

# 2004

# ILLINOIS

# REGISTER

RULES  
OF GOVERNMENTAL  
AGENCIES



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## DEPARTMENT OF INSURANCE

## NOTICE OF PROPOSED AMENDMENTS

- 1) Heading of the Part: Health Maintenance Organization
- 2) Code Citation: 50 Ill. Adm. Code 5421
- 3) Section Numbers: 5421.110                      Proposed Action:  
Amendment
- 4) Statutory Authority: Implementing and authorized by Sections 4-6.1, 4-17, 5-2 and 5-7 of the Health Maintenance Organization Act [215 ILCS 125/4-6.1, 4-17, 5-2 and 5-7].
- 5) A Complete Description of the Subjects and Issues Involved: The Department is amending Section 5421.110 in order to adjust maximum yearly out-of-pocket limits for enrollees and to specify how those maximums may be calculated. Negotiations begun in 2002 to address industry's concerns with copayment and deductible limits have recently been completed. These limits have not been increased since the early 1970's.
- 6) Will this proposed amendment replace any emergency amendment currently in effect?  
No
- 7) Does this amendment contain an automatic repeal date? No
- 8) Does this proposed amendment contain incorporations by reference? No
- 9) Are there any other proposed amendments pending on this Part? No
- 10) Statement of Statewide Policy Objectives: This rule will not require a local government to establish, expand or modify its activities in such a way as to necessitate additional expenditures from local revenues.
- 11) Time, Place, and Manner in which interested persons may comment on this proposed rulemaking: Persons who wish to comment on this proposed rulemaking may submit written comments no later than 45 days after the publication of this Notice to:

Denise Hamilton  
Rules Unit Supervisor  
Department of Insurance  
320 West Washington  
Springfield, Illinois 62767-0001  
(217) 785-8560

or

James C. Rundblom  
Staff Attorney  
Department of Insurance  
320 West Washington  
Springfield, Illinois 62767-0001  
(217) 785-8559

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- 12) Initial Regulatory Flexibility Analysis:
- A) Types of small businesses, small municipalities and not for profit corporations affected: Enrollees will be affected.
  - B) Reporting, bookkeeping or other procedures required for compliance: None
  - C) Types of professional skills necessary for compliance: None
- 13) Regulatory Agenda on which this rulemaking was summarized: This rulemaking was not included on either of the two most recent regulatory agendas because: the Department did not anticipate the need to amend Section 5421.110.

The full text of the Proposed Amendment begins on the next page:

## DEPARTMENT OF INSURANCE

## NOTICE OF PROPOSED AMENDMENTS

TITLE 50: INSURANCE  
CHAPTER I: DEPARTMENT OF INSURANCE  
SUBCHAPTER kkk: HEALTH CARE SERVICE PLANSPART 5421  
HEALTH MAINTENANCE ORGANIZATION

Section	
5421.10	Scope
5421.20	Definitions
5421.30	Valuation of Investments
5421.40	Grievance Procedure
5421.50	Contracts, Administrative Arrangements and Material Modifications
5421.60	Rates
5421.70	Subordinated Indebtedness
5421.80	Financial Reporting
5421.90	Conflict of Interest and Required Disclosure
5421.100	Solicitation
5421.110	Requirements for Group Contracts, Evidences of Coverage and Individual Contracts
5421.111	Cancellation
5421.112	Form Filing Requirements
5421.113	Point of Service Plan Requirements
5421.120	Internal Security Standards and Fidelity Bonds
5421.130	Basic Health Care Services
5421.131	Basic Outpatient Preventive and Primary Health Care Services for Children
5421.132	Required Coverage for Reconstructive Surgery Following Mastectomies
5421.140	General Provisions
5421.141	HMO Producer Licensing Requirements
5421.142	Limited Insurance Representative Requirements - Public Aid and Medicare Enrollers
5421.150	Severability
5421.160	Effective Date (Repealed)

AUTHORITY: Implementing and authorized by Sections 4-6.1, 4-17, 5-2 and 5-7 of the Health Maintenance Organization Act [215 ILCS 125/4-6.1, 4-17, 5-2 and 5-7].

