

Undergraduate Student Handbook 2008-2009

General Requirements

A student who successfully completes all of the coursework and other requirements in a program approved for purposes of certification by the Illinois State Board of Education is entitled to receive the recommendation of the University for the appropriate certificate, providing that the candidate:

1. is a U.S. citizen (or can provide documentation of being legally present and authorized to work), is of good character and in good health, and is at least nineteen years of age;
2. is recommended for certification by his or her clinical experiences program coordinator or department chairperson based on criteria approved by the Council on Teacher Education (CTE);
3. has University of Illinois and cumulative grade-point averages of 2.5 (A = 4.0) or higher;
4. has the minimum content and professional grade-point averages required in his or her program; and
5. has satisfied all requirements of the Common Assessment Plan for Undergraduate Professional Education Programs Leading to Initial Certification. It should be noted that convictions for certain felonies are, by statute, a bar to certification.

Any individual who has been convicted of a felony should immediately arrange an appointment with the Certification Officer (217-333-7195) to discuss the matter.

Procedure for Obtaining an Illinois Teacher's Certificate

Applications for certification should be completed and submitted to the CTE during the first four weeks of the semester in which the student intends to graduate (first two weeks of summer session if the student will graduate in August).

Certification is not automatic; all students must apply. Failure to apply at the time of graduation could jeopardize a student's eligibility for certification. Application packets are available from the CTE office, 505 E. Green Street, Suite 203 and 120 Education Building.

The Certification Officer will conduct the final credential audit for certification and report names of applicants to the Illinois State Board of Education as candidates for certification. Approximately three weeks after the official graduation date, candidates will be notified via e-mail that they may go on-line and complete the certification process. Generally speaking, graduates should receive their certificates approximately one week after completing the on-line process.

Any questions regarding certification procedures should be directed to the Certification Officer or Specialist (333-7195). Additional information related to certification policies and procedures, including extensive information on endorsements to teach specific subjects, are available on the [CTE web site](#).

Preparation for Middle Grade (5-8) Teaching

There are specific requirements for middle grade teachers who teach in grades 5 through 8 where fifty percent or more of the teaching assignment is to a position comprised of a single subject area of instruction. Individuals in the elementary education program who plan to teach middle grades will need to complete additional coursework that is not required in their degree program. For additional information, contact the Certification Officer or Specialist at 333-7195.

State Certification Tests

All persons seeking early childhood, elementary, special, secondary, school service personnel, or administrative certificates in Illinois must pass both a test of basic skills (reading, writing, grammar and mathematics) and a test of subject-matter knowledge before they may be certified. Persons seeking teaching certificates must also pass the Assessment of Professional Teaching (APT) test that corresponds to their certificate level. Tests are administered at least six times per year at approximately twelve sites around the state. However, not all tests are administered at all sites on all test dates.

Registration is by mail or on-line and the deadlines are strictly enforced. Each test costs \$60.00 plus a registration processing fee of \$25.00. Students must pass the basic skills test, the subject-matter test in their major area, and the appropriate APT test. Students should plan to take the test in their subject matter two test dates prior to student teaching. The APT test should be taken two test dates before graduation. Test scores are available approximately four weeks after the test date. Registration bulletins and additional information are available in the CTE Office. [Study guides are only available on-line.](#)

Candidates must pass their subject matter test and the APT test before they may be recommended for certification. Specific [information on certification testing is available on the CTE web site.](#)

Out-of-State Teacher Certification

Each state has unique certification requirements, which must be met by public school teachers. If students know in advance that they will be teaching in a particular state, they should acquaint themselves with the pertinent requirements and make arrangements to fulfill them. Information on [requirements in other states is available online.](#)

Many states specify minimum student teaching requirements in terms of clock hours. The hours devoted to the various aspects of practicum should be accurately reported on the student teaching time report before the student teacher submits the report for validation by the cooperating teacher and the supervisor. This report must be submitted to the student teaching supervisor at the conclusion of the experience, since it is the sole basis for reporting clock hours of student teaching to other states, and the clinical experiences program coordinator will not provide the necessary recommendation for Illinois certification until it has been received.

If students need a recommendation from the University of Illinois at Urbana-Champaign for an out-of-state application, they should turn in the completed application to the Certification Office. If requested, the Certification Officer will obtain an official UI transcript for the student, free of charge, endorse the application, and send both to wherever the student instructs.