ENTITLEMENT OF SUBSEQUENT ENDORSEMENTS
IN ESL and/or BILINGUAL EDUCATION
THROUGH THE UNIVERSITY OF ST. FRANCIS

To the Applicant:
As a special service to teachers who take all of the ESL/Bilingual endorsement courses at the University of St. Francis, the College of Education Certification Officer can now entitle you to subsequent ESL and/or Bilingual endorsement(s) on your current teaching certificate. This service eliminates your making application at a Regional Office of Education. Upon entitlement you can process your application through ECS (Educators Certification System) on-line at the ISBE website. There will be no charge for this service at USF but you will be charged the application fee by the Illinois State Board of Education.

- Complete the application – one application for each endorsement
  1. Submit USF official transcripts of all courses taken for the endorsement.
     - To request a transcript, complete a Transcript Request Form and mail or fax it to the Registrar’s office. You may order this transcript on-line by going to the USF website, under Academics (left side listing), click Registrar’s Office. In Step 6 of the form have transcripts sent to: Joan Ferguson, Certification Officer, College of Education, USF. There is a $5.00 fee.
  2. Submit documentation of 100 clock hours of practicum/field experience or 3 months teaching experience. Documentation must be on school or district letterhead with the signing administrator’s name listed. Attach a listing of the dates and times.
  3. Certification Coordinator/Officer’s address is on the application.
  4. Please note that the endorsements are issued separately by grade levels – grades K-3, K-4, or K-5 depending on your certificate type, 9-12, and middle grades 6-8 if you have completed middle grade requirements. Anyone applying for the Middle School endorsement, grades 6-8, must show proof of taking the middle school endorsement courses. Attach a copy of your teaching certificate that shows you have middle school endorsements if you want this new endorsement added to the middle grade levels.

- Upon review of the application and transcripts the Certification Officer will:
  1. Approve the endorsement
     - Add it to the applicant’s account in ECS
     - Mail the official transcripts to ISBE
     - Email the applicant to complete the process
  OR
  2. Return the transcripts to the applicant with a letter of deficiency stating why the endorsement was not approved.

Updated December 11, 2012