



Northern Illinois University

College of Liberal Arts and Sciences

PHYS 496 - Transition to the Professional Physics Teacher

Responsibilities:

Complete edTPA during student teaching. The edTPA will be evaluated using the official edTPA rubrics 1-15. A score average of 3 or above will be considered proficient for each of the tasks. Candidates must receive a score of proficient for Tasks 1-3 and the Academic Language component.

Final Steps: Completing the Certification Process

As you are completing your Student Teaching experience, you must complete the following steps to apply for your Teaching Certificate, apply for Secondary and Middle School Endorsements, and set up your Credential File at Career Services.

Follow these directions carefully as you apply for your Initial Teaching Certificate. Complete your Endorsement Sheets and your Transcript Request Form. **The Transcript Request Form is to be sent directly to Registration & Records, and the Endorsement Sheets are to be sent to your Discipline Coordinator.**

A. [ISBE](#) (Applying for Initial Teaching License)

1. Application for the Initial Secondary (6-12) Teaching License is done on-line through the Educator's Licensure System (ELIS) at <https://sec1.isbe.net/ecs/>. **Set up your account now** so you can complete the application process once Registration & Records verifies that you have completed all the requirements. Setting up an account allows the state to prepare your certificate in advance.

PROCESS FOR COMPLETING YOUR APPLICATION FOR THE ILLINOIS TEACHING LICENSE (Apply for License)

The Educator's Licensure System (ELIS) is a web-based process that will allow you to apply for your initial teaching license. If you have completed an Illinois approved teacher education program, you may use ELIS to submit your application for the license. You will need your MasterCard or Visa credit card to pay your fees at this time. Your account will allow you to view all licensure information on file with the State Board, including the status of license requests, testing history, and documents received.

2. Registering your license:

The ISBE will mail your license to the address you provide on the ELIS system. 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.

To view a directory of Regional Offices of Education, go to:

<http://www.isbe.state.il.us/regionaloffices/pdf/roedirectory.pdf>.

To view a state map of the Regional Offices, go to:

<http://www.iarss.org/directory/state-map.html>.

B. Registration and Records (Transcript Request & Endorsement Applications)

1. Transcript Request

Print off and follow the directions for the Transcript Request (we recommend you request three copies – one for your use, one for you to use to register your teaching certificate and one to give to the district where you get a job) from <http://www.reg.niu.edu/regrec/transcripts/requesttranscripts.shtml> and send with a check for \$5.00 per transcript to Registration & Records as soon as possible.

If you are going for both a B.A. or B.S. degree and certification, indicate both "after degree is posted" and "after certification comments are posted." If you are just seeking certification, then indicate "after certification comments are posted."

You can request a transcript on-line. It will be processed 2-3 business days faster.

Also, request an official transcript from each college/university you attended to send to the Illinois State Board of Education (ISBE) at:

ISBE
Division of Certification and Professional Development
100 North First Street
Springfield, IL 62777-0001

*** Keep all official transcripts you receive sealed so they remain official.**

2. Endorsement Applications

Print off and complete both the Middle School and Secondary Endorsements Sheets. You need to complete these endorsement sheets even if you only check your main subject area on them. Go to <http://www.teachercertification.niu.edu/teachercertification/>. Click on "Endorsement Applications" in left-hand bar. On the next page in the section titled, "**Middle Grade Endorsements**," click on your main subject area to view the **Middle School Endorsement Application**. Click "Print" at the top of the page. Fill out the form. Make sure that you check **both** your main subject area **and** any other endorsement areas for which you are applying. If you have completed or think you have completed any endorsements besides your main subject area, check that box so that Registration & Records will tell you what you still need to take, if anything.

On the previous page ("Secondary and Middle-Grade Endorsement Application Instructions"), click on the link for "**Secondary Endorsements**" to view the **Secondary Level Endorsement Application**. Click "Print" at the top of the page. Fill out the form. Make sure that you check **both** your main subject area **and** any other endorsement areas for which you are applying. If you have completed or think you have completed any endorsements besides your main subject area, check that box so that Registration & Records will tell you what you still need to take, if anything.

Make sure Registration & Records has official transcripts for any courses you wish to count towards Middle School or Secondary endorsements. Make sure you sign the forms at the top, next to "Student Signature." **Drop off or mail the completed forms to your Program Coordinator as soon as possible.** Your coordinator will sign them and forward them to Registration & Records.