Illinois State Board of Education
Private Business and Vocational Schools
Original School Application

School Name: ATS Institute of Technology

1.) Draft of school catalog/bulletin which meets criteria stated in Rule 452.260 for review.
   Two copies of the final catalog/bulletin must be submitted when completed.
   ☑ Sufficient ☒ Deficient

   COMMENTS: See Appendix A.

2.) An application for Approval of a Course of Instruction or Supplemental Course of
    Instruction, Form ISBE 29-22, submitted for each course of instruction or subject to be
    offered.
   ☑ Sufficient ☒ Deficient

   COMMENTS: Please see the comments on the cover page regarding instructor qualifications records.

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 ISBE 39-15, must be
    submitted for each additional site.
   ☑ Sufficient ☒ Deficient ☒ N/A

   COMMENTS: See Appendix C, if applicable.

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.
   ☐ Sufficient ☐ Deficient

   COMMENTS:

5.) An Inventory of Instructional Equipment by Course of Instruction or Subject, Form
    ISBE 29-17, for each course of instruction or subject offered.
   ☐ Sufficient ☐ Deficient

   COMMENTS:

6.) An Instructor Qualification Record, Form ISBE 29-08, for each instructor.
   ☑ Sufficient ☒ Deficient

   COMMENTS: Please see the comments on the cover page regarding instructor qualifications records.

7.) A Chief Managing Employee and Assistant Qualification Record, Form ISBE 29-08A,
    For each managing employee and assistant.
   ☑ Sufficient ☒ Deficient

   COMMENTS: Ms. Linda Ann Schaaf is approved as Chief Managing Employee.

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.
   ☐ Sufficient ☐ Deficient

   COMMENTS:

9.) Copies of all brochures, films, promotional materials, and media advertising that may
    be used to induce students to enroll in courses of instruction.
   ☐ Sufficient ☐ Deficient

   COMMENTS:

10.) One draft/final copy of the required enrollment agreement and/or retail installment
     ☑ Sufficient

SUCCFICIENT: indicates that the documentation in question is sufficient as submitted.
DECIICIENT: indicates that the documentation in question is not approvable as submitted. Please see the comments for deficient documentation for more information.
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contract to be used for Illinois students. [105 ILCS 425/15.1, 15.1a, and Rules 451.520 and 451.530]

COMMENTS: See Appendix E.

11.) Specific financial information listed under the Original Applications heading of the Financial Information sheet, including:

- Compiled Balance Sheet: Sufficient
- Budget Projection: Sufficient
- Disclosures Required by GAAP: Sufficient

COMMENTS:

12.) School Surety Bond, Form 29-11 and Sales Representative Bond, Form ISBE 29-15, meet all relevant requirements.

Projection of Unearned Prepaid Tuition: Not disclosed

Surety Bond Amount: $50,000

COMMENTS: In order to determine whether or not a $50,000 surety bond is adequate, the school must submit a statement that projects its greatest amount of unearned prepaid tuition that we will be held. Please submit this statement for review.

13.) School’s projected student to teacher ratio for classroom and laboratory instruction. [See Rule 451.270m]

COMMENTS:

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.

Per person (minimum $100,000):

Per occurrence (minimum $300,000):

Per occurrence for property damage (minimum $50,000):

COMMENTS:

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

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were ever denied accreditation or licensing, or lost accreditation or licensing from any governmental body or accrediting agency. [105 ILCS 425/6(6)]

COMMENTS: N/A

16.) Out-of-state schools provide:
   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.

COMMENTS:

General Comments: All items marked “deficient” on this evaluation must be rectified prior to approval to operate being granted.

Jeffrey A. Aranowski  3/19/2010
Name of ISBE Staff Member  Date

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