



# Illinois State Board of Education

100 North First Street  
Springfield, Illinois 62777-0001

DECEMBER 2023  
ILLINOIS 1st DIVISION  
SCHOOL BUS DRIVER  
INSTRUCTOR TRAINING

## FUNDING AND DISBURSEMENTS DEPARTMENT

**Directions:** Please check the box next to the training that you want to attend and are registering for below:

**Monday, December 18, 2023**  
Virtual Live Training

**Other Location / Date:** \_\_\_\_\_

**First-time Instructor attendee:**  Yes  No

**Non-Instructor attendee:**  Yes (please specify) \_\_\_\_\_  No

**Do you teach for multiple ROEs?**  Yes (please specify) \_\_\_\_\_  No

NAME OF INSTRUCTOR / APPLICANT	INSTRUCTOR'S TELEPHONE (Include Area Code)
INSTRUCTOR'S HOME ADDRESS (Street, City, State, ZIP Code)	INSTRUCTOR'S HOME EMAIL ADDRESS
EMPLOYER'S NAME	NAME OF REGIONAL OFFICE(S) OF EDUCATION
EMPLOYER'S ADDRESS (Street, City, State, ZIP Code)	EMPLOYER'S TELEPHONE (Include Area Code)

### Payment Method:

Must send money order, certified check or personal check made out to ROE 3 and mail it along with this form to:

**ROE 3  
School Bus Driver Instructor Training  
210 S. Webster  
Taylorville, IL 62568**

If you should have any questions concerning registration and payment, please contact Sarah Huckstead at (217) 824-4730.

### SPECIAL NOTE:

Please **do not send** your First Aid Card, your Application, or any other materials to the Illinois State Board of Education or to the ROE 3.

Aside from **this form and your \$10 payment**, all materials should be given to the Regional Office of Education that is certifying you as a School Bus Driver Training Instructor.

**All CDC/IDPH/ISBE guidelines in place at the time of the trainings, will be followed. This includes but not limited to, social distancing and the proper use of PPE.**