

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

ILLINOIS STATE BOARD OF EDUCATION
 Certification & Professional Development Department
 100 North First Street
 Springfield, Illinois 62777-0001



CERTIFICATE REGISTRATION FORM

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 Illinois State Board of Education, Certification & Professional Development Department, 100 North First Street, Springfield, IL 62777-0001.

SOCIAL SECURITY NUMBER	NAME (Last, First, Middle, Maiden)	BIRTHDATE / /
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HOME ADDRESS (Street Number, City, State, Zip Code)

TELEPHONE (Home) () ()	(Work) () ()	U.S. CITIZEN <input type="checkbox"/> Yes <input type="checkbox"/> No	SEX <input type="checkbox"/> Female <input type="checkbox"/> Male
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DEGREES	State	College	Major
Bachelor			
Master's			
Doctorate			

Signature Required

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.
 _____ Date _____ Signature of Applicant

CERTIFICATES TO BE REGISTERED — NOTE: Refer to #7 on the back of this form if registering a teaching certificate issued prior to 2/15/2000.

CERTIFICATE TYPE	CERTIFICATE NUMBER	ISSUE DATE	REGION ISSUED	REGISTERED UNTIL	FOR SPECIAL CERTIFICATES ISSUED PRIOR TO 2/15/2000 ONLY Exchange for Elementary and Secondary	
					YES	NO

ASSIGNMENT FOR REGISTRATION PERIOD REQUESTED

SCHOOL DISTRICT	SCHOOL	
POSITION	GRADE Beginning Ending	SUBJECTS 1) 2) 3)

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 only 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?

<p><i>I verify that the above information is correct.</i></p> <p>_____ Date _____ Signature</p>	<p>- ROE Use Only -</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">REGISTERED THRU</td> <td style="width:50%;">RECEIPT NO.</td> </tr> <tr> <td>REGISTRATION FEE</td> <td>CASH</td> </tr> <tr> <td>BACK FEE</td> <td>CHECK NO.</td> </tr> <tr> <td>TOTAL PAID</td> <td>DATE</td> </tr> </table>	REGISTERED THRU	RECEIPT NO.	REGISTRATION FEE	CASH	BACK FEE	CHECK NO.	TOTAL PAID	DATE
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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."