

**Note:** City of Chicago Residents should forward this form to the Educator Certification Division, Illinois State Board of Education, 100 North First Street, S-306, Springfield, Illinois 62777-0001. Please call 217/557-6763 for applicable fee amount.

**ILLINOIS STATE BOARD OF EDUCATION**  
 Educator Licensure Division  
 100 North First Street, S-306  
 Springfield, Illinois 62777-0001



**CERTIFICATE REGISTRATION FORM**

**Directions:** Please print or type the information requested, and sign in ink. Return this completed form to your Regional Office of Education, and include the applicable fee in the form of a cashier's check. (Contact information is in your telephone book under local or county government, or at <http://www.isbe.net/regionaloffices/pdf/roedirectory.pdf>.) Please contact your regional superintendent regarding to whom the cashier's check should be made payable. Chicago residents should mail the application and applicable fee in the form of a cashier's check, payable to the **State Superintendent of Education**, to the above address. Fees are not refundable or transferable. Consult with your regional superintendent on the amount of registration fees owed.

PRINT NAME (Last, First, Middle, Maiden)	SOCIAL SECURITY NUMBER OR IEIN	BIRTHDATE (mm/dd/yyyy)
HOME ADDRESS (Street Number, City, State, Zip Code)	SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	E-MAIL
	HOME TELEPHONE (Include Area Code)	WORK TELEPHONE (Include Area Code)

<b>(Attach written explanation for Yes answers.)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever had a certificate denied, suspended or revoked in Illinois or any other state?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of a felony, or any sex, narcotics or drug offense in Illinois or any other state?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you failed to file a tax return with the Illinois Department of Revenue, or failed to pay any tax, penalty, or interest owed or any final assessment of same for any tax as required by law and administered by that Department that was not subsequently resolved to the Department's satisfaction?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been indicated as a perpetrator of child abuse or neglect by a state agency responsible for child welfare? (Note: You must answer "Yes" to this question even if the report was removed from the State Central register due to expiration of the retention period, but you may answer "No" to this question if the finding was reversed on appeal.)
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?

<b>Signature Required</b>	
<i>I certify, under penalty of perjury, that I do not have a child support order, and/or that I am not more than 30 days delinquent in complying with a child support order. I understand that I must sign this statement, whether or not I have children, and failure to so certify may result in disciplinary action, and making a false statement may subject me to contempt of court. A written explanation is required for those unable to complete this certification.</i>	
_____	
<i>Original Signature of Applicant</i>	
_____	
<i>Date</i>	

**CERTIFICATES TO BE REGISTERED – NOTE:** Refer to #7 on the back of this form if registering a teaching certificate issued **prior to 02/15/2000**.

CERTIFICATE TYPE	CERTIFICATE NUMBER

I certify that the above information is correct.

\_\_\_\_\_ \_\_\_\_\_  
*Date* *Original Signature of Applicant*

<b>ROE USE ONLY</b>	REGISTERED THROUGH	RECEIPT NO.
	REGISTRATION FEE	CASH
	BACK FEE	CHECK NO.
	TOTAL PAID	DATE

## INSTRUCTIONS FOR REGISTRATION AND RENEWAL OF CERTIFICATES

This form is printed by the Illinois State Board of Education and distributed to regional superintendents for their use. The completed form must be returned to your regional superintendent for the county where you teach or reside. **Do not return the form to the Illinois State Board of Education unless you wish to register in the City of Chicago.**

1. Every certificate holder must register with the regional superintendent responsible for the public school where the holder is employed.
2. The first year of every certificate expires on June 30 following the date of issue. Registrations are valid for each year beginning on July 1 of the registration period and ending the following June 30.
3. If you hold multiple certificates, you may select the certificate you wish to register and pay only the fee that covers the remaining years left before it renews; all certificates you hold will then be registered for the same number of years. However, any other certificate that has an intervening renewal date will only be registered to its renewal date. When that date is reached, you will not need to pay another fee, but you will be required to meet any renewal requirements attached to that certificate.
4. Registration fees need be paid only once during the validity period of the certificate. Should the holder move to another region, the fee will not again be assessed. However, Substitute Certificate holders must pay to register their certificates in any region where they teach, but they must pay only for the remaining years of validity of the certificate.
5. Renewal of any certificate requiring professional development or completion of the Administrator's Academy will only be processed when the Regional Superintendent has proof of the holder's successful completion of the requirement.
6. State law requires that the holder of a four-year early childhood, elementary, high school or special certificate must exchange the four-year certificate for a new five-year Standard Certificate upon registration on or after February 15, 2000.
  - a. Holders of four-year special certificates may exchange for either a single five-year Standard Special Certificate with the same endorsement(s) held on their previous certificate, **or** they may exchange for a five-year Standard Elementary **and** also a five-year Standard Secondary Certificate with the same endorsement(s).
  - b. No one will lose any rights to teach in an area for which he or she was previously qualified or endorsed.
  - c. Holders of four-year special certificates in special education areas will receive either: a five-year Standard Special Certificate endorsed in their special education areas and valid for pre-school through age 21 **or** a five-year Standard Elementary Certificate, valid for pre-school through grade 9, **and** also a five-year Standard Secondary Certificate, valid for grade 6 through age 21, and endorsed in the area(s) of their special certificate.
7. All certificates not renewed or registered shall lapse after a period of six months from the expiration of the last year of registration. You may reinstate a lapsed certificate by providing an official transcript from a regionally accredited institution of higher education to document the successful completion of coursework in the content area that most closely aligns with your endorsement area(s). The credit must have been earned within the last five years.

**To assure State compliance with Federal law and to comply with State law concerning required professional development, it is important that you immediately inform your regional superintendent of any change in your public school assignment during the registration period, as described in the section of the form entitled, "Assignment for Year of Registration Requested."**