

Using ISBE/ECS for documenting Professional Growth

1. Go to ISBE home page: www.isbe.net
2. Click on “ECS” located in the top, left and corner of the ISBE homepage.

~You will have to establish and/or enter your ECS account~ Follow the directions to reset password/username
3. Scroll down to select “click here to Access ECS”
4. Choose “Professional Development and Renewal” link from the top
5. Choose the second choice from the list “Professional Development Activity” to view, modify or submit
6. Your certificates on file will appear that require professional development renewal
7. Choose “Enter/Review Professional Development”
8. You will see the Standard/Master Cycles on File
9. Again, choose “Enter/Review Professional Development Activity”
10. Confirm you are who you say you are!

11. Choose a Professional Development option for the list
Ex: CPDU's, Advanced degree, etc

12. Indicate by choosing from the options provided which continuing professional development activity you have completed

Ex: Mentoring, Study Group, College Coursework, etc.

13. Read the Description, Definition and Evidence required for the continuing professional development you chose. - If this is an accurate description choose the Point Value for that professional development. If not, choose Previous and select another choice to describe the professional development.

14. Input the activity dates in this format - 00/00/0000

14a. Choose the provider of the professional development.
EX: Glenview Public Schools, Illinois Computing Educators, etc

15. Describe the activity.

16. There are several Purposes (A, B, C) as listed on ISBE for professional development. Chose the best purpose for this professional development from the list and check the box. More than one may be chosen.

17. Your Units for this cycle will appear on the next page. Choose the Printer Friendly version and print a copy. You

can Remove or Edit if you find any errors. If all correct,
log out of ECS.