



# Get the Facts

## Type 75 Certificate w/ General Administrative Endorsement Requirements

The Illinois State Board of Education (ISBE) states individuals seeking the Type 75 general administrative certificate must:

1. complete an approved general administrative program at an Illinois institution
2. hold a Master's degree
3. have 2 years of full-time teaching or school service personnel experience
4. pass the Basic Skills and Principal content-area tests

*Note: Beginning with applications submitted on or after February 1, 2012, candidates must meet each of the following requirements:*

1. Teaching experience shall have been accrued while the individual held a valid early childhood, elementary, secondary, special K-12, or special preschool – age 21 certificate.
2. School service personnel experience shall have been accrued while the individual held a valid school service personnel certificate.

See the Illinois State Board of Education (ISBE) Guide to Certification Requirements for more detailed information:

<http://www.isbe.state.il.us/certification/requirements/toc.htm>

### Certification Tests:

Students register for the required certification tests through the Illinois Certification Testing System's website (ICTS). Please visit <http://www.icts.nesinc.com> for more information.

The Type 75 certificate with the general administrative endorsement requires the Basic Skills test (#300) and the Principal content-area test (#186). \*Students who have already taken the Basic Skills test for their teaching or school service personnel certificate need not take the Basic Skills test again as long as their certificate is valid at the time they apply for the Type 75 certificate. \*\*Students who have transferred their certificates from out-of-state may be required to take the Illinois Basic Skills test for the Principal certificate - please check with ISBE and your academic advisor.

Students must pass all tests prior to certification.

### Application Steps:

Upon completion of the Type 75 Principals program, students must apply for their certificate. Students must complete a certificate application, which can be found on ISBE's website: <http://www.isbe.state.il.us> Once on ISBE's home page, look for the "Forms" link on the blue menu bar at the top of the screen. Click on "Forms", then click on "Certification". You must complete the "73-03D School Service Personnel or Administrative" application form.

You will need to submit the following information to the Certification Officer to have your application materials processed:

1. Completed and signed application form (73-03D)
2. Letter from employer on employer letterhead indicating 2-years full-time teaching or school service personnel experience
3. Copies of passing test scores for the Basic Skills and the Principal content area tests

Your materials will be reviewed, and if approved, the seal of the university will be applied to your application form. The student will then submit the sealed application form, official transcripts, and a money order to ISBE to receive the actual certificate.

\*Certification requirements are subject to change per the discretion of the Illinois State Board of Education (ISBE).

#### Certification Officer

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