SOURCE: Filed June 16, 1976, effective July 1, 1976; codified at 7 Ill. Reg. 3016; amended at 15 Ill. Reg. 199, effective December 28, 1990; amended at 20 Ill. Reg. 10639, effective July 25, 1996; recodified at 21 Ill. Reg. 1729; emergency amendment at 21 Ill. Reg. 15262, effective

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November 18, 1997, for a maximum of 150 days; amended at 22 Ill. Reg. 6671, effective March 31, 1998; amended at 23 Ill. Reg. 5690, effective May 3, 1999; emergency amendment at 26 Ill. Reg. 5146, effective March 25, 2002, for a maximum of 150 days; amended at 26 Ill. Reg. 13088, effective August 19, 2002; amended at 28 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.

**Section 5421.110 Requirements for Group Contracts, Evidences of Coverage and Individual Contracts**

- a) Any group contract, evidence of coverage, individual contract, enrollee handbook, enrollment application, identification card or other form which affects the terms and conditions applicable to the subscriber or enrollee in the provision of health care services must be filed with and approved by the Director prior to use in accordance with the requirements of Section 5421.112 of this Part and Section 4-13 of the Act. The HMO shall issue to each subscriber or enrollee a group contract, evidence of coverage, or individual contract. Any conflicting information between the valid current document referenced above issued to the subscriber or enrollee and the current group contract shall be interpreted according to whichever is most beneficial to the subscriber or enrollee. Any such group contract, evidence of coverage, or individual contract shall provide for the rendering of health care services as defined therein for either a specific period of not less than twelve months from the date of issuance or for such period as is otherwise mutually agreed to by the HMO and the group or individual contractholder; and shall provide for renewal on a basis mutually agreed to by both parties, unless the HMO has given 31 days written notice of nonrenewal prior to the renewal date of the contract.
- b) A detailed statement of any exceptions, exclusions or limitations shall be set forth in the group contract, evidence of coverage, and individual contract for any type of health care service to be excepted. Such exceptions, exclusions or limitations shall appear with the same prominence in the group contract, evidence of coverage and individual contract as any benefit.
- c) The group contract, evidence of coverage, and individual contract shall set forth a detailed statement of the terms and conditions of maternity benefits and any related exceptions, exclusions, limitations, ~~copayment~~ ~~se~~ ~~payments~~ and deductibles. Such exceptions, exclusions, limitations, copayments and deductibles applicable to prenatal and post-natal care shall be covered no differently than any other covered health care services provided pursuant to the contract, with the exception of a limitation for coverage of routine prenatal care or delivery when the enrollee is outside the service area against medical advice,

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except when the enrollee is outside of the service area due to circumstances beyond her control, may be included in the group contract and evidence of coverage.

- d) Entire Contract. The group contract, evidence of coverage and individual contract shall contain a statement that the group contract evidence of coverage and individual contract, all applications, and any amendments thereto shall constitute the entire agreement between the parties. No portion of the charter, by-laws or other document of the HMO shall be part of such a contract or evidence of coverage unless set forth in full in such document or attached ~~to it~~ thereto.
- e) Eligibility Requirements. The group contract, evidence of coverage and individual contract shall contain eligibility requirements indicating the conditions that must be met to enroll in a health care plan, the limiting age for enrollees and eligible dependents including the effects of Medicare eligibility, and a clear statement regarding coverage of newborn children as set forth in Sections 4-8 and 4-9 of the Act.
- f) Benefits and Services Within the Service Area. The group contract, evidence of coverage and individual contract shall contain a specific description of benefits and services available within the HMO's designated service area.
- g) Emergency Care Services. The group contract, evidence of coverage and individual contract shall contain a specific description of benefits and services available for emergencies 24-hours a day, 7 days a week, including disclosure of any restrictions on emergency care services. No group contract or evidence of coverage shall limit the coverage of emergency services within the service area to those providers having a contract with the HMO.
- h) Out of Area Benefits and Services. The group contract, evidence of coverage and individual contract shall contain a specific description of benefits and services available out of the HMO's designated service area.
- i) Deductibles and Copayments. An HMO may require copayments of enrollees as a condition for the receipt of specific health care services. Deductibles and copayments shall be the only allowable charge, other than premiums, assessed enrollees. Copayments ~~and deductibles shall be for a specific dollar amount.~~ Deductibles shall be ~~either~~ for ~~a~~ specific dollar ~~amounts~~ amount or for ~~a~~ specific ~~percentages~~ percentage of the cost of the health care ~~service~~ service. No ~~combination of deductibles and copayments~~ single deductible or copayment for

