

## Instructions for Renewal or Registration of a Certificate

### Using ECS

Go to ISBE's homepage: [www.isbe.net](http://www.isbe.net)

### **Establish and/or Enter your ECS Account**

1. Click on "ECS" located in the top, left-hand corner of the ISBE homepage
2. Scroll down to select "Click here to Access ECS"
3. If you have not set up your ECS account, follow the instructions to create a new account
4. Log-on to ECS
5. Click on "Prof. Development"
6. Enter your Activities in the Activities section
7. After all activities are entered, complete the Statement of Assurance
8. Then register your certificate online or with the ROE #30

If you need assistance with the **ECS system**, please call Anne Pierce at (618)-687-7290.

### **Paper Form**

The forms are on ROE #30 website. ([www.roe30.org](http://www.roe30.org)) 73-98 (Teaching Renewal) & 73-10 (Registration)

For questions regarding **CERTIFICATION**, please contact Cathy Hines-Boulton at (618-687-7290) or [cboulton@roe30.org](mailto:cboulton@roe30.org)

For questions regarding **RENEWAL**, please contact Melinda Stuhrenber at (618) 687-7290 or [mstuhberg@roe30.org](mailto:mstuhberg@roe30.org)