Dear Ms. Shaaf:

The Illinois State Board of Education has completed a review of the original application for your school under the rules, regulations and statutes governing private business and vocational schools in Illinois. Through an evaluation, it has been found that the application submitted exhibits one or more deficiencies that prevent approval from being granted at this time. Therefore, the original application for your school is deficient pending further review.

Attached to this correspondence are an evaluation checklist and supporting appendices. Each deficiency is noted in these documents. The checklist documents were marked for each item in the following manner: Sufficient or Yes (indicating that the documentation was sufficient as submitted); Deficient or No (indicating that the documentation was insufficient as submitted); or N/A (the item in question was not applicable). In some instances, comments were also provided if needed.

Also, please note the following regarding the instructor qualification records submitted:

Valentina Skigina: the documents submitted were a translation of foreign documents. However, there was no indication given as to the specific number of semesters hours that was earned in each applicable course. The listing of courses only included the total number of clock hours completed.

Linda Ann Shaaf: documentation must be submitted that shows that Ms. Shaaf is a licensed nurse in the State of Illinois.

Irina Bondar: the documents submitted were a translation of foreign documents. However, there was no indication given as to the specific number of semesters hours that was earned in each applicable course. The listing of courses only included the total number of clock hours completed.

Please submit additional documentation, in duplicate, that addresses each of the listed deficiencies as soon as possible. Submission of appropriate updated documentation will result in a re-evaluation of the application. Important note: not all items marked “deficient” on the attached documents may have comments listed. However, those items must still be rectified by submitting appropriate documentation. If any deficiencies are noted for ISBE forms, you may download the forms at: http://isbe.net/pbvs/html/pbvs_forms.htm.

Should you have questions or concerns, please contact me via email at jaranows@isbe.net or by phone at 312-814-2220.

With Regards,

Jeffrey A. Aranowski
Division Supervisor
Educator and School Development
Illinois State Board of Education