



# Illinois State Board of Education

100 North First Street, E-240  
Springfield, Illinois 62777-0001



## APPLICATION FOR CAREER AND TECHNICAL EDUCATOR ENDORSEMENT

### EDUCATOR EFFECTIVENESS DEPARTMENT

Please select type of license for which application is being made:

- Career and Technical Educator (CTE)
- Provisional Career and Technical Educator (CTEP)\*

**Important:** You must apply online for this credential and pay the applicable fees through your [Educator Licensure Information System](#) account.

**Instructions:** Please print or type. Applicants should provide all information requested in Part I of this form, and the district should complete Part II (if applicable). Return this completed form and the required supporting documentation to your Regional Office of Education. Contact information is available on the [ISBE Regional Offices of Education & Intermediate Service Centers webpage](#). Chicago residents should mail this form and supporting documents to the address at the above left of this document. If a school district is completing Part II, the form must be sent directly from the district to the address listed above.

#### PART I – TO BE COMPLETED BY APPLICANT

APPLICANT NAME (Last, First, Middle, Maiden)	IEIN	BIRTHDATE (MM/DD/YYYY)	
ADDRESS (Street, City, State, ZIP Code)	EMAIL		
	HOME TELEPHONE (Include Area Code)	WORK TELEPHONE (Include Area Code)	

**LIST SPECIFIC CAREER AND TECHNICAL EDUCATOR PROGRAM TITLE(S) WITH CLASSIFICATION OF INSTRUCTIONAL PROGRAM (CIP) CODE(S) TO BE TAUGHT.** Please note: Up to three endorsements may be evaluated under one initial application fee. Subsequent endorsements require an additional application and fee. See the [list](#) of available endorsements.

1)	2)	3)
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*I certify that the above information is correct to the best of my knowledge.*

\_\_\_\_\_   
 Date

\_\_\_\_\_   
 Digital or Original Signature of Applicant

#### PART II – ALL DISTRICT INFORMATION MUST BE COMPLETED (For City of Chicago, Human Resource Department or Talent Office of Chicago Public Schools). For Provisional Career & Technical Educator Licenses ONLY (ELS-CTEP)

DISTRICT NAME AND NUMBER OF EMPLOYING SCHOOL DISTRICT (If you are currently not employed by a school district, this may remain blank.)

*The school district must complete the following information for an applicant seeking an Educator License with Stipulations for Provisional Career and Technical Educator:*

*\*I certify that this endorsement request is made at the direction of the Board of Education and is a matter of record in the official minutes of the board. Signatures of the superintendent or the board secretary of the employing district are required for the Provisional Career and Technical Educator Endorsement. I further certify that no qualified teacher holding a Professional Educator License or an Educator License with Stipulations with a Career and Technical Educator Endorsement is available and that actual circumstances require such issuance. (Article 21B-20 Illinois School Code)*

**Yes No**

- I assure that the district is unable to find a qualified individual holding a Professional Educator License or an Educator License with Stipulations endorsed for Career and Technical Educator in the skill area of instruction, and that current circumstances require the employment of an individual provisionally licensed in the skill area of instruction.

\_\_\_\_\_   
 Date

\_\_\_\_\_   
 Digital or Original Signature of Superintendent or Board Secretary of Employing District

\_\_\_\_\_   
 Date

\_\_\_\_\_   
 Digital or Original Signature of Regional Office of Education Superintendent