

**ILLINOIS STATE BOARD OF EDUCATION**

Educator Certification Division  
100 North First Street, S-306  
Springfield, Illinois 62777-0001

**CERTIFICATE REGISTRATION FORM**

**CHECK (✓) ONE:**  
 Valid Active  
 Valid Exempt  
 Active Substitute

**INSTRUCTIONS:** Please print or type. Return this form and required fees to the regional superintendent for the region where you are registering. Consult with your regional superintendent on the amount of registration fees owed. Instructions for calculating registration fees are also on the back of this form. Do not return to the Illinois State Board of Education unless you wish to register in the City of Chicago. If registering in the City of Chicago, payment must be in the form of a money order or certified check made payable to the State Superintendent of Education. Mail registration for the City of Chicago to the Springfield address above.

SOCIAL SECURITY NUMBER	NAME (Last, First, Middle, Maiden)	Birthdate
HOME ADDRESS (Street Number, City, State, Zip Code)		
HOME TELEPHONE (Include Area Code)	WORK TELEPHONE (Include Area Code)	U. S. CITIZEN <input type="checkbox"/> Yes <input type="checkbox"/> No
		SEX <input type="checkbox"/> Male <input type="checkbox"/> Female

(Attach written explanation for yes answers.)

Yes  No Have you ever had a certificate denied, suspended or revoked in Illinois or any other state?  
 Yes  No Have you ever been convicted of a felony, or any sex, narcotics or drug offense in Illinois or any other state?  
 Yes  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 administered by that Department that was not subsequently resolved to the Department's satisfaction?  
 Yes  No Have you ever been named by a state agency responsible for child welfare as a perpetrator in an indicated report of child abuse or neglect if such report was not reversed after exhaustion of any appeal?  
 Yes  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?

*I certify, under penalty of perjury, that I am not more than 30 days delinquent in complying with a child support order. I understand that failure to so certify shall result in disciplinary action and making a false statement may subject me to contempt of court.*

**Signature Required**

Signature of Applicant

Date

DEGREES	STATE	COLLEGE	MAJOR
Bachelor's			
Master's			
Doctorate			

**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	ISSUED DATE	REGION ISSUED	REGISTERED UNTIL	FOR SPECIAL CERTIFICATES ISSUED PRIOR TO 2/15/2000 ONLY Exchange for Elementary and Secondary	
					YES	NO
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

**ASSIGNMENT FOR REGISTRATION PERIOD REQUESTED**

NAME OF SCHOOL DISTRICT		SCHOOL			
POSITION	GRADE		SUBJECTS (1)	(2)	(3)
	Beginning	Ending			

PLEASE INDICATE WHICH OF YOUR CERTIFICATES IS REQUIRED FOR THIS POSITION

Yes  No If you are not presently employed, do you wish to serve as a substitute teacher? If Yes, indicate the grades, schools or subjects you wish to teach. If you have no preference, write "any."  
 Yes  No Are you seeking employment? If Yes,  Part-time  Full-time only  Any  
 Yes  No If employed, do you want to be included in the regional directory?  
 Yes  No Do you want your home address and telephone number to be included in the regional directory?

**EXEMPTION FROM CERTIFICATE RENEWAL REQUIREMENTS (ADMINISTRATIVE AND TEACHING CERTIFICATES)**

By checking this box and signing below I verify under penalty of perjury that I have not been employed in a public, charter or state-operated school, cooperative or joint agreement on a certificate requiring professional development for renewal during the last validity period (five or ten years).

**I verify that the above information is correct.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

- ROE USE ONLY -	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 are calculated at the rate of \$5 per year and are assessed for the life of the certificate you have selected to register. A five year certificate requires a registration fee of \$25; a four year certificate requires a fee of \$20; a 10 year certificate requires a fee of \$50; a Life certificate requires a fee of \$25 for every five year period.
5. Registration fees need be paid only once during the validity period of the certificate. Should the holder move to another region, the fee may 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.
6. Renewal of any certificate requiring professional development or completion of the Administrator's Academy will only be done when the Regional Superintendent has proof of the holder's successful completion of the requirement.
7. 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 Standard Elementary and a Standard Secondary certificate with the same endorsement.
  - b. No one will lose any rights to teach in an area for which they were previously qualified or endorsed.
  - c. Holders of four-year special certificates in special education areas will receive either a Standard Special Certificate endorsed in their special education areas and valid for pre-school through age 21 or a Standard Elementary, valid for pre-school through grade 9, and a Standard Secondary certificate, valid for grade 6 through age 21, endorsed in the area(s) of their special certificate.
8. Any certificate lapses when it is not registered for five consecutive years. You may reinstate your lapsed certificate by paying all fees owed for each year of non-registration. To renew a reinstated certificate, you must either show evidence that you hold a valid regular certificate of some other type or that you have completed during the year of reinstatement five semester hours of credit either in professional education courses or in courses related to your contractual teaching duties.

**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."**