



100 North First Street, E-240
Springfield, Illinois 62777-0001



VERIFICATION OF STANDARDS COMPLETION
BY APPROVED OUT-OF-STATE PROGRAM
(School Support Personnel Only)

EDUCATOR EFFECTIVENESS DEPARTMENT

PART I of VII – TO BE COMPLETED BY APPLICANT

An applicant applying for an Illinois license who has completed a state-approved program of preparation at a college or university shall use this form to verify completion of the program, coursework, internship, and/or experience addressing specific Illinois requirements. The applicant should provide all information requested in Part I of this form, and the college/university should complete Parts II, III, IV, V, VI, and VII. **Please request that the college/university forward the completed form directly to licensureforms@isbe.net. Forms returned to the applicant or Regional Office of Education will not be honored.** For Illinois approved programs, please work directly with the institution on program requirements through the entitlement process.

APPLICANT'S NAME (Last, First, Middle, Maiden)	IEIN	BIRTHDATE (mm/dd/yyyy)
ADDRESS (Street, City, State, ZIP Code)	TELEPHONE (Include Area Code)	EMAIL

PART II of VII – TO BE COMPLETED BY COLLEGE/UNIVERSITY

DIRECTIONS: The licensure officer, the registrar, or the dean of the College of Education should complete the information below. Then, please proceed to Section III.

NAME OF COLLEGE/UNIVERSITY	TELEPHONE (Include Area Code)	FAX (Include Area Code)
NAME AND TITLE OF AUTHORIZED OFFICIAL	EMAIL	

☐ **YES** ☐ *I certify that the information provided below is true and correct.*

Digital or Original of Authorized Official

Date

PART III of VII – TO BE COMPLETED ONLY BY THE COLLEGE/UNIVERSITY

STATE-APPROVED PROGRAM VERIFICATION: Please verify that the above-named applicant has completed your state-approved program of preparation that, in your state, leads to a license comparable to the specific types listed below. The registrar, licensure officer, or other authorized official must sign and date below. Proceed to Part IV to verify completion of coursework addressing Illinois standards.

TYPE OF LICENSE FOR WHICH APPLICATION IS BEING MADE

- | | | |
|--|--|--|
| <input type="checkbox"/> School Counselor | <input type="checkbox"/> School Nurse | <input type="checkbox"/> School Social Worker |
| <input type="checkbox"/> School Psychologist | <input type="checkbox"/> Speech Language Pathologist, Non-Teaching | <input type="checkbox"/> Marriage and Family Therapist |

☐ *Completion of this program results in a license/certification that allows the applicant to be employed in a school setting in this state.*

PART IV of VII – TO BE COMPLETED ONLY BY THE COLLEGE/UNIVERSITY

COMPLETION OF ILLINOIS STANDARDS VERIFICATION: Please verify that the above-named applicant has completed coursework addressing the standards listed below (further explanation addressed in Part 25.25(a)). Standards can be met by the applicant having completed coursework in each specific area or if the content coursework was infused within the completed program. If the standards have already been met, the educator will not be required to complete additional coursework.

Yes No

☐ ☐ Methods of instruction of the exceptional child in cross-categorical special education
 Course Number/Title: _____ Date Completed: _____

☐ ☐ Methods of reading and reading in the content area
 Course Number/Title: _____ Date Completed: _____

☐ ☐ Instructional strategies for English learners
 Course Number/Title: _____ Date Completed: _____

PART V of VII – TO BE COMPLETED ONLY BY THE COLLEGE/UNIVERSITY

COMPLETION OF ILLINOIS INTERNSHIP VERIFICATION: Please verify that the above-named applicant has completed an internship for the applicable area.

(The internship can be waived for educators who completed their program in the spring or summer of 2020.)

Yes No

☐ ☐ SCHOOL SOCIAL WORKER INTERNSHIP

Yes No

☐ ☐ SCHOOL COUNSELOR INTERNSHIP

Yes No

☐ ☐ SCHOOL PSYCHOLOGIST INTERNSHIP

Yes No

☐ ☐ SCHOOL NURSE INTERNSHIP

Yes No

☐ ☐ SPEECH LANGUAGE PATHOLOGIST INTERNSHIP

PART VI of VII – TO BE COMPLETED ONLY BY THE COLLEGE/UNIVERSITY

TESTING VERIFICATION: Please verify that the above-named applicant has successfully passed the following test(s), which led to licensure in your state.

If the applicant did not receive licensure in your state, the Board of Education in the state in which they are currently licensed must provide verification of the test used for licensure purposes (via ISBE Form 80-03A Confirmation of Out-of-State Licensure Testing). For example, an educator completed preparation program at an Iowa institution and obtains Iowa licensure - use this form. An educator who completed a program in Iowa (but is not licensed in Iowa) and obtains licensure in Missouri, should use ISBE Form 80-03A. **Please send copies of score reports to licensureforms@isbe.net.**

I have reviewed the information above and certify that the person named in Part I passed the following test(s). (Check all that apply.)

☐ **CONTENT AREA TEST(S)** – Required by the state of _____ for issuance of a license.
 Specific to content area of licensure.

Name of Test: _____ Date Passed: _____

☐ **NO TESTS WERE REQUIRED AS PART OF THIS PROGRAM** _____

☐ **TESTS WERE REQUIRED IN THIS PROGRAM BUT NOT COMPLETED** _____

PART VII of VII – TO BE COMPLETED ONLY BY THE COLLEGE/UNIVERSITY

All professional education and content-area coursework required for the issuance of an Illinois license, endorsement, or approval must have been passed with a grade of no lower than a "C" or equivalent. Grades of "P" (Passing) or "S" (Satisfactory) cannot be honored for licensure until verification is provided by the licensure officer, the registrar, or the dean of the College of Education that these grades are equivalent to a "C" or above.

DIRECTIONS: Please check the appropriate box(es) below. Please email the completed form to licensureforms@isbe.net. **Forms returned to the educator will not be honored.**

MARK ONE OR MORE OF THE CHOICES BELOW:

- ☐ **P** (PASSING), **S** (SATISFACTORY), OR **CR** (CREDIT) GRADES ARE EQUIVALENT TO A "C" OR ABOVE.
- ☐ **P** (PASSING) OR **S** (SATISFACTORY) GRADES ARE EQUIVALENT TO A "C-" OR BELOW.

ADDITIONAL COMMENTS