Graduating seniors May 2012

ADVISING
You do not need to sign up for an advising appointment, but may do so if you have any questions about having met all requirements for certification and graduation.

CERTIFICATION

- A certification information meeting was held in February. The Assistant Director for Teacher Licensure, Kelly Lawton, will hold an additional meeting March 28 at 11 am in CLA 105.
- You will be recommended for an Initial Teaching Certificate with “highly qualified” status upon completing the following requirements of the IWU Teacher Education Program, including:
  - Passing score on APT test.
  - Completion of all IWU graduation requirements (as confirmed by the Registrar). Make sure to submit your clearance card with all signatures by the deadline.
  - A cumulative, major, and professional education grade point average of 3.0.
  - Satisfactory Senior Portfolio.
  - Successful field/student teaching with a grade no less than B and the recommendation of your cooperating teacher and supervisor.

Certificate Types

- Type 03 – Elementary (Grades K-9)
  - Middle school coursework is required to teach grades 6-8.
- Type 09 – Secondary (Grades 6-12+)
  - Middle school coursework is required to teach grades 6-8
- Type 10 – Foreign Language and Music Education (Grades K-12)
- You may request your teaching certificate number, or letter regarding expected certification date, by emailing Kelly Lawton, Assistant Director of Teacher Licensure, at klawton@iwu.edu.

Verification of Completed Requirements
You will not automatically receive your teaching certificate upon graduation. The Educational Studies office only notifies ISBE of those candidates who are eligible for certification after verification that all requirements (see certification above) have been met. Ms. Lawton anticipates completing the notifications by mid-May.

Application for Teaching Certificate
Once verification of requirements is completed, you can complete the application process by going to the Educators’ Certification System website (http://www.isbe.net/ECS/default.htm). Be prepared to use a Master Card or Visa to pay the certificate fee (75.00). Once linked to the ECS site:
1. Set up an ECS account if you do not have one and then log in.
2. Select the “Applications” menu item.
3. Select the "Entitlement Certificate Application" menu item.
4. Click on the "Apply Online" link to the right of your entitlement certificate.
5. Follow the 11 step wizard through the application process.
6. You will then be required to register your certificate ($50.00). Register your certificate in the county in which you will be teaching. If you do not have a teaching job, register it in the county in which you live.