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basic health care services may exceed 50% of the usual and customary fee of the service to the HMO and must be waived when, in a ~~contract~~~~calendar~~ year, deductibles and copayments paid for the receipt of basic health care services exceed ~~\$3000~~ ~~\$1500~~ per enrollee, or ~~\$6000~~~~\$3000~~ per family. Deductibles and copayments applicable to supplemental health care services or pre-existing conditions are not subject to this annual limitation. Nothing within this subsection shall preclude the provider from charging reasonable administrative fees such as service fees for checks returned for non-sufficient funds and missed appointments.

- j) Pre-existing Conditions. An HMO may impose deductible and copayment pre-existing condition limitations as a condition to receiving health care services. A pre-existing condition shall not be defined more restrictively than a condition for which medical advice or treatment was recommended by a physician or received from a physician within a one year period preceding the effective date of coverage under the health care plan or the existence of symptoms which, in the opinion of a legally qualified physician, would have caused an ordinarily prudent person to seek diagnosis, care or treatment within a one year period preceding the effective date of coverage under the health care plan. Such condition may only be limited for a period not to exceed one year from the effective date of coverage.
- k) Cancellation. The group contract, evidence of coverage, and individual contract shall contain the conditions upon which cancellation may be effected by the HMO or the enrollee as set forth in Section 5421.111 of this Part.
- l) Reinstatement. The group contract, evidence of coverage, and individual contract shall contain the conditions of the enrollee's right to reinstatement.
- m) Grace Period. A group contract or individual contract shall provide for a grace period for the payment of any premium, except the first, during which coverage shall remain in effect if payment is made during the grace period. The grace period for a group contract shall not be less than 10 days. The grace period for an individual contract shall not be less than 31 days. During the grace period, the HMO shall remain liable for providing the services and benefits contracted for; the subscriber shall remain liable for the payment of the premium for the time coverage was in effect during the grace period and the enrollee shall remain liable for the payment of any applicable share of the premium, for the time coverage was in effect, as well as for any copayments owed.
- n) No group contract, or evidence of coverage, or individual contract may be

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delivered in this State unless the subscriber and/or enrollee is provided written notice required by Section 143c of the Illinois Insurance Code [215 ILCS 5/143c].

- o) Right to Examine Contract. An individual contract, with the exception of an HMO Medicare contract entered into between the Health Care Financing Administration and the HMO under Title XVIII of the Social Security Act, as amended from time to time, shall contain a provision stating that an enrollee who has entered into an agreement with an HMO shall be permitted to return the individual contract within ten days after receiving it and to receive a refund of the premium paid if the enrollee is not satisfied with the contract for any reason. If the individual contract is returned to the HMO or to its representative through whom it was purchased, it is considered void from the beginning. However, if services are rendered or claims are paid for such enrollee or dependent by the HMO during the ten-day examination period, the enrollee shall not be permitted to return the contract and receive a refund of the premium paid.
- p) An HMO Medicare contract entered into between the Health Care Financing Administration and the HMO under Title XVIII of the Social Security Act, as amended from time to time, shall be delivered to the enrollee at least 15 days prior to the effective date of the contract. The enrollee shall be permitted to return the HMO Medicare contract prior to the effective date and to receive a refund of the premium paid if the enrollee is not satisfied with the contract for any reason, provided the enrollee complies with the disenrollment procedures of Title XVIII of the Social Security Act, as amended from time to time.
- q) Every HMO will provide to every enrollee of the HMO information which generally describes the philosophy, functions and organization of the HMO and related institutions, and specific information which describes the appropriate use of the HMO's services, including a general description of benefits and limitations. The HMO shall include in its enrollee information a description of the HMO's grievance procedure, directions for filing a grievance, and "Notice of Availability of the Department."
- r) Every HMO shall provide ~~enrollees with~~ ~~to every enrollee of the HMO~~ an identification card which must prominently display the following information:
  - 1) the words "Health Maintenance Organization" or "HMO"; and
  - 2) disclaimer language concerning an enrollee's unauthorized use of providers not selected by the HMO; and

