

CREDENTIALING BASICS FOR GSU GRADUATES PRACTICING IN ILLINOIS

v. 6-30-09

Credential	Practice Setting	Exams Required	Application	When to Apply	When can I work?
<p><u>CCC</u> Issued by ASHA</p>	All	<p>Praxis http://www.ets.org/portal/site/ets/menuitem.c988ba0e5dd572bada20bc47c3921509/?vgnextoid=378baf5e44df4010VgnVCM10000022f95190RCRD&vgnextchannel=d378197a484f4010VgnVCM10000022f95190RCRD</p>	<p>If you intend to work immediately after graduation, take Praxis no later than midway through your last semester http://www.asha.org/about/Membership-Certification/certification/ Download and submit The three-page application form , an official graduate transcript, and the application fee.</p>	<p>May apply when (1) graduate academic course work and clinical practicum completed and (2) KASA verified by program</p>	<p>You may begin work without the ASHA CCC as long as you have the appropriate ISBE or IDFPR credential.</p>
<p><u>Illinois License</u> 1. Temporary* 2. Regular Issued by IDFPR</p>	All	<p>Submit verification of successful completion of the PRAXIS examination; OR Submit a copy of certification from ASHA.</p>	<p>http://www.idfpr.com/dpr/WHO/spch.asp</p>	<p>(1) <u>Approximately 3 weeks before graduation</u>, apply for Temporary and Regular License, minus the “ED” form (you must do both at the same time). (2) <u>Upon graduation</u>, have Registrar complete the “ED” form and send to IDFPR.</p>	<p>MUST apply BEFORE beginning to work. (Employers may want a letter from IDFPR verifying receipt of your paperwork). You have 120 days from the time IDFPR received your original paperwork to complete your file with the “ED” form. <u>You may legally practice during this time.</u></p>

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<u>Type 73 Certificate</u> Issued by ISBE	Public school	(1) Illinois Test of Basic Skills AND (2) #154 Non-Teaching SLP (Type 73 Subject Area) http://www.icts.net/esinc.com/	http://www.isbe.state.il.us/certification/requirements/service_personnel.htm GSU entitlement officer certifies your Type 73 packet is in order (once degree is posted). Apply for via ISBE website immediately after graduation. Choose “entitlement” option.	(1) Take and pass test #154 Non-teaching Speech-Language Pathologist. (2) Take and pass basic skills test. (3) Apply for temporary and regular licenses. (4) Then apply for Type 73 using electronic process (ECS). (See Appendix at end of document for further information.)	You must have a certificate to work in the schools. Obtain a Type 39 (Substitute) certificate if you will begin work before your Type 73 and licensure paperwork is processed.
<u>Early Intervention Specialist</u> Issued by DHS	Early intervention	Not applicable.	http://www.dhs.state.il.us/page.aspx?item=31183		Optional- only necessary to bill Illinois CBO and participate in state referral network

*The Temporary License is designed to allow CFs to work and bill Medicaid and other entities requiring a licensed professional to be administering treatment. You must meet all requirements for a license EXCEPT you need not have completed Clinical Fellowship.

You will need to apply for the Temporary License first, and then the Type 73. You are not eligible for either one until your degree is posted. The earliest date on which you could begin working ANYWHERE in Illinois performing the duties of an SLP is the day your final degree is posted by the university and your application for a temporary license has been turned in.

Temporary License Process for GSU Students:

1. When you take your PRAXIS, have your exam scores sent directly to IDFPR. You should also send them to ASHA, and we appreciate it if you send them to GSU as well.
2. Application forms are downloaded from www.idfpr.com. Go to the website, select the Professional Regulation section, select *speech-language pathology temporary* from the professions list, and then select *speech-language pathology license application* from the next list.
3. You should apply after your final degree is posted, not in the last trimester of school.
4. **PRINT OUT THE ENTIRE FORM.** Toward the end, you will see special instructions for the TEMPORARY license. You will be applying through *entitlement*.

