Use your "Mouse" or "Tab" key to move through the fields and check boxes. After completing last field, save document to hard drive to make future updates or click Print button.

Illinois State Board of Education

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

83-87

APPLICATION FOR SHORT-TERM APPROVAL FOR CAREER & TECHNICAL EDUCATION

EDUCATOR EFFECTIVENESS DEPARTMENT

IMPORTANT: You **also must apply online and pay the applicable fee** through your Educator Licensure Information System (ELIS) account.

DIRECTIONS: The applicant should complete Section I and then send this form to the school district or entity that will be hiring so Section II can be completed. The completed form and the required documentation must be uploaded into ELIS by the ROE/ISC or emailed to us at licensureforms@isbe.net by the Chicago Public Schools (CPS) Talent Office. Forms submitted by the educator will not be honored.

SECTION I: APPLICANT INFORMATION

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

SECTION II: TO BE COMPLETED BY THE EMPLOYING SCHOOL DISTRICT

REGION, COUNTY, DISTRICT, TYPE CODE/FACILITY CODE	DISTRICT NAME
ADDRESS (Street Number, City, State, ZIP Code)	TELEPHONE (Include Area Code)

As administrator of this entity

1) I assure that we have not honorably discharged anyone in the past year who was fully qualified for the position.
2) I assure that supervision the individual will receive will be from the following individual in the school of assignment who holds a Professional Educator License (PEL) endorsed for general administration, principal, or superintendent.

NAME OF SUPERVISOR (Last, First, Middle, Maiden)	IEIN	LICENSE AND ENDORSEMENT HELD

3) Please provide a description of the vacant position, including the subject area, grade level, and a description of the entity's inability to fill the position with a fully qualified individual.

Name	***Digital or Original** Signature*	*Title*	*Date*

SECTION III: TO BE COMPLETED BY THE REGIONAL SUPERINTENDENT OF EDUCATION (CPS Talent Office for Chicago applicants)

As administrator of this entity

I have verified this form is completed in its entirety, was submitted directly by the hiring district, and that the supervisor for this approval holds a PEL endorsed for general administration, principal, or superintendent.

Name	***Digital or Original** Signature*	*Title*	*Date*

Print Reset Form