

ILLINOIS STATE BOARD OF EDUCATION
 Accountability Division
 Private Business and Vocational Schools
 100 North First Street, E-230
 Springfield, Illinois 62777-0001

INSTRUCTOR QUALIFICATION RECORD

INSTRUCTIONS: Submit duplicate copies of the ISBE 29-08, Instructor Qualification Record. Attach only one set of support documentation corresponding to the subject(s) requested for teaching approval.

I. NAME AND ADDRESS OF SCHOOL (Street, City, State, Zip Code)	LOCATION(S) WHERE TEACHING WILL OCCUR (Street, City, State, Zip Code)	II. NAME OF APPLICANT

III. Applicant must designate which option he/she is declaring for approval and is submitting documentation to substantiate.

OPTION A

Note: Subjects to be taught that are part of degree granting programs are limited to approval options **A1** or **A2**.

A-1 DEGREE PROGRAMS ONLY. An **OFFICIAL TRANSCRIPT** indicating a minimum of a baccalaureate degree from a state-approved college or university with a major in the subject area in which the applicant intends to teach. **MUST BE ACCOMPANIED BY APPLICANT'S OFFICIAL TRANSCRIPT.**

A-2 DEGREE PROGRAMS ONLY WHERE THE PRINCIPAL MEANS OF LEARNING IS WORK EXPERIENCE AND/OR RELATED TRAINING that results in less than a baccalaureate degree, instructors employed as faculty must meet at least one of the following criteria:

- a. Two years of work experience and a two-year associate's degree in the specific subject area to be taught; **or**
- b. Four years of work experience in the specific subject area to be taught and a baccalaureate degree in an unrelated field; **or**
- c. One year of work experience and a two-year associate's degree in the specific subject area to be taught and one year of college credit in an unrelated field; **or**
- d. Six years of work experience in the specific subject area to be taught; **or**
- e. Six years of military service which consisted of training and work experience in the specific subject area to be taught.

NOTE: Applicants applying via "a, b, c" above must attach **OFFICIAL TRANSCRIPT** and the Occupational Training/Work Experience Verification (ISBE 29-08 - Supplement C) and any other pertinent documents verifying both training and work experience in the subject area, such as separation papers from the armed forces, letters, training certificates, etc.

Applicants applying via "d" above must attach the Occupational Training/Work Experience Verification (ISBE 29-08 - Supplement (C) and any other pertinent documents verifying work experience in the subject area.

Applicants applying via "e" above must attach military service separation papers verifying training and work experience in the specific subject to be taught.

IV. Nondegree granting programs are limited to the following options.

OPTION B

An **OFFICIAL TRANSCRIPT** indicating graduation from a state-approved, four-year college or university with a minimum of twenty-four (24) semester hours in the specific areas in which the applicant intends to teach with Transcript Evaluation(s) (ISBE 29-08 - Supplement B). Included in the twenty-four semester hours must be evidence of satisfactory completion of at least one three (3) semester hour college course in each subject to which the faculty member is to be assigned. **MUST BE ACCOMPANIED BY APPLICANT'S OFFICIAL TRANSCRIPT.**

OPTION C

Evidence of no less than 4,000 clock hours (the equivalent of two years) of a **combination** of training and work experience in the specific subject area in the course of instruction in which the applicant intends to teach. **NOTE:** A copy of the form Instructional Occupational Training and Work Experience (ISBE 29-08 - Supplement C) and any other pertinent documents verifying both training and work experience (such as separation papers from the armed forces, letters, training certificates, etc.) in the subject area must be attached. If training includes coursework at a post-secondary institution, verification of training must include the Transcript Evaluation Form (ISBE 29-08 - Supplement B) and relevant transcripts.

OPTION D

Evidence of no less than 6,000 clock hours of successful on-the-job experience in the academic or vocational/skill subject area in which the applicant intends to teach. **NOTE:** A copy of the form Instructional Occupational Training and Work Experience (ISBE 29-08 - Supplement C) and any other pertinent documents verifying work experience in the subject area must be attached.

V. SIGNATURE OF APPLICANT

I certify the information supplied with this application is true and that all attached documents verifying training and experience are authentic. I understand that it is a statutory violation to teach prior to approval of this application by the Superintendent.

_____ Date

_____ Signature of Applicant

VI. SIGNATURE OF CHIEF MANAGING EMPLOYEE

I certify that I have reviewed this application and the verification materials attached and believe this applicant meets the teaching requirements specified in the Rules and Regulations to teach the subjects listed. The applicant will be employed to teach beginning _____, _____. I affirm that the applicant will not teach prior to approval by the Superintendent. A copy of the application, including verification materials has been retained in the school's files.

_____ Date

_____ Signature of Chief Managing Employee

Attached are (check)

- Official Transcripts Attached
- Occupational Training and Work Experience Verification Form (ISBE 29-08 - Supplement C)
- Additional materials verifying the applicant's relevant training and work experience.