One requirement is a signed, sealed ED form, which is completed by the registrar's office; however, the registrar will not complete it until your degree is posted, usually within two weeks of the end of the trimester in which you graduated. Under Illinois law, you may begin a non-school job without the temporary license and work for 120 days prior to getting the application completed

Those of you going to work in a non-school setting: By law, you CAN work in a non-school setting for up to 120 days without the temporary license, as long as you are in the process of applying and have completed all the other requirements except for the degree verification. You **MUST** apply before beginning to work. Some employers may ask the department to verify in writing that you have completed your coursework and will be graduated, so that they know your temporary license won't be held up. Direct those requests to the department chairperson.**

Those of you going to work in schools: Technically, you cannot be hired until you have a certificate. You cannot work with children until you have a certificate. If your school session begins prior to the time when your degree is posted and you can apply for the Type 73 certificate, this is something you must handle through your employer. You may be able to obtain a Type 39 Substitute Teacher certificate. The department can send a letter verifying that you will graduate on a specific date to individual schools where you have a job or job offer if that is called for. Direct those requests to the department chairperson.**

****Please be aware that the department chairperson will not issue such letters until your practicum project has been accepted and your clinical hours have been verified. Generally, verification of clinical hours takes place during a window of a few weeks at the end of the trimester.**

Type 73 Process for GSU Students:

Remember you must already hold a Master's or doctoral degree from an ASHA approved program and have passed the Basic Skills and non-teaching content area tests. You must also hold a regular or temporary license *or be in the application process*.

1. When you take your Basic Skills and Nonteaching Content Area exams, have the results sent directly to ISBE.
2. At the end of the trimester, a list of graduating students (along with personal e-mail accounts if available) is sent from the department to the College of Education.
3. A designated staff person in the Dean's office checks these names against the registrar's final list of posted degrees.
4. Once each student's degree is posted and audited (meaning there are no outstanding issues to be resolved), the staff person enters that student's name into the ECS database. (This is a statewide, electronic online database that contains all of the certification and renewal information for both administrators and certified personnel.)
5. The staff person then notifies the student by email (the GSU mail account is used, unless otherwise specified) that their entitlement (meaning degree from an accredited program) has been entered.
6. This process is usually completed within about 2 weeks of the end of the trimester in which you graduate.
7. **You do NOT need to complete the paper application for the Type 73...that is the old-fashioned way, and although ISBE is still taking paper applications for now, they will stop doing it soon, in favor of an electronic process currently available. IF you decide to go the paper route, it will take much longer. The application will not be signed until your final degree is posted.**
8. To apply for the Type 73, go to the ISBE website <http://www.isbe.state.il.us/> and select ECS (top left corner). You must create an account in ECS to apply for a certificate online.
9. Create and login, or login to your ECS account if you already have one.
10. Select the paragraph that states, *I recently graduated from an accredited program, how do I apply for my certificate?* This whole paragraph is a link to the online application.

Appendix
Procedures for Using ECS
for
Entitlement Certification

(Information for Teacher Candidates)

If you are a candidate who has completed an approved program in a participating college or university seeking regular certification, you may use ECS to submit your application for the certificate. In addition to applying for the certificates online, you will be able to use American Express, Discover, Master Card or Visa credit cards to pay your fees. Detailed information regarding these two opportunities and the procedures for making online applications with the use of a credit card follow.

1. Go To the ECS Web Site www.isbe.net/ECS
2. Select Click Here to Access ECS
3. Set up an ECS account if you do not already have one
4. Log into ECS
5. Select the “Applications” menu item
6. Select the Entitlement Certification Apps menu item
7. Click on the “Apply Online” link to the right of your entitlement certificate
8. Follow the 11-step wizard through the application process

Your certificate will then be mailed to the address you provide on the ECS system, so it is imperative that you double-check the address included in your application. Once your certificate has been received, you will need to register it at the Regional Office of Education for the area in which you will, or hope to, be teaching. If you wish to register the certificate for Chicago, you may do so online. To register your certificate in other areas of the state, you will need to go to the applicable regional office.

Mail official transcripts from all the institutions you have attended to: Illinois State Board of Education, Teacher Certification Department, 100 North First, Springfield, IL 62777.

QUESTIONS: Call the Help Desk at (217) 558-3600

Local Education Service Regional Offices

Suburban Cook County

Mr. Robert A. Ingraffia
Suburban Cook County Regional Superintendent
10110 Gladstone
Westchester, IL 60154
(708) 865-9330

Will County

Mr. Richard P. Duran
Regional Superintendent
302 N. Chicago
Joliet, IL 60432
(815) 740-8360

DuPage County

Dr. Darlene J. Ruscitti
Regional Superintendent
421 N. County Farm Road
Wheaton, IL 60187
(630) 682-7150

Kankakee County

Dr. Kay Pangle
Regional Superintendent
189 E. Court Street
Suite 600
Kankakee, IL 60901
(815) 937-2950

City of Chicago

Illinois State Board of Education
Certification Services
100 W. Randolph St., Suite JRTC14-300
Chicago, IL 60601
(312) 814-8113