

ISBE USE ONLY	
STAFF RECOMMENDATION	
<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
DATE	
STAFF SIGNATURE	
<i>SUBMIT IN DUPLICATE</i>	

ILLINOIS STATE BOARD OF EDUCATION
 Educator and School Development Division
 100 North First Street, E-310
 Springfield, Illinois 62777-0001

**PRIVATE BUSINESS AND VOCATIONAL
 SCHOOL RENEWAL APPLICATION FOR
 CERTIFICATE OF APPROVAL**

ISBE USE ONLY	
DATE TO ACCOUNTING	
CHECK NUMBER	
\$	
ACCOUNT CODE	

INSTRUCTIONS: This form is to be used when making application for a Certificate of Approval to operate under "An Act In Relation To The Regulation of Private Business and Vocational Schools," as amended. **An application fee of \$250.00 must accompany the application. Remittance shall be made by certified check, cashier's check, money order, or bank draft, payable to the ILLINOIS STATE BOARD OF EDUCATION. APPLICATION AND FEE MUST BE POSTMARKED AND MAILED ONLY TO THE ILLINOIS STATE BOARD OF EDUCATION, 100 NORTH FIRST STREET, E-310, SPRINGFIELD, ILLINOIS 62777-0001 NO LATER THAN THE FIRST DAY OF APRIL OF EACH YEAR.**

SCHOOL NAME AND ADDRESS (Street, City, State, Zip Code)	SCHOOL CODE NUMBER _____ - _____ - _____ P
	PHONE NUMBER (Area Code)
	FAX NUMBER (Area Code)
NAME AND TITLE OF SCHOOL CHIEF MANAGING EMPLOYEE	E-MAIL ADDRESS
Current student enrollment at main campus and classroom extensions is: _____	WEB ADDRESS

CLASSROOM EXTENSION ADDRESS(ES) (Street, City, State, Zip Code)	DATE OF INITIAL ISBE APPROVAL	PHONE NUMBER	MANAGING EMPLOYEE AT SITE	WAS INSTRUCTION OFFERED THIS SITE DURING CURRENT APPROVAL YEAR?		STATE FIRE MARSHAL INSPECTION DATE (Attach Report)
				Yes	No	
	___/___/___			<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
	___/___/___			<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
	___/___/___			<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
	___/___/___			<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
	___/___/___			<input type="checkbox"/>	<input type="checkbox"/>	___/___/___
	___/___/___			<input type="checkbox"/>	<input type="checkbox"/>	___/___/___

Subscribed and sworn to in my presence by the affirmed on this _____ day of _____, _____.

Notary Signature And Seal

Commission Expiration Date

CLASSROOM/EXTENSION COMMITMENT
(COMPLETE ONLY IF SCHOOL HAS CLASSROOM EXTENSIONS)

As Chief Managing Employee of this school, I understand the PBVS Statute limits the activities conducted at a classroom extension to instruction and training. I certify that instruction comparable to that offered at the school's main facility has been offered at the approved site at least once within the past year and that only limited administrative activities are conducted at the extension site(s).

Signature of Chief Managing Employee

Date

SCHOOL NAME AND ADDRESS

RENEWAL APPLICATION CHECKLIST

The following exhibits must be submitted with this application.

CHECKLIST		EXHIBITS	FORMS INVENTORY CHECKLIST	
ISBE	Applicant		ISBE Form#	Data Page
<input type="checkbox"/>	<input type="checkbox"/>	1. SUBMIT ORIGINAL AND ONE COPY Renewal Application Form and \$250 Application Fee ISBE 29-24A School Renewal Application with Notary and Signature (if applicable) ISBE 29-24B Currently approved courses of Instruction ISBE 29-24C Renewal Application Checklist ISBE 29-24D Renewal Application Commitments	29-24A (1/09) 29-24B (1/09) 29-24C (1/09) 29-24D (1/09)	
<input type="checkbox"/>	<input type="checkbox"/>	2. SUBMIT ORIGINAL AND ONE COPY Student Placement Statistics and Enrollment Agreement Disclosures for Reporting Period of July 1, 2007 to June 30, 2008 (with Notary and Signature/Title of Preparer)	29-18B (1/09)	1 of 2
<input type="checkbox"/>	<input type="checkbox"/>	3. SUBMIT IN DUPLICATE General School Data	29-18C (1/09)	2 of 2
<input type="checkbox"/>	<input type="checkbox"/>	4. Annual Report of Current Managing Employee/Teacher Assignment and Teacher Evaluation	29-25 (1/09)	
<input type="checkbox"/>	<input type="checkbox"/>	5. Financial Resources/Financial Recordkeeping School's financial information for the most recent fiscal year as compiled in accordance with standards established by the American Institute of Certified Public Accountants in its most recent Codification of Statements on Standards for Accounting and Review Services. a. Balance sheet b. Income statement c. Statement of cash flows d. All disclosures required by generally accepted accounting principles (GAAP) must be included in the financial statements. Financial statements which omit the disclosures required by GAAP will not be accepted. e. Accountant's compilation report It is recommended that corporations attach a copy of their most recent annual report.		

