State Certificate Application Process

First step: Complete and submit the two State of IL forms (73-03D & 73-05) to the Certification Officer for the College of Education and Health Sciences.

Create ECS Account:
1. Go to www.isbe.net. Click on ECS link towards the top of the page.
2. Click on Educator Access.
3. Follow the procedural steps to either create a new account or enter your existing account. You can set up your account at any time, but note that until all coursework and testing is completed, you won’t be eligible to apply for your certificate(s).

When degree is posted:
1. Once your degree is posted, you can go into your own account in ECS. Click on Apply for Entitlement.
2. At the end of your session, you will be able to see under Credentials a sheet that notes your certificate and its number. Print this out for reference until your official certificate arrives in the mail.

APPLY for certificate(s): Have a credit card ready to charge fee. (You are applying for your certificate and not registering it)
3. You will log into ECS and click on My Credentials.
4. Click on Applications.
5. Click on Entitlement Certificate Application.
6. To the right you will see Apply Status. You should be able to click on Apply Online.
7. Answer each of the questions, noting that some answers may prevent you from being able to apply electronically. NOTE: Your answers to some of the questions and/or your inability to provide ECS with a credit card for billing will mean that you will need to apply for your certificate through your ROE. Contact them and ask what they need from you prior to certificate issuance.

REGISTER certificate:
8. Once you’ve received your certificate from ISBE, you will need to go register your certificate with your local Regional Office of Education. You can bring a copy of your official transcripts for them and they will send the transcripts to ISBE. Or you send them directly to ISBE at:
   Illinois State Board of Education
   Teacher Certification Department
   100 North First Street
   Springfield, IL 62777

   You must request your official transcripts from Bradley. No one can request them on your behalf. Contact the Registrar’s Office at 677-3101, room #11 Swords Hall, to request them once your degree has been posted.

*Note: Register your certificate as soon as possible so that it does not lapse. This can be done in person or online through ECS after you receive the certificate in the mail. You can do this in the county that you live, if you are still waiting to find a job. If you have any questions or concerns, contact me at ndillon@bradley.edu.