

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

**APPEAL TO THE STATE TEACHER CERTIFICATION BOARD**

**DIRECTIONS:** Complete and send this form to the State Teacher Certification Board (STCB) within 14 days after receiving notice that 1) a regional superintendent is forwarding to the STCB a recommendation of nonrenewal of a Standard/Master teaching certificate or 2) the State Board of Education has recommended nonissuance of a Standard teaching certificate. **(An appeal postmarked more than 14 days after receipt of a nonrenewal notice will not be considered.)** Address your appeal to **State Teacher Certification Board, Secretary, 100 North First Street, Springfield, Illinois 62777-0001**. It must be sent by certified mail, return receipt requested, and postmarked no later than 14 days following the receipt of a nonrenewal or nonissuance notice. Include any supporting documentation you think is relevant. Keep copies of all materials for your records.

NAME	IEIN NUMBER OR LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER
ADDRESS	HOME TELEPHONE (Include Area Code)
	WORK TELEPHONE (Include Area Code)
EMPLOYED BY (District Name, Joint Agreement, Charter School, etc.)	ADDRESS

CERTIFICATES HELD			
Certificate Type	Certificate Number	Certificate Type	Certificate Number

*I am requesting that the State Teacher Certification Board (STCB) review the regional superintendent's recommendation not to renew my certificate(s). I believe the regional superintendent's recommendation should be reversed for the following reason(s):*

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The following materials are attached:

- Evidence that I have satisfactorily completed the activities for certificate renewal
- Evidence that I have satisfactorily completed eligibility requirements for Standard Certification
- Other relevant documents

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

### STATE TEACHER CERTIFICATION BOARD'S DECISION

Within 60 days of receipt of the appeal, the STCB must hold an appeal hearing for a Standard/Master certificate holder. The STCB must notify the Standard/Master certificate holder of the date, time and place of the hearing. If the STCB requests a certificate holder to appear before it, such notice will be given at least ten days in advance.

- Certificate(s) renewed/issued
- Certificate(s) not renewed/issued\* for the following reasons:
  - Failed to satisfactorily complete the requirements
  - Credits not distributed as required among the purposes or not sufficient
  - More than 30 days delinquent in payment of child support
  - Failed to comply with a subpoena or warrant relating to a paternity or child support proceeding

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Secretary of STCB

***\* If the certificate is not renewed or issued, this notice must be sent to the certificate holder by certified mail, return receipt requested.***