

So you want to teach in Illinois?

This checklist will assist you in assembling the documents necessary to complete the application process for an Illinois certificate. All forms necessary to complete the application process are available at www.isbe.net/certification/html/forms.htm

____ ***Application for Teaching Certificate, ISBE form 73-03C or Application for School Service Personnel or Administrative Certificate, ISBE form 73-03D. Your application must be submitted with a nonrefundable \$30 application fee.***

Check with your Regional Office of Education on the type (preferably a money order or cashier's check) of fee accepted. You must answer all application questions and sign and date the child-support statement.

____ **Copy of your out-of-state certificate**

Your certificate must be valid at the time of application and be comparable to the Illinois certificate for which you are applying. Photocopy the front and back of your certificate.

____ **Official transcripts from all colleges/universities attended**

To be official, transcripts must be submitted in the sealed envelope from the college or university or be sent directly by the institution. Transcripts received that are not in a sealed envelope from the university or sent directly from the university will be considered unofficial and cannot be used for evaluation purposes.

____ ***State-Approved Program Verification form, ISBE form 73-05***

This form must bear an official signature and seal from the university where you completed a teacher education program.

____ **Letters of teaching experience**

The level of the Illinois certificate you receive is based on the number of years of teaching experience completed while holding a valid certificate. Letters verifying experience or official employment records must be original, on official letterhead, and signed by authorized school personnel.

____ ***Request for Issuance of Provisional Certificate, ISBE form 73-63***

If you have a valid and comparable certificate from another state you may qualify for an Illinois provisional teaching certificate. The provisional certificate is valid for a maximum of 2 fiscal years on condition that the appropriate tests are completed within 9 months of the issue date. Only one provisional certificate of the same type can be issued. Read the instructions on form 73-63 carefully.

Testing:

An individual who holds a valid, comparable certificate from another state, possession, or territory of the United States and who applies for Illinois certification on or after August 25, 2009, will not be required to pass the ICTS Basic Skills test if the individual has not previously attempted and failed the ICTS Basic Skills test.

Individuals who apply for an Illinois certificate on or after August 25, 2009, must pass an Illinois content-area test. No waivers or exemptions are available. Out-of-state certificate holders are not

exempt from taking the APT test that is required of candidates seeking the Illinois Early Childhood, Elementary, Secondary, and Special Teaching Certificates.

Out-of-state certificate holders seeking a Special Pre-School-to-Age-21 Certificate are not exempt from taking the Special Education General Curriculum Test.

Visit: www.icts.nesinc.com/IL14_testselection.asp.

*These requirements may change. Always verify requirements with the appropriate state office.
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