

ILLINOIS STATE BOARD OF EDUCATION
 Certificate Renewal
 100 North First Street
 Springfield, Illinois 62777-0001

- New**
- Revision**
- Part-time Teacher** (less than 50%)
- Full-time Teacher**

CERTIFICATE RENEWAL PLAN

DIRECTIONS: Submit this plan to your Local Professional Development Committee (LPDC) for approval before you begin your planned activities. This plan should be revised as needed if your teaching assignment or proposed activities change. Please type or print.
Make a copy for your records.

NAME AND ADDRESS

CERTIFICATES AND ENDORSEMENTS

CERTIFICATE TYPE	CERTIFICATE NUMBER	ENDORSEMENTS	EXPIRATION DATE

CURRENT TEACHING ASSIGNMENT

GRADE LEVELS	SUBJECTS	SCHOOL WHERE CURRENTLY TEACHING

PERSONAL IMPROVEMENT GOALS

Identify three goals for improvement of your knowledge and skills as a teacher. *For each goal, indicate the knowledge and skills you seek to enhance. (Note that your goals must reflect the professional teaching standards and/or the content standards relevant to your field of teaching.)*

Goal 1:

Goal 2:

Goal 3:

PLANNED ACTIVITIES

Describe your planned activities in relationship to the required purposes and your personal improvement goals. *(Some activities may relate to more than one goal and/or purpose; feel free to indicate where this is the case.)*

Purpose A: I plan to use the following activities or types of activities to advance my knowledge and skills in my area(s) of certification, endorsement, or teaching assignment.

Activity	Credit	Approximate Timeline: _____
		Credits expected: Semester Hours _____ CEUs _____ CPDUs _____ Related Goal(s): _____ (If you plan to meet the requirements exclusively through college coursework, one-quarter of the semester hours you need must address Purpose A and the other purposes need not be addressed.)

Purpose B: I plan to use the following activities or types of activities to develop my knowledge and skills in the state priority or priorities of (fill in) _____.

Activity	Credit	Approximate Timeline: _____
		Credits expected: Semester Hours _____ CEUs _____ CPDUs _____ Related Goal(s): _____

PLANNED ACTIVITIES (Continued)

Check (✓) if Purpose C applies.

Purpose C: I plan to use the following activities or types of activities to address knowledge, skills, and goals relevant to my school's school improvement plan. *(Identify their relationship to the School Improvement Plan.)*

Activity	Credit	Approximate Timeline: _____
		Credits expected: Semester Hours _____
		CEUs _____
		CPDUs _____
		Related Goal(s): _____

(Optional)

Purpose D: I plan to use the following activities or types of activities to expand my knowledge and skills in an additional teaching field or advance toward acquiring an additional teaching certificate, endorsement, or degree in the field of education.

Activity	Credit	Approximate Timeline: _____
		Credits expected: Semester Hours _____
		CEUs _____
		CPDUs _____
		Related Goal(s): _____

Total credits expected, expressed as CPDUs:

_____ Semester Hours	×	15	=	_____ CPDUs
+ _____ CEUs	×	5	=	_____ CPDUs
+ _____ CPDUs				_____ CPDUs
TOTAL CREDITS.....				_____ CPDUs

NBPTS OPTION

I plan to meet the requirement for continuing professional development by completing the process required for certification by the National Board for Professional Teaching Standards (NBPTS) in _____.

(Month/Year)

If you have already established one or more semesters as periods of exemption or periods of part-time teaching, indicate the number(s) here and ensure that your LPDC receives or has received a copy of the regional superintendent's verification for each. [_____ semesters of exemption _____ semesters part time]

(Note that every certificate holder whose Standard or Master Certificate expires on June 30, 2004, automatically qualifies for a 20% reduction in the requirement. No individual verification of this is required.)

Proportionate reduction expected on this basis: _____%, for an overall required total of _____ CPDUs.

Date Submitted

Signature of Certificate Holder

LOCAL PROFESSIONAL DEVELOPMENT COMMITTEE

REGIONAL PROFESSIONAL DEVELOPMENT REVIEW COMMITTEE

Approved

Approved

Denied for the following reason(s):

Denied for the following reason(s):

- Plan has fewer than three personal goals.
- Activity (or activities) marked is (are) not relevant to improvement goals.
- Activity (or activities) marked is (are) not relevant to purposes identified.
- Distribution of activities or quantity of credits does not meet requirements.
- Projected timeline does not permit completion within the period of validity.

- Plan has fewer than three personal goals.
- Activity (or activities) marked is (are) not relevant to improvement goals.
- Activity (or activities) marked is (are) not relevant to purposes identified.
- Distribution of activities or quantity of credits does not meet requirements.
- Projected timeline does not permit completion within the period of validity.

