

ILLINOIS STATE BOARD OF EDUCATION

Educator Effectiveness Division
100 North First Street, S-306
Springfield, Illinois 62777-0001



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

PART I of VI - 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, and VI. 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.

Form with fields: APPLICANT'S NAME (Last, First, Middle, Maiden), IEIN, BIRTHDATE (mm/dd/yyyy), ADDRESS (Street, City, State, Zip Code), TELEPHONE (Include Area Code), E-MAIL, NAME OF COLLEGE/UNIVERSITY, TELEPHONE (Include Area Code), ADDRESS (Street, City, State, Zip Code)

PART II of VI - 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 III to verify completion of coursework addressing Illinois Standards.

TYPE OF LICENSE FOR WHICH APPLICATION IS BEING MADE

- Checkboxes for: School Counselor, School Nurse, School Social Worker, School Psychologist, Speech Language Pathologist, Non-Teaching

I certify that the applicant has completed all requirements of our approved program in effect at the time of the applicant's attendance for which recommendation is given.

Date

Original Signature of Authorized Official

PART III of VI - 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 and on the following page.

- Yes/No checkboxes and bullet points for: Methods of instruction of the exceptional child in cross-categorical special education, and Methods of reading and reading in the content area.

PART III of VI – TO BE COMPLETED ONLY BY THE COLLEGE/UNIVERSITY (Continued)

- Yes** **No** Instructional strategies for English language learners, which align to the following standards:
- Understands the spectrum of student diversity (e.g., race and ethnicity, socioeconomic status, special education, gifted, English language learners [ELL], sexual orientation, gender, gender identity) and the assets that each student brings to learning across the curriculum;
 - Understands how each student constructs knowledge, acquires skills, and develops effective and efficient critical thinking and problem-solving capabilities;
 - Understands how teaching and student learning are influenced by development (physical, social and emotional, cognitive, linguistic), past experiences, talents, prior knowledge, economic circumstances and diversity within the community;
 - Understands the impact of cognitive, emotional, physical, and sensory disabilities on learning and communication pursuant to the Individuals with Disabilities Education Improvement Act (also referred to as "IDEA");
 - Understands the impact of linguistic and cultural diversity on learning and communication;
 - Understands his or her personal perspectives and biases and their effects on one's teaching;
 - Understands how to identify individual needs and how to locate and access technology, services, and resources to address those needs;
 - Analyzes and uses student information to design instruction that meets the diverse needs of students and leads to ongoing growth and achievement;
 - Stimulates prior knowledge and links new ideas to already familiar ideas and experiences;
 - Differentiates strategies, materials, pace, levels of complexity, and language to introduce concepts and principles so that they are meaningful to students at varying levels of development and to students with diverse learning needs;
 - Facilitates a learning community in which individual differences are respected; and
 - Uses information about students' individual experiences, families, cultures, and communities to create meaningful learning opportunities and enrich instruction for all students.

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

COMPLETION OF ILLINOIS INTERNSHIP VERIFICATION: Please verify that the above-named applicant has completed the internship and/or experience requirements listed below for the applicable area.

- Yes** **No** SCHOOL SOCIAL WORKER INTERNSHIP VERIFICATION:
- Completed a supervised field experience of at least 400 contact hours, supervised by a field instructor holding a master's or higher degree in social work, **AND**
 - Internship experience of at least 600 contact hours in a school setting.

- Yes** **No** SCHOOL COUNSELOR INTERNSHIP VERIFICATION (**ONE OF THE FOLLOWING**):
- Two years of teaching experience and internship experience with 400 clock hours with at least 240 hours of direct service work, OR
 - Internship experience of at least 600 clock hours (at least one semester in length) with at least 240 hours of direct service work OR
 - Member of the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

- Yes** **No** SCHOOL PSYCHOLOGIST INTERNSHIP VERIFICATION:
- Completed a supervised field experience of at least 250 hours in a school setting and/or child student center, **AND**
 - Completed a one-year, full-time internship under the direction of an intern supervisor.

- Yes** **No** SCHOOL NURSE INTERNSHIP VERIFICATION (**ONE OF THE FOLLOWING**):
- Completed an internship under the direction of an intern supervisor of at least 300 hours supervised by a school nurse who holds a school nurse endorsement, has two full school years of experience as a school nurse, and has one full year of experience with his/her current employer, OR
 - Completed two years of experience as a school nurse prior to 1972.

- Yes** **No** SPEECH LANGUAGE PATHOLOGIST (non-teaching) INTERNSHIP VERIFICATION:
- 150 hours of supervised, school-based professional experience that consists of activities related to aspects of practice addressed in the content-area standard located in 25.250 and 23 Ill. Adm. Code 28 with respect to:
 - planning and intervention
 - the learning environment
 - service delivery
 - professional conduct and ethics, and
 - facilitation and advocacy

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

TEST OF BASIC SKILLS VERIFICATION: Please verify that the above named applicant has successfully completed a test of basic skills at the time of initial licensure in your state. A test of basic skills measures foundation skills in reading, language arts, writing, and mathematics. **Tests that are specific to only one content area are not applicable. Successful completion of the test must have resulted in licensure in your state.**

If the applicant did not receive licensure in your state, the Board of Education in the state in which he/she is currently licensed must provide verification of the test used for licensure purposes (via **ISBE Form Out-of-State Test of Basic Skills Verification** for Department/Board of Education Use Only. (e.g. Educator completed preparation program at an Iowa institution and obtains Iowa licensure – use this form.) An educator who completed a program in Iowa, does not obtain Iowa Licensure, but obtains licensure in Missouri, should use **ISBE Form 80-03 (7/15)**.

Yes, this individual has passed a test of **Basic Skills** that resulted in initial licensure in this state.

Name of the test (Example – Praxis Core): _____

Date test was passed: _____

No, this individual has not passed a test of basic skills for initial licensure in this state.

_____ *Date*

_____ *Original Signature of Authorized Official*

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

Effective February 1, 2012, 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 e-mail 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:

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

I certify that the information provided above is true and correct.

_____ *Date*

_____ *Original Signature of Authorized Official*