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- 3) a current telephone number for the enrollees to use when health care services are required outside of normal office hours; ~~and-~~
  - 4) for enrollees in a group plan, if the HMO does not issue a card to each enrollee who is entitled to coverage under a member's right to coverage, all enrollees entitled to coverage, along with all other mandated information. In such situations, at least two cards must be issued to the member upon enrollment and the HMO must issue additional cards to all enrollees at the request of the enrollee for no additional charge. Notification of the right to order additional cards for no additional charge must be included with information required to be disseminated to enrollees under subsection (q).
- s) Enrollment Application. No individual contract shall be issued except upon the signed enrollment application of the enrollee for whom coverage is being sought. Any information or statement of the applicant shall appear on such application in the form of interrogatories by the HMO and answers by the applicant. The enrollee shall not be bound by any statement made within an application for health care coverage unless a copy of such application is attached to the individual contract. Group enrollment applications must be maintained on file by the HMO; otherwise, disputes arising from statements made within such applications will be resolved in the enrollee's favor. Except for those instances involving fraud or material misrepresentation, an HMO's failure to investigate incomplete or conflicting answers on an enrollment application, shall estop the HMO from subsequently denying coverage on the basis of such responses.
- t) Coordination of Benefits.
- 1) HMOs are permitted, but not required, to adopt coordination of benefits provisions to avoid over insurance and to provide for the orderly payment of claims when a person is covered by two or more group health insurance or health care plans.
  - 2) If an HMO adopts coordination of benefits, the provision must be consistent with the coordination of benefits requirements set forth in 50 Ill. Adm. Code 2009.
  - 3) To the extent necessary for an HMO to meet its obligations as a secondary carrier under 50 Ill. Adm. Code 2009, and where an enrollee has

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established a credit within the reserve bank, the HMO shall make payments for services that are:

- A) received from non-participating providers; or
  - B) provided outside their services areas; or
  - C) not covered under the terms of health care plan.
- u) Dependents-termination of coverage-disability and dependency, proof-application. Every group contract, evidence of coverage, or individual contract which provides that coverage of a dependent person of an enrollee shall terminate upon attainment of the limiting age for dependent persons shall comply with the requirements of Section 4-9.1 of the Act.
- v) Conversion of coverage.
- 1) The group contract and evidence of coverage shall contain a conversion provision which provides that each enrollee has the right to convert coverage to an individual or group HMO contract in the following circumstances:
    - A) upon cancellation of eligibility for coverage under a group contract,
    - B) upon cancellation of the group contract, or
    - C) upon non-renewal of the group contract.
  - 2) The conversion contract shall cover the enrollee and his/her eligible dependents who were covered by the group contract on the date of cancellation or non-renewal of coverage. To obtain the conversion contract, an enrollee shall submit a written application and the application premium payment within 31 days after the date the enrollee's coverage is cancelled.
  - 3) The HMO may require copayments and deductibles under a conversion contract that differ from the group contract.
  - 4) A conversion contract shall not be required to be made available if:

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- A) The cancellation of the enrollee's coverage occurred for any of the reasons listed in Section 5421.111(a) of this Part; or
  - B) The enrollee is covered by or is eligible for benefits under Title XVIII of the United States Social Security Act; or
  - C) The enrollee is covered by similar hospital, medical, or surgical benefits under state or federal law; or
  - D) The enrollee is covered by similar hospital, medical, or surgical benefits under any arrangement of coverage for individuals in a group whether on an insured or uninsured basis; or
  - E) The enrollee is covered for similar benefits through individual coverage; or
  - F) The enrollee has not been continuously covered during the three-month period immediately preceding cancellation of that person's coverage; or
  - G) The enrollee has moved outside of the service area of the health maintenance organization; or
  - H) The cancellation of the enrollee's coverage occurred in relation to the HMO being placed in rehabilitation or liquidation proceedings pursuant to Section 5-6 of the Act; or
  - I) The group contract has been discontinued in its entirety and there is a succeeding carrier providing coverage to the group in its entirety.
- 5) Benefits or coverage shall be considered "similar" if coverage is provided for at least 12 months under comprehensive type medical coverage.
- 6) Notwithstanding subsection (v)(4)(C), (D), (E), or (I) above, if the enrollee or any of his or her covered dependents has a pre-existing condition, and the enrollee is covered by similar hospital, medical or surgical benefits under any arrangement of coverage for individuals in a group, whether on an insured or uninsured basis, and such coverage does not cover pre-

## DEPARTMENT OF INSURANCE

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existing conditions, then such enrollee may continue conversion coverage for the individual with such pre-existing condition until the enrollee's or dependent's pre-existing condition is covered under the succeeding plan.

