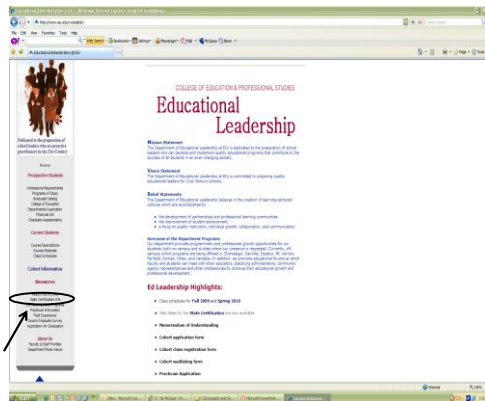


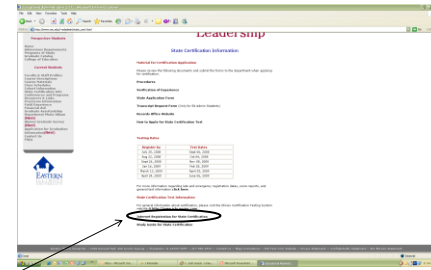
**Registering to take
State Certification
Examination**

Eastern Illinois University
Department of Educational Leadership
Charleston, Illinois

May 18, 2010

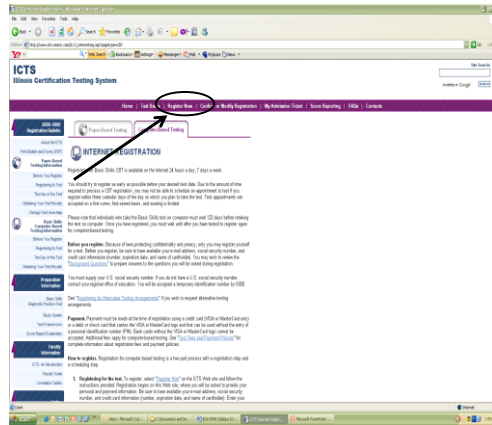
1. Visit the Department of Educational Leadership's Website at www.eiu.edu/~edadmin or visit the ICTS Website at <http://www.icts.nesinc.com>
2. From the EDL Website – click on





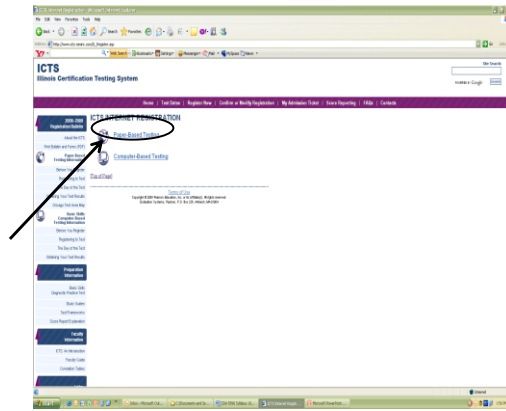
3. Click on INTERNET REGISTRATION FOR STATE CERTIFICATION.

3



4. Click on REGISTER NOW

4



5. Click Paper-Based Testing

5

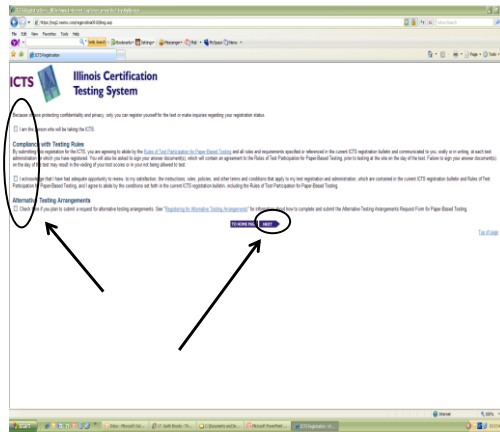


6. Read information, click Next



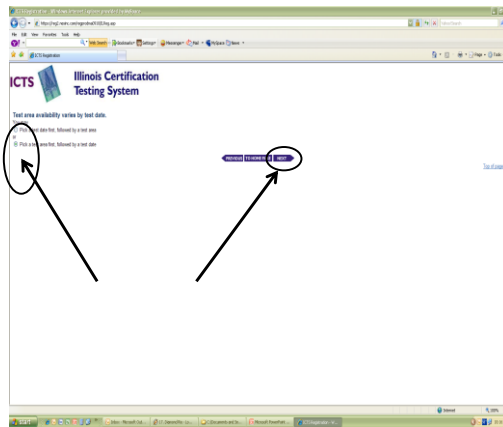
7. Read Internet Registration Requirements, then click Next

6



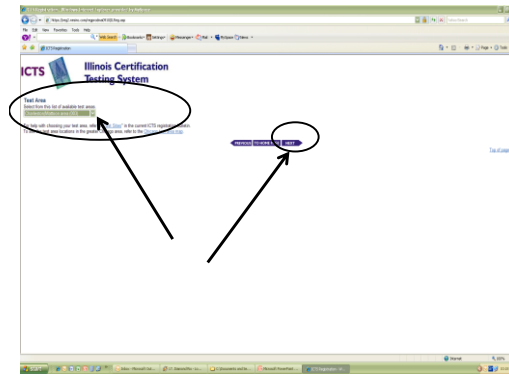
8. Read material, click the boxes that pertain to you and click NEXT

