

CERTIFICATION

ACQUIRING AN ILLINOIS TEACHING CERTIFICATE

Each public school teacher is required by law to hold a valid certificate issued by the state in which he or she teaches. PLEASE NOTE: Anyone who has been convicted of a felony for a sex and/or narcotics crime, may not be certified in Illinois.

To obtain Illinois certification, by entitlement, a student must complete successfully all aspects of Olivet's Teacher Education Program. Upon completion of the academic program, the student should obtain from the Registrar's office the appropriate certification form. After the forms are signed by the Registrar, and the Registrar has indicated that graduation requirements have been satisfied, the applicant must submit the certification forms and appropriate fees to the Regional Office of Education in the county where the applicant resides or plans to teach.

All applicants for a teaching certificate in Illinois must pass three state designed and administered certification tests. One of these tests covers the area of basic skills in math, reading, and writing. Another test assesses the applicant's knowledge in his or her area of professional expertise. The third test, Assessment of Professional Teaching (APT), appropriate to the grade level of the certificate, must be passed. Detailed information about testing, including frequently asked questions, test dates, and study guides, is available on the website at www.isbe.net/certification/html/testfee.htm. Information about these tests and application materials can be obtained in the Olivet Teacher Education Office. The applicant is cautioned to carefully observe the registration dates for each test session and to use the appropriate form for registering for each year's tests. New books and application forms are received in the Teacher Education Office each summer. The state will accept only the registration form for the current year.

Information about certification in other states is available in the Registrar's Office, the Teacher Education Office, and the Library. For a specific state's certification requirements and procedures, see the Registrar or Director of Teacher Education.

Illinois Teaching Certification Instructions

Secure an application from the Registrar's Office or receive it during EDUC 456-Mgmt/Prof Practices in Education.

After filling in appropriate information, bring or send the form along with a request for a transcript plus appropriate money orders, to the Registrar's Office at ONU. (money order payable to STATE SUPERINTENDENT OF EDUCATION; money order payable to REGIONAL OFFICE OF EDUCATION and cash or check for transcript fee).

The Certification Officer will sign and seal the application when all requirements have been met. If the above money orders accompany the application, the Registrar can send the completed forms to the appropriate Regional Office specified by the applicant. If the applicant prefers, the Registrar can return the complete form, with an official transcript, and you may take or send both to the Regional Office of Education in the county in which you reside or the county in which you have been hired. All applications must be accompanied with the appropriate fees when released to the Regional Office of Education.

The Regional Superintendent is empowered by the State Board of Education to grant a temporary work authorization to graduates of state approved programs. The work authorization can be released as long as all state certification tests have been passed. The Regional Superintendent will send the application and materials to the State Certification Board, which will in turn process your application for the Initial License.

The Initial license will be sent to the applicant.

Fees and renewal processes vary with each state. Check with the Regional Superintendent in the state in which you live to receive instructions for renewing your license. In the state of Illinois, you may register all certificates you hold for one fee, for the validity period of the certificate. Certificates must be registered/renewed every 4-5 years depending on the validity of the certificate.

Do not let your certificate expire. You will be required to meet any new certification requirements in effect at the time of re-application.

The address and telephone number of the Kankakee County Superintendent's office is:

Dr. Kay M. Pangle, Regional Superintendent
Regional Office of Education
189 E Court Street, Suite 600
(Corner of Court and Schuyler)
Kankakee, IL 60901
815-937-2950