- 7) The conversion contract shall provide as a minimum to its enrollees basic health care services.
  - 8) The conversion contract shall begin coverage of the enrollee and any dependents formerly covered under the group contract on the date of termination from the group or the former individual contract.
  - 9) Coverage shall be provided without requiring evidence of insurability and shall not impose any pre-existing condition limitations or exclusions other than those remaining unexpired under the contract from which conversion is exercised.
  - 10) Prior to the issuance of a conversion contract, the enrollee must be notified in writing that the election of any conversion contract will terminate the individual's federal eligibility for coverage under the Illinois Comprehensive Health Insurance Plan.
- w) Discrimination between individuals of the same class in the terms and conditions of such health care plan, or in the amount charged for coverage under a health care plan except where the rate differential is based on sound actuarial principles, or in any other manner whatsoever is prohibited.
- x) Grievance Procedure  
The group contract, evidence of coverage, and individual contract shall set forth a full description of the HMO grievance procedure required by Section 5421.40 of this Part.

(Source: Amended at 28 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## POLLUTION CONTROL BOARD

## NOTICE OF PROPOSED AMENDMENTS

- 1) Heading of the Part: Primary Drinking Water Standards
- 2) Code citation: 35 Ill. Adm. Code 611
- 3) Section numbers:                      Proposed Action:  
611.100    Amend  
611.102    Amend
- 4) Statutory authority: 415 ILCS 5/7.2, 17, 17.5, and 27.
- 5) A complete description of the subjects and issues involved: The following briefly describes the subjects and issues involved in this rulemaking. A comprehensive description is contained in the Board's opinion and order of May 20, 2004, proposing amendments in docket R04-13 for public comment, which opinion and order is available from the address below. As is explained in that opinion, the Board will receive public comment on the proposed amendments for 45 days from the date they appear in the *Illinois Register* before proceeding to adopt amendments based on this proposal.

This proceeding would update the Illinois drinking water regulations based on the federal Safe Drinking Water Act (SDWA), 42 U.S.C. §§ 300f *et seq.* (1994), rules to correspond with amendments adopted by the United States Environmental Protection Agency (USEPA) that appeared in the *Federal Register* during a single update period. The docket and time period that is involved in this proceeding is the following:

R04-13	Federal SDWA amendments that occurred during the period July 1, 2003 though December 31, 2003.
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The following table briefly summarizes the federal actions in the update period:

December 23, 2003 (68 Fed. Reg. 74233)	USEPA changed its policy and determined that a property owner that "submeters" water, <i>i.e.</i> , that distributes water to a limited number of tenants on its own property, does not "sell" water within the meaning of Section 1411(3) of SDWA (42 U.S.C. 300g(3) 2000). Thus, such a property owner is not a public water supply to which the SDWA requirements apply.
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The Board has further added an amendment at the request of an entity listed in the regulations. At the request of EMD Chemicals, formerly named EM Science, the Board is changing the appearance of their company name. This company produces two methods

## POLLUTION CONTROL BOARD

## NOTICE OF PROPOSED AMENDMENTS

for microbiological analysis of water that are approved by USEPA. The methods are incorporated by reference in Section 611.102, where the company name appears.

Tables appear in the Board's opinion and order of May 20, 2004 in docket R04-13 that list numerous corrections and amendments that are not based on current federal amendments. The tables contain deviations from the literal text of the federal amendments underlying these amendments, as well as corrections and clarifications that the Board made in the base text involved. Persons interested in the details of those corrections and amendments should refer to the May 20, 2004 opinion and order in docket R04-13.

Section 17.5 of the Environmental Protection Act [415 ILCS 5/17.5] provides that Section 5-35 of the Administrative Procedure Act [5 ILCS 100/5-35] does not apply to this rulemaking. Because this rulemaking is not subject to Section 5-35 of the APA, it is not subject to First Notice or to Second Notice review by the Joint Committee on Administrative Rules (JCAR).