7



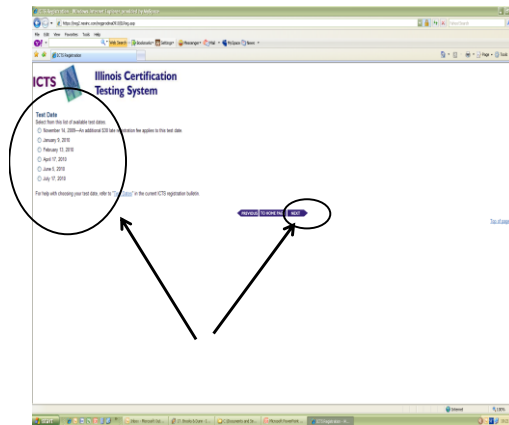
9. Click on "Pick a test area first, followed by a test date, then click NEXT

8



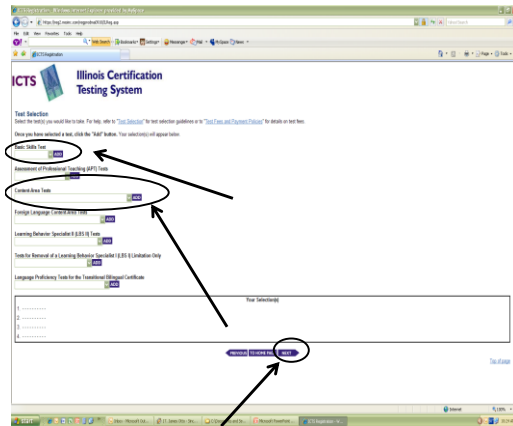
10. Click the drop down menu and choose: Charleston/Mattoon area (003), then click NEXT

9



11. Click on the test date you wish to take the test, then click NEXT

10



12. Click the drop down menu for the "CONTENT AREA TESTS", add TEST:

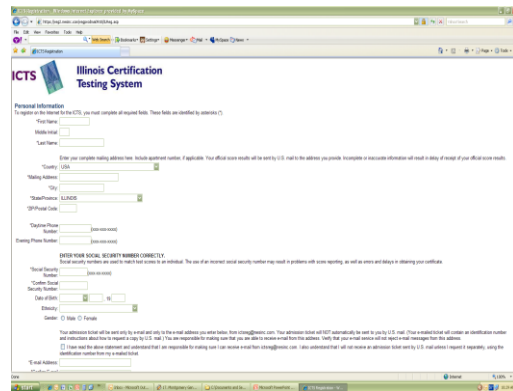
- Principal Test (186) or
- Superintendent Test (187)

13. Then click, ADD

14. If you have never taken the Basic Skills Test, then you must take that test before certification can be completed. Add Basic Skills Test (096) under the first drop down menu labeled "Basic Skills Test"

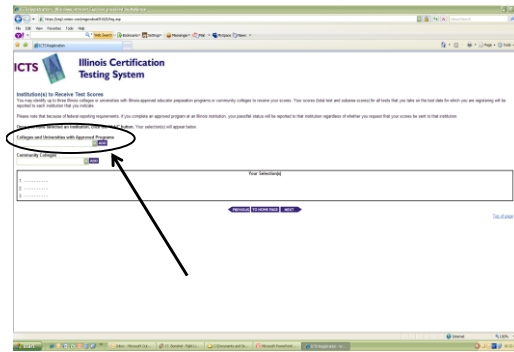
15. Then, click NEXT

11



16. Fill in your personal information and click, NEXT

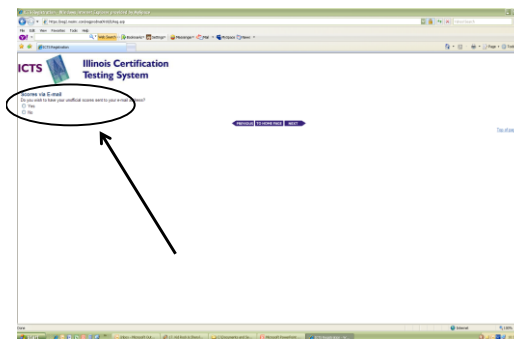
12



17. Click the COLLEGES and UNIVERSITIES with APPROVED PROGRAMS drop down menu, click on EASTERN ILLINOIS UNIVERSITY

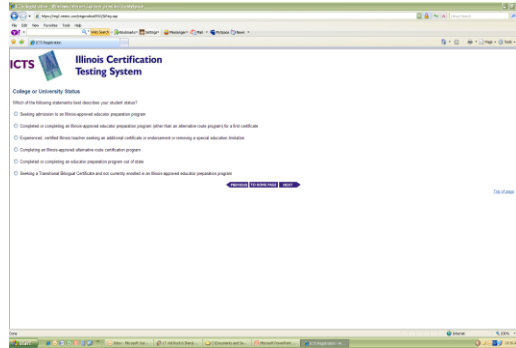
18. Then click ADD

13



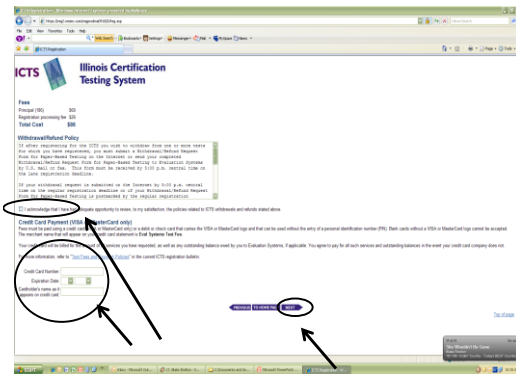
19. Choose whether you want unofficial scores sent to your email address, then click NEXT

14



20. Choose which of the following statements best describes your student status, then click NEXT

15



21. Fees are listed (Registration Processing fee, \$26.00; Principal, Superintendent or Basic Skills Test, \$60.00 each)
22. Read the Withdrawal/Refund Policy, check the ACKNOWLEDGE box
23. Enter your credit card information, then click NEXT
24. Follow any remaining directions
25. You should receive information in the mail or via email before the examination as to the actual classroom location, time, etc.

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