

PROCEDURES FOR APPLYING FOR CERTIFICATION

Your application for certification is enclosed. Complete all the information on the application form, including degrees earned, certificates held, and check that you have affixed your signature in both required spaces. Please type or print clearly as no erasures or changes of any kind are allowed on the form. **The state will not accept a form that has been altered in any way.** You may wish to photocopy the blank form before you begin or you can type your information in the form by visiting <http://www.eiu.edu/~edadmin/F73-03D.pdf>

You will need to complete the Transcript Request Form and return it to the Department of Educational Leadership office with a \$5.00 check made payable to "Eastern Illinois University". If you have taken any coursework from another institution, which you have transferred to EIU as a part of your Type 75 or Superintendent Certification, you need to have an official transcript from that institution forwarded to the Educational Leadership Office. If you obtained your Master's Degree at another institution, you will need to have a transcript from that institution forwarded to the EDL Office. ****Any previous transcripts sent to our department are for degree purposes, and we must retain those.** The new transcripts you are requesting are for certification purposes only and will be routed through the certification channels.**

You will also need to have the Superintendent of your school district complete the Verification of Experience form. This form verifies that you have completed two or more years of full-time teaching or full-time administrative experience and possession of a Type 75 Certificate for the Superintendent Certification. **This form cannot be signed by anyone other than the Superintendent of the district.**

Provided that you have applied for graduation and paid the appropriate fee, Records Office will post graduation on your transcript at the end of the semester. The transcript request form for a final transcript (one showing graduation) will be forwarded to the Records Office along with the check for \$5.00, which you sent in with your application. When that transcript is received, the EDL Office will verify that you have completed the program and forward your certification packet to EIU's Certification Officer. That office will complete the processing of your application and return it to you along with all supporting materials (Transcripts and Verification of Experience Form). At that time, you will need to obtain a money order and forward all materials to your Regional Office of Education.

Have you taken your state certification exams yet? Your certificate will not be issued to you until you have taken and passed the basic skills test and either the general administrative or the superintendent test (whichever certification you are applying for). This is your responsibility. Our office does not check to see if you have taken the tests. This is checked at the state office. For Registration information and study materials, please visit the Illinois Certification Testing System website @ <http://www.icts.nesinc.com>. Hard copies of study guides are no longer available.

Please return the **ORIGINAL** documents (application form, transcript request (with \$5.00 check), and verification of experience) to:

Dr. John Dively, Department Chair
Department of Educational Leadership
Eastern Illinois University
2320 Buzzard Hall
600 Lincoln Avenue
Charleston, Illinois 61920