- 6) Will this rulemaking replace any emergency amendments currently in effect? No
- 7) Does this rulemaking contain an automatic repeal date?: No
- 8) Do these amendments contain incorporations by reference? Yes. Section 611.102 is the centralized incorporations by reference for all of Part 611. One amendment changes a corporate name listed as the source of an analytical method incorporated by reference in that Section.
- 9) Are there any other amendments pending on this Part? No
- 10) Statement of statewide policy objectives: These proposed amendments do not create or enlarge a state mandate, as defined in Section 3(b) of the State Mandates Act. [30 ILCS 805/3(b) (2002)].
- 11) Time, place and manner in which interested persons may comment on this proposed rulemaking: The Board will accept written public comment on this proposal for a period of 45 days after the date of this publication. Comments should reference Docket R04-13 and be addressed to:

Ms. Dorothy M. Gunn, Clerk  
Illinois Pollution Control Board  
State of Illinois Center, Suite 11-500

## POLLUTION CONTROL BOARD

## NOTICE OF PROPOSED AMENDMENTS

100 W. Randolph St.  
Chicago, IL 60601

Please direct inquiries to the following person and reference Docket R04-13:

Michael J. McCambridge  
Staff Attorney  
Illinois Pollution Control Board  
100 W. Randolph 11-500  
Chicago, IL 60601  
Phone: 312-814-6924  
E-mail: [mccambm@ipcb.state.il.us](mailto:mccambm@ipcb.state.il.us)

Request copies of the Board's opinion and order at 312-814-3620, or download a copy from the Board's Website at <http://www.ipcb.state.il.us>.

12) Initial regulatory flexibility analysis:

- A) Types of small businesses, small municipalities, and not-for-profit corporations affected: This rulemaking may affect those small businesses, small municipalities, and not-for-profit corporations that own or operate a public water supply. These proposed amendments do not create or enlarge a state mandate, as defined in Section 3(b) of the State Mandates Act. [30 ILCS 805/3(b) (2002)].
- B) Reporting, bookkeeping or other procedures required for compliance: The existing rules and proposed amendments require extensive reporting, bookkeeping and other procedures, including the preparation of reports, water analyses, and maintenance of operating records. These proposed amendments do not create or enlarge a state mandate, as defined in Section 3(b) of the State Mandates Act. [30 ILCS 805/3(b) (2002)].
- C) Types of professional skills necessary for compliance: Compliance with the existing rules and proposed amendments may require the services of an attorney, certified public accountant, chemist, and registered professional engineer. These proposed amendments do not create or enlarge a state mandate, as defined in Section 3(b) of the State Mandates Act. [30 ILCS 805/3(b) (2002)].

13) Regulatory agenda on which this rulemaking was summarized: January 23, 2004

The full text of the Proposed Amendments begins on the next page:

## POLLUTION CONTROL BOARD

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TITLE 35: ENVIRONMENTAL PROTECTION  
SUBTITLE F: PUBLIC WATER SUPPLIES  
CHAPTER I: POLLUTION CONTROL BOARDPART 611  
PRIMARY DRINKING WATER STANDARDS

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## POLLUTION CONTROL BOARD

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611.331 Beta Particle and Photon Radioactivity (Repealed)

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611.650	Monitoring for 36 Contaminants (Repealed)
611.657	Analytical Methods for 36 Contaminants (Repealed)
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## SUBPART P: THM MONITORING AND ANALYTICAL REQUIREMENTS

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611.680	Sampling, Analytical, and other Requirements
611.683	Reduced Monitoring Frequency (Repealed)
611.684	Averaging (Repealed)
611.685	Analytical Methods
611.686	Modification to System (Repealed)
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611.688	Applicability Dates (Repealed)

## SUBPART Q: RADIOLOGICAL MONITORING AND ANALYTICAL REQUIREMENTS

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611.856 Fluoride Notice (Repealed)  
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AUTHORITY: Implementing Sections 7.2, 17, and 17.5 and authorized by Section 27 of the

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Environmental Protection Act [415 ILCS 5/7.2, 17, 17.5, and 27].