OTHER SUPPORTING MATERIALS

<input type="checkbox"/>	<input type="checkbox"/>	6. Two copies of the current school catalog.		
<input type="checkbox"/>	<input type="checkbox"/>	7. One copy of the enrollment agreement and/or retail installment contract (if used) including mandated enrollment disclosures for the most recent 12 month reporting period of July 1 through June 30.		
<input type="checkbox"/>	<input type="checkbox"/>	8. Current State Fire Marshal's Report (include reports for main campus and each classroom extension for which approval is requested).		
<input type="checkbox"/>	<input type="checkbox"/>	9. OUT-OF-STATE SCHOOLS ONLY: Pursuant to Sec. 451.30 of the Rules, submit evidence of full approval or accreditation by the regulatory agency of each state in which the school is located or conducts business.		

SCHOOL NAME AND ADDRESS

RENEWAL APPLICATION COMMITMENTS

INSTRUCTIONS: Duplicate this form as needed to secure signatures. Original signatures of owners and/or corporate officers and notary are required. Corporate entities must secure, at minimum, signatures of the President, Vice-President, Secretary, Treasurer and Chief Executive Officer. If officers hold more than one executive position, indicate such accordingly. The person(s) with fiduciary responsibility must include residential address and phone number.

The owners/officers of this school, under oath, hereby make the following commitments as set forth in Section 7 of the "Private Business and Vocational Schools Act, 105 ILCS 425/7."

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. To conduct the school in accordance with this Act and the standards, rules, and regulations established from time to time and promulgated hereunder; 2. To conduct the school in accordance with the standards of the school's regional or national accrediting agency, if any; <ol style="list-style-type: none"> 2.5 To meet standards and requirements at least as stringent as those required by Part H of the Federal Higher Education Act of 1965. [FN1] 3. To maintain student transcript records for at least 50 years after the student has departed from the school; 4. To conduct instruction in each course of instruction on its certificate of approval at least once during the approval year for which the certificate is issued. 5. To permit the Superintendent or his or her designees to inspect the school or classes thereof from time to time with or without notice; and to make | <ol style="list-style-type: none"> available to the Superintendent or his or her designees, at any time when required to do so, information including financial information pertaining to the activities of the school required for the administration of this Act and the standards, rules and regulations established and promulgated hereunder; 6. To utilize only advertising and solicitation which is free from misrepresentation, deception or fraud, or other misleading or unfair trade practices; 7. To not promise or agree to any right or privilege in respect to professional examinations or to the practice of any profession in violation of the laws of this State; 8. To screen applicants for each course of instruction prior to enrollment and maintain such records for 7 years. If the course being offered is in a language other than English, the screening must include that language. 9. To post in a conspicuous place a statement, as developed by the Superintendent, of students' rights provided under this Act. |
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In consideration of this, we affirm all the information of this application and attached documents to be complete, true, and correct. We further affirm that substantiating records and documents are available for review.

All owners or officers of this school must sign this application. The Illinois State Board of Education assures owners/officers that residential information is exempt from the Freedom of Information Act and will not be accessible to the public. Such information will be used only in the event of an emergency related to this school and no response is received at the school or corporate headquarters listed in this application. Submitted this _____ day of _____, _____.

PRINT NAME	TITLE	SIGNATURE OF OWNER/OFFICER
RESIDENTIAL ADDRESS (City/State/Zip Code)	TELEPHONE (Area Code)	
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PRINT NAME	TITLE	SIGNATURE OF OWNER/OFFICER
RESIDENTIAL ADDRESS (City/State/Zip Code)	TELEPHONE (Area Code)	
<i>Subscribed and sworn to in my presence by the affirmed on</i>		
<i>this _____ day of _____, _____.</i>	_____ Print Name	_____ Title
_____ <i>Notary Signature and Seal</i>	_____ <i>Signature of Chief Managing Employee</i>	_____ Residential Phone
_____ <i>Commission Expiration Date</i>	_____ Residential Address (City, State, Zip Code)	