

NOTE: City of Chicago residents should forward this form to Division of Certification, ISBE, 100 North First Street Springfield, Illinois 62777-0001.

ILLINOIS STATE BOARD OF EDUCATION
 Division of Certification and Professional Development
 100 North First Street
 Springfield, Illinois 62777-0001



APPLICATION FOR SCHOOL SERVICE PERSONNEL OR ADMINISTRATIVE CERTIFICATE

INSTRUCTIONS: Please print or type. Complete this form and mail to the Regional Superintendent of Schools in the county in which you plan to teach or reside. Include official transcripts and a \$30 fee for certification, contact your Regional Superintendent for the method of payment. **DO NOT SEND THESE FORMS AND FEES TO THE STATE SUPERINTENDENT OF EDUCATION. THIS FEE IS NOT REFUNDABLE OR TRANSFERABLE.**

SOCIAL SECURITY NUMBER: 012-34-5678
 PRINT NAME (Last - First - Middle - Maiden): DOE, JANE M.
 BIRTHDATE: 01/01/01

HOME ADDRESS (Street Number, City, State, Zip Code): 123 Any Street, Anytown, USA, 01234
 PHONE (Area Code) Home: 012-345-6789
 PHONE (Area Code) Work: 012-345-6789

SEX: Male Female
 BIRTHPLACE: Anywhere, USA
 U.S. CITIZEN: Yes No

Applicants who are not US citizens must provide proof of legal presence and eligibility for employment. They must also file form 73-91, "Notice of Intent to Become a United States Citizen."

Have you: Yes No Ever had a certificate denied, suspended or revoked in Illinois or any other state?
 Yes No Ever been convicted of a felony, or any sex, narcotics or drug offense in Illinois or any other state?
 Yes No Have you failed to file a tax return with the Illinois Department of Revenue, or failed to pay any tax, penalty, or interest owed or any final assessment of same for any tax as required by law administered by that Department that was not subsequently resolved to the Department's satisfaction?
 Yes No Have you ever been named by a state agency responsible for child welfare as a perpetrator in an indicated report of child abuse or neglect if such report was not reversed after exhaustion of any appeal?
 Yes No Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?

I certify, under penalty of perjury, that I am not more than 30 days delinquent in complying with a child support order. I understand that failure to so certify shall result in disciplinary action and making a false statement may subject me to contempt of court.

Signature Required: Jane M. Doe
 Date: 8-4-2009

If you previously held an Illinois Certificate, give the Type D3 Number 01234567

NAME(S) OF COLLEGES AND UNIVERSITIES	STATE	DEGREE	DATE
Eastern Ill. Univ.	IL	MS ED	05/09
Eastern Ill Univ.	IL	BA	05/09
Lakeland College	IL	AA	05/08

- Certification Office Use Only -			
DEGREE	CREDIT OR EXP.	TYPE	YEARS VALID

DATE CERTIFICATE ISSUED: _____
 CERTIFICATE NUMBER: _____

SCHOOL SERVICE PERSONNEL
 (One Endorsement per Application)

- CERTIFICATE**
- Guidance
 School Social Worker
 School Psychologist
 School Nurse
 Speech Language Pathologist
- ENDORSEMENT**
- Supervisory
 Supervisory
 Supervisory
 Supervisory
 Supervisory

ADMINISTRATIVE
 (One Endorsement per Application)

- CERTIFICATE**
- General Administrative
 Superintendent
 Chief School Business Official
 Director of Special Education

I do hereby affirm that the information provided above and the credentials, including transcripts and other supporting documents, are true, correct and complete.

NOTE: Applicants who knowingly alter or misrepresent their qualifications in order to obtain a certificate shall be denied its issuance and may be subject to the suspension or revocation of all previously held certificates.

Jane M. Doe 8-4-2009
 Signature of Applicant Date

 Signature of Requesting Illinois Regional Superintendent County

To be completed by Illinois Teacher Education Institution if certificate is to be issued by entitlement. Ignore this section of the form if certification by evaluation (individual applies directly) is requested.

As the authorized official of this recognized Illinois teacher education institution, I do hereby certify that the above-named applicant has completed all requirements of the certification statutes and relevant rules and regulations and has successfully completed an approved program leading to the certification and endorsement for which the applicant is recommended.