SOURCE: Adopted in R88-26 at 14 Ill. Reg. 16517, effective September 20, 1990; amended in R90-21 at 14 Ill. Reg. 20448, effective December 11, 1990; amended in R90-13 at 15 Ill. Reg. 1562, effective January 22, 1991; amended in R91-3 at 16 Ill. Reg. 19010, effective December 1, 1992; amended in R92-3 at 17 Ill. Reg. 7796, effective May 18, 1993; amended in R93-1 at 17 Ill. Reg. 12650, effective July 23, 1993; amended in R94-4 at 18 Ill. Reg. 12291, effective July 28, 1994; amended in R94-23 at 19 Ill. Reg. 8613, effective June 20, 1995; amended in R95-17 at 20 Ill. Reg. 14493, effective October 22, 1996; amended in R98-2 at 22 Ill. Reg. 5020, effective March 5, 1998; amended in R99-6 at 23 Ill. Reg. 2756, effective February 17, 1999; amended in R99-12 at 23 Ill. Reg. 10348, effective August 11, 1999; amended in R00-8 at 23 Ill. Reg. 14715, effective December 8, 1999; amended in R00-10 at 24 Ill. Reg. 14226, effective September 11, 2000; amended in R01-7 at 25 Ill. Reg. 1329, effective January 11, 2001; amended in R01-20 at 25 Ill. Reg. 13611, effective October 9, 2001; amended in R02-5 at 26 Ill. Reg. 3522, effective February 22, 2002; amended in R03-4 at 27 Ill. Reg. 1183, effective January 10, 2003; amended in R03-15 at 27 Ill. Reg. 16447, effective October 10, 2003; amended in R04-3 at 28 Ill. Reg. 5269, effective March 10, 2004; amended in R04-13 at 28 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.

## SUBPART A: GENERAL

**Section 611.100 Purpose, Scope, and Applicability**

- a) This Part satisfies the requirement of Section 17.5 of the Environmental Protection Act (Act) [415 ILCS 5/17.5] that the Board adopt regulations that are identical in substance with federal regulations promulgated by the United States Environmental Protection Agency (USEPA) pursuant to Sections 1412(b), 1414(c), 1417(a), and 1445(a) of the Safe Drinking Water Act (SDWA) (42 USC 300g-1(b), 300g-3(c), 300g-6(a), and 300j-4(a)).
- b) This Part establishes primary drinking water regulations (NPDWRs) pursuant to the SDWA, and also includes additional, related State requirements that are consistent with and more stringent than the USEPA regulations (Section 7.2(a)(6) of the Act [415 ILCS 5/7.2(a)(6)]). The latter provisions are specifically marked as "additional State requirements." They apply only to community water systems (CWSs).
- c) This Part applies to "suppliers," owners and operators of "public water systems" ("PWSs"). PWSs include CWSs, "non-community water systems" ("non-CWSs"), and "non-transient non-community water systems" ("NTNCWSs"), as these terms

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are defined in Section 611.101.

- 1) CWS suppliers are required to obtain permits from the Illinois Environmental Protection Agency (Agency) pursuant to 35 Ill. Adm. Code 602.
- 2) Non-CWS suppliers are subject to additional regulations promulgated by the Illinois Department of Public Health (Public Health or DPH) pursuant to Section 9 of the Illinois Groundwater Protection Act [415 ILCS 55/9], including 77 Ill. Adm. Code 900.
- 3) Non-CWS suppliers are not required to obtain permits or other approvals from the Agency, or to file reports or other documents with the Agency. Any provision in this Part so providing is to be understood as requiring the non-CWS supplier to obtain the comparable form of approval from, or to file the comparable report or other document with Public Health.

BOARD NOTE: Derived from 40 CFR 141.1 ~~(2003)~~(2002).

- d) This Part applies to each PWS, unless the PWS meets all of the following conditions:
  - 1) ~~The PWS consists~~~~Consists~~ only of distribution and storage facilities (and does not have any collection and treatment facilities);
  - 2) ~~The PWS obtains~~~~Obtains~~ all of its water from, but is not owned or operated by, a supplier to which such regulations apply;
  - 3) ~~The PWS does~~~~Does~~ not sell water to any person; and
  - 4) ~~The PWS is~~ ~~Is~~ not a carrier that conