



Illinois State Board of Education

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TO: Applications seeking Approval to Operate a Private Business and Vocational School

FROM: Patrick Murphy, Division Administrator
Educator and School Development Division

SUBJECT: Original Application Forms

Enclosed please find the application forms necessary that you will need in completing an application for original approval, to operate a private business and vocational school. The Illinois State Board of Education is responsible for promoting quality education and responsible, ethical business practices in each of the private business and vocational schools enrolling students in this State. The Illinois Private Business and Vocational Schools Act and Rules and Regulations define acceptable parameters for operating proprietary schools to ensure quality vocational education while providing for consumer protection. Applicants who demonstrate their compliance with the requirements of the Act and Rules are issued a Certificate of Approval. The Certificate of Approval must be displayed in a prominent location at the school to serve as public notice that it meets the minimum requirements of the law and may operate in the State of Illinois. Schools must renew their approval status annually through an application process which verifies their continued compliance, success in delivery quality training programs and financial stability.

Enclosed are the necessary forms that you will need to review and complete for submission. Please refer to the **Exhibits List/Supporting Materials (ISBE 29-20)** for further instructions. Exhibits are to be submitted in the order as listed on this page. **Packets are to be mailed to the Springfield Office at the following address along with the application fee payable to the Illinois State Board of Education.**

Illinois State Board of Education
Educator and School Development Division
Private Business and Vocational Schools
Attention: Kelly Lutzow
100 North First Street, E-310
Springfield, Illinois 62777

Should you have any questions regarding the approval process, please feel free to contact one of our consultants at 217/782-2948 or 312/814-2220.