



Application Update Instructions

1. Use the forms provided to you by your assigned principal consultant to update your application. These forms have the most current information that has been submitted by your program. Please do not alter the format or order of staff on these forms.
2. Carefully review all typed information on the first two pages of the application and submit the changes/updates with the required documentation.
 - a. Make sure all contact information is correct. Cross out incorrect information and write in current information.
 - b. When making handwritten changes to page 1 of the *Application for Eligibility of Nonpublic Programs to Serve Students with Disabilities Under Section 14-7.02 of the School Code*, you must also provide a cover letter.
 - c. The attached cover letter must outline the requested changes to page 1 on program letterhead and be signed and dated by the primary site administrator.
 - d. Carefully review the education (if out-of-state) and residential licensing information. If the license is expired, write in the new date and attach a copy of the current license.
 - e. Write in the date of the current fire inspection and attach a copy of the State Fire Marshal Inspection Report, which must have been completed within the past 36 months. The report must be completed within the past 12 months if the inspection was by a local governmental entity.
 - **Illinois Programs** - If your Illinois State Fire Marshal Inspection Report is over 36 months old and you have not had a more recent inspection, contact your assigned principal consultant to make an Illinois State Fire Marshal Inspection Request. Once you have completed it and returned it to your principal consultant, it will be submitted to the Office of the State Fire Marshal on your behalf. Your application **cannot** be approved without a current, violation-free fire inspection report. You have the option to have the fire inspection completed by a local governmental entity; you must schedule it directly with that entity.
 - **Out-of-State Programs** - The fire inspection report from the State Fire Marshal must be completed within the past 36 months. The report must be completed within the past 12 months if the inspection was by a local governmental entity. Your application **cannot** be approved without a current, violation-free fire inspection report.
3. Sign and date the second page.
4. Complete Attachment B (Summary of Related Services), which is enclosed. Please follow the directions on the top of the page regarding the completion of the Related Services page:

- a. Review the Individualized Education Programs (IEPs) of all students currently enrolled under Section 14-7.02 of the School Code of Illinois.
 - b. Total the direct service minutes per week specified on the IEP for all students in each related service area. (Do not include services to be provided directly by a public school district.)
 - c. Please note the amount of therapist time that will be needed if group services are indicated on IEPs. Example: If three students receive 30 minutes of group speech services and are provided such services in one group, indicate 30 minutes total (therapist time needed) not 90.
 - d. Divide by 60. Enter total number of IEP-specified direct service hours and minutes on this form.
 - e. Total the number of students requiring IEP-specified consultative services in each related service area and enter that number in the consult column.
 - f. Total the number of students requiring an individual aide that is specified on the IEP.
5. Review all typed information on Attachments C – F (Personnel). **Do not change this form or the order in which personnel are listed on the form.**
- a. Provide a termination date for all listed personnel who are no longer working in the program.
 - b. For new staff, complete the entire row under the appropriate section for their position, which includes start date, personnel member’s name, position title, Illinois Educator Identification Number (IEIN) (if applicable), and the exact number of hours worked per week.
 - **Illinois Professional Educator License** - Provide the **IEIN** for staff members who hold an Illinois Professional Educator License. **Please note: The license ID is not the IEIN.** The IEIN can be located on the paper copy of the license or by the educator accessing his/her credentials on ELIS. It is not displayed on the administrator or public search.
 - **Illinois Department of Financial and Professional Regulation (IDFPR) License** – Attach a copy of the license to the renewal application.
 - **Out-of-State License** – Attach a copy of the license/certificate for all personnel holding a position that requires a license/certificate.

Attachment D Only – You must include the type of class, disability, student-to-teacher ratio, and age range in addition to the other information requested. If a **substitute teacher** is teaching in place of a properly credentialed teacher, the following must be provided:

- A revised personnel record with the substitute teachers listed under “Teachers” listing age ranges, disabilities served, student-to-teacher ratios for each class, etc.; and
- A statement of assurance that any special education teacher vacancy will be reported to the state-approved director of special education of the placing public school district of each student in the affected classroom(s) via formal written notice signed by the primary site administrator on facility letterhead. A copy also must be sent to the

program's assigned principal consultant as the designee of the State Superintendent with accompanying handwritten changes to the personnel record and provision of licensure information of the substitute teacher(s) within five business days of the vacancy, pursuant to 401.20(b)(4). And in the event any reported vacancy of a special education teacher remains vacant, pursuant to 401.20(b)(4)(A), formal written notice signed by the primary site administrator on facility letterhead indicating the attempts to permanently fill the position(s) and other efforts undertaken to provide necessary instruction and related services to the students enrolled must be provided to the assigned principal consultant as the designee of the State Superintendent and the state-approved director of special education of the placing public school district of each student in the affected classroom(s) after:

- a) Twenty business days of initial notice;
 - b) Forty business days of initial notice; and
 - c) Any subsequent 40 business day period until the vacancy has been filled with an appropriately licensed special education teacher.
- Submission of a deviation request application for utilization of each substitute teacher **at the start of the school year**, prior to the start of the school year.
- c. Bolded areas indicate that the license is expired. Attach a current/valid license for anything that is listed in bold.
 - d. Make the staff changes as needed by crossing out the incorrect information and writing in the new information.
6. Complete all required forms and submit the update electronically to your assigned principal consultant:

Antonios Atsaves – aatsaves@isbe.net
Sherry Bochenek – sbochene@isbe.net
Helen Kossler – hkossler@isbe.net
Christine Wietasch – cwietasc@isbe.net

Please contact your assigned principal consultant by email or by calling (217) 782-5589 if you have questions.