



# Get the Facts

## Type 75 Certificate w/ Superintendent Endorsement Requirements

Individuals seeking the Type 75 certificate with the Superintendent endorsement must:

1. complete an approved superintendent program at an Illinois institution
2. hold a Master's degree
3. proof of 2 years of full-time administrative experience on a valid administrative certificate with the general administrative endorsement
4. pass the Basic Skills and Superintendent content-area tests

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 Superintendent endorsement requires the Basic Skills test (#300) and the Superintendent content-area test (#187). \*Students who have already taken the Basic Skills test for their teaching, school service personnel, or principal 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 must pass all tests prior to certification.

### **Application Steps:**

Upon completion of the Type 75 Superintendent 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 of full-time administrative experience on a valid administrative certificate with the general administrative endorsement
3. Copies of passing test scores for the Basic Skills and the Superintendent 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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