

SCHOOL NAME

ADDRESS (Street, City, State, Zip Code)

SUPPORTING MATERIALS CHECKLIST - The following exhibits must be submitted with this application and in the order given.

ISBE	APPLICANT	EXHIBITS
<input type="checkbox"/>	<input type="checkbox"/>	1. Draft of school catalog/bulletin which meets criteria stated in Rule 451.260 for review. Two copies of the final catalog/bulletin must be submitted when completed.
<input type="checkbox"/>	<input type="checkbox"/>	2. An Application for Approval of a Course of Instruction or Supplementary Course of Instruction, Form ISBE 29-22, submitted for each course of instruction or subject to be offered.
<input type="checkbox"/>	<input type="checkbox"/>	3. If instruction is to be given at location(s) other than the school headquarters listed, then an Application for Approval of a Classroom Extension, Form 39-15, must be submitted for each additional site.
<input type="checkbox"/>	<input type="checkbox"/>	4. Detailed floor plan of instructional facilities, including dimensions and maximum number of students to be accommodated. Include classrooms, laboratories, shops, libraries, other instructional facilities, and physical and sanitary facilities.
<input type="checkbox"/>	<input type="checkbox"/>	5. An Inventory of Instructional Equipment by Course of Instruction or Subject, Form ISBE 29-17, for each course of instruction or subject to be offered.
<input type="checkbox"/>	<input type="checkbox"/>	6. An Instructor Qualification Record, Form ISBE 29-08, for each instructor.
<input type="checkbox"/>	<input type="checkbox"/>	7. A Chief Managing Employee and Assistant Qualification Record, Form ISBE 29-08A, for each managing employee and assistant.
<input type="checkbox"/>	<input type="checkbox"/>	8. Current documentation that the building in which the school is housed complies with the requirements of the State Fire Marshal or his designee for use of the premises as a school.
<input type="checkbox"/>	<input type="checkbox"/>	9. Copies of all brochures, films, promotional materials, and media advertising that may be used to induce students to enroll in courses of instruction.
<input type="checkbox"/>	<input type="checkbox"/>	10. One draft/final copy of the required enrollment agreement and/or retail installment contract to be used for Illinois students. (105 ILCS 425/15.1, 15.1a, and Rules 451.520 and 451.530)
<input type="checkbox"/>	<input type="checkbox"/>	11. Specific financial information listed under the Original Applications heading of the Financial Information sheet.
<input type="checkbox"/>	<input type="checkbox"/>	12. School Surety Bond, Form ISBE 29-11. Sales Representative Bond, Form ISBE 29-15.
<input type="checkbox"/>	<input type="checkbox"/>	13. School's projected student to teacher ratio for classroom and laboratory instruction. (See Rule 451.270m)
<input type="checkbox"/>	<input type="checkbox"/>	14. Certificate of public liability insurance providing coverage at the school's place of business and all classroom extension locations including any work experience locations.
<input type="checkbox"/>	<input type="checkbox"/>	15. The names, addresses and current status of all schools of which each applicant has previously owned any interest, and a declaration as to whether any of these schools were ever denied accreditation or licensing, or lost accreditation or licensing from any governmental body or accrediting agency. [105 ILCS 425/6(6)].
<input type="checkbox"/>	<input type="checkbox"/>	16. Out-of-state schools provide: <ul style="list-style-type: none"> a. Evidence of compliance with the laws in the state in which the school is located; b. A statement of consent pursuant to 105 ILCS 425/25.1 that actions may be commenced against the applicant in the courts of Illinois; c. Evidence that the out-of-state entity which owns the school is registered with the Illinois Secretary of State to do business in Illinois as a foreign corporation.
<input type="checkbox"/>	<input type="checkbox"/>	17. Verification of the school's change of ownership. <ul style="list-style-type: none"> a. Copy of purchase agreement; b. A report on arrangements made to ensure continuing operations and compliance with the Act and Rules and Regulations during the change of ownership.

COMMITMENT

The officers of this school, under oath, hereby pledge to follow all rules, regulations and standards set forth under "An Act in Relation to the Regulation of Business and Vocational Schools," as amended. In consideration of this we affirm all the information on this application and attendant documents to be complete, true, correct and available for review.

Submitted this _____ day of _____, _____.

Application must be signed by all officers of the school.

Subscribed and sworn to in my presence by the affirmed on this

_____ day of _____, _____.

Notary Signature and Seal

Commission Expiration Date

SIGNATURE OF OFFICIAL

TITLE

SIGNATURE OF OFFICIAL

TITLE

SIGNATURE OF OFFICIAL

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