Signature of Local Professional Development Committee Chair

Signature of Regional Professional Development Review Committee Chair

Date

Date

INSTRUCTIONS FOR COMPLETING THE CERTIFICATE RENEWAL PLAN

Please print clearly.

1. Check "New" if this is your original plan for this period of your certificate's validity. Check "Revision" if you are making changes to your original plan. Indicate whether you teach full or part time. (Part-time teachers teaching less than 50% of the school day or school year must complete half of the professional development requirement.)
2. NAME: Last name, First name, Middle initial (Maiden name, if applicable)
3. ADDRESS: Use your home address: Street, Apartment number (if applicable), City, State, Zip code.
4. CERTIFICATES AND ENDORSEMENTS: List each certificate you hold along with its type, number, endorsements and expiration date. (Standard certificates are valid for five years and expire on June 30 of year five; Master certificates are valid for ten years and expire on June 30 of year ten.)
5. CURRENT TEACHING ASSIGNMENT: List the grade levels and/or subject areas of your current teaching assignment; the name of the school and whether it is a public school, a charter school, a state-operated school or a nonpublic school, cooperative or joint agreement.
6. PERSONAL IMPROVEMENT GOALS: List three personal goals for improvement of your knowledge and skills as a teacher. These goals must relate to the required purposes for professional development and reflect the professional teaching standards and/or the content standards that are relevant to your field of teaching.
7. PLANNED ACTIVITIES: List the general activities you plan to use to meet your goals. It is not necessary to be specific as to the workshop, college course, symposium, etc., that you will attend. For each activity or type of activity you list, indicate the type and amount of credit you expect to receive (i.e., semester hours, CEUs, or CPDUs).

The certificate renewal law establishes four purposes for continuing professional development. Your coursework, CEU and CPDU activities must address the first two of these four purposes. That is, they must

- Advance your knowledge and skills in your area(s) of certification, endorsement or teaching assignment (Purpose A); and
- Develop your knowledge and skills in one or more of the areas designated as state priorities (reading, math, technology, standards/assessment and special education) (Purpose B).

At least half your credits must fall into the category that is made up of these first two purposes. In other words, you must have some credits applicable to the first purpose and some applicable to the second purpose, and the total you have for these two purposes must equal at least 50 percent of the total you need. Note that you may have more in this category. In fact, if you do not teach in a school that is required to have a school improvement plan, you could have 100 percent in this category because there is no other purpose you are required to meet.

However, if you do teach in a school that is required to have a school improvement plan, at least an identified portion of one of your activities must be directed at the third purpose, addressing knowledge, skills and goals relevant to your local school improvement plan (Purpose C). This may be a separate activity, but it could also be a portion of one of the activities in the first category described above because there is no minimum amount of credit you must devote to this purpose. In other words, if this requirement applies to you, you may have separate credits satisfying the third purpose or you may just check it off as having been met by an activity that also meets one of the first two purposes described above.

Once you have taken care of the first two purposes and the third purpose, if it applies to you, the rest of your credits may be used to expand your knowledge and skills in an additional teaching field or advance you toward acquiring another teaching certificate, endorsement or relevant educational degree (Purpose D). This is the fourth purpose listed in the law, and it is optional.

An exception to the required distribution outlined above is that if you plan to meet the requirements exclusively through semester hours, at least two of the eight semester hours (or one quarter of your total) must address Purpose A and the other purposes need not be addressed.

8. NUMBER OF CREDITS PER PURPOSE. Summarize the number of credits (semester hours, CEUs and CPDUs) you plan to earn toward each purpose. Specific numbers will likely change as you complete activities and earn credits. Keep in mind that your activities must address the purposes described above. (Refer to the Manual's Appendix D for activities and values and Appendix E for how to convert credits to CPDUs.)
9. Show the LPDC how many credits your plan totals and indicate any proportionate reduction from 120 CPDUs that already applies.
10. If you are planning to meet the requirement for continuing professional development by completing the process required by the National Board for Professional Teaching Standards (NBPTS), check the "NBPTS OPTION" and indicate the month and year that you will be completing the process.
11. Submit your plan to your Local Professional Development Committee.
12. ***The LPDC will approve your plan or give reasons for denying approval. If approval is denied, you may revise the plan or appeal the LPDC's decision to the RPDC by forwarding a copy of this form and a statement that you are appealing the LPDC's decision. Please keep a copy for your records.***
13. ***The RPDC will indicate its approval or reasons for denial of your plan. If denied, you must revise your plan and resubmit it to your LPDC.***

If you have any questions, visit the Illinois State Board of Education's website at www.isbe.net or call the Illinois toll-free number 1-800-CEU-CPDU (1-866-238-2738).