

**OVERVIEW of CHANGES  
To  
ADMINISTRATOR CERTIFICATE RENEWAL REQUIREMENTS**

**July 2004**

Effective June 30, 2004, Public Act 093-0679 changed the administrative certificate renewal requirements for Illinois *public school administrators* who hold positions that require administrative certification. There are no administrative certificate renewal requirements for non-public school administrators in Illinois. The administrative rules will be amended to reflect the changes, providing details for implementing the new law. Emergency rules will likely be established in August, with ordinary rulemaking initiated at that time also.

Based on these new changes, public school administrators **will no longer be required to:**

- create or submit a professional development plan,
- complete activities associated with a plan,
- submit evidence that activities were completed (with the exception of an audit), and
- submit anything to a district or co-op reviewer.

Based on these new changes, public school administrators **will be required to:**

- complete professional development activities,
- maintain evidence that activities were completed for audit purposes,
- complete a minimum of 30 hours of Administrators' Academy courses rather than 36,
- complete, if required, the "Introduction to Evaluation of Certified Staff" course and must do so above and beyond the 30 hours/1 course per year requirement,
- complete a verification form and certify the appropriate amount of continuing professional development activities and Administrators' Academies was completed,
- submit the verification form to the Regional Superintendent of Schools, and
- submit evidence that activities were completed if chosen for audit.

The entire certificate renewal process for administrators is conducted electronically on the Certificate Renewal Tracking System (CeRTS). CeRTS is available on-line at <https://isbes2.isbe.net/CeRTSAA/Default.htm>. All public school administrators, who have not already done so, must create a profile on CeRTS and use the electronic system to: 1) maintain documentation, 2) verify completion, and 3) submit a verification form indicating completion of the renewal requirements.

Please note the CeRTS for Administrators needs to be adjusted to address these changes. The system modifications should be available to administrators in October 2004.