basic Skills	
Content Exam	
APT	
Portfolio	
Oral Language Proficiency Exam (if appropriate)	
Degree Posted	
Deficiencies (if noted)	

Entitlement Notification of Completion of ALL Requirements:

\_\_\_\_\_  
DATE (submitted to ISBE) Initials \_\_\_\_\_

\_\_\_\_\_  
DATE (email to student) Initials \_\_\_\_\_