

INSTRUCTIONS AND INFORMATION FOR ENTITIES WISHING TO APPLY FOR APPROVAL AS PROVIDERS OF SUPPLEMENTAL EDUCATIONAL SERVICES IN ILLINOIS

The Illinois State Board of Education (ISBE) uses an on-line application process to approve providers of Supplemental Educational Services (SES), and we only accept applications for consideration for approval that come to us through that process (except for certain hard copy items that accompany such an on-line application). The following are the steps to be followed in making an application. Submission of an application is an assurance to ISBE that you have read these instructions.

1. The application will be submitted through our PARS system. Go to PARS/STARS in the resources box on our SES page (<http://www.isbe.net/ses/default.htm>) and view the PowerPoint there for PARS. This serves as both an introduction to the system and as a kind of instruction manual. PARS is fairly intuitive, so we have not found it necessary to have a user manual in addition to the PowerPoint and the instructions within PARS itself.
2. If you (that means “you” the applying entity, not “you” the person sitting at the computer) have never logged into PARS before, go to the PARS log-in screen, and click on “Create New User.” You must create a log-in for yourself in our PARS system the first time you enter the system. Remember the userid and password you create at this time for future use. Do NOT re-create yourself in the system when entering PARS at a later date. If you have been in PARS before, simply use your existing log-in (if you have forgotten that log-in information, call 312-814-3989 for assistance).
3. Once you are logged into PARS, click on “Application” on the toolbar. Open an application for the school year **following** the application cycle in which you making your application. For example, if you are applying during the 2010-11 application cycle, you must create an application for 2011-12. Applications are pulled up from the system for the approval process based on the year for which the application was created, so if you choose the wrong year, your application will not be read and thus not approved.
4. Look over the various screens involved in the application, filling in the information you have and noting what you need to collect as paper copy (hard copy) materials for submission outside of PARS. PARS will save your work automatically when you go to the “next section,” and you may return to your application to continuing editing and completing your work. You should you’re your work regularly by going to the next section. While you are in this writing/editing process, your application will have a status of “incomplete.”
5. You should be able to do “cut and paste” for text items rather than have to re-type them, so consider writing the text items in your word processor program first. Please note that the general public will have read-only access to PARS, so using clear, appropriate, and correct English will enhance the impression you make on potential clients.
6. Make sure you check every box that needs checking and enter text into every text box. The system will not let you submit an application if you fail to deal with a required item.
7. In your responses, DO NOT USE any of the following characters or character combinations:

<
>
>/>
8. Once you click the “submit” button on the last screen of the application, your work is “locked,” so do not submit your application until you are sure it is finished. When you attempt to submit your application, PARS will check to see if you have checked all check boxes and put text in all text boxes. If you have not, your application cannot be submitted and will remain in incomplete status. Lower on the Submit screen, PARS will give you a list of items that remain unaddressed.

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9. ISBE will **NOT** read any applications that are in “incomplete” status. When you have successfully submitted your application, you will see that its status has changed to “pending.” ISBE will read **only** those applications in pending status. You can see that status of your application at the bottom of the main application screen.
10. You will need to submit some materials (such as tax returns) in hard copy (i.e., paper copy) to ISBE. You must
 - Organize the materials in sets so that these can easily be distributed to the readers and to the files.
 - Send an original (file) copy and three (3) reader copies of each document (FOUR SETS TOTAL).
 - Give an indication as to which copy is the file copy set.
 - Send those items so that they arrive before the close of the application period to

Dr. Gary Greene
Illinois State Board of Education
100 West Randolph, 14-300
Chicago, IL 60601

Note: These four sets of the hard copy materials are a part of the reading phase of the approval process. YOUR APPLICATION MAY **NOT** BE READ UNTIL THESE FOUR (4) COMPLETE SETS HAVE BEEN SUBMITTED AS REQUIRED EVEN THOUGH PARS MAY SAY YOUR APPLICATION IS PENDING.

11. PARS date stamps your application, and our outside readers will read the applications in submission order. The earlier you can submit your application, the sooner the readers will get to it.
12. If the readers have concerns, need more information, etc., ISBE will contact you via the email address you supply alongside your application in the “Provider Information” section of PARS for responses in order to complete your application. Make sure that email address is correct and current. You then will have 30 days to supply all requested responses, additional materials etc. If your application remains incomplete or otherwise unapprovable after the end of that 30-day period, your application will receive a status of “nonviable,” and you will need to re-apply during the next application window.
13. Once your application is approved, it will receive a status of “accepted.” Obviously the more complete, accurate, and clear your application is, the more quickly it can be approved, so be careful and precise as you complete your application.
14. We cannot tell you how long it will take for you to be approved as there are too many variables (the number of applications received, where you fall in the order the readers take, how much further “clean up” your application needs, how rapidly you respond to the reader concerns, etc.). We expect to have all approvable applications received in a cycle acted on before the close of the state fiscal year.
15. If an applicant fails to address all reader concerns by the close of the 30-day period or if other conditions prevent our accomplishing this goal, be advised that the applicant will need to re-apply in a later application cycle.
16. Submission of an application is an assurance to ISBE that the applicant has read our state administrative rules (23 Illinois Administrative Code 675) regarding SES and the federal non-

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regulatory guidance for SES. Both of these documents may be found via the “Laws, Rules, and Guidance” resource link on our SES webpage.

If you run into problems or have questions not answered by the above, please contact Dr. Greene via ggreene@isbe.net or 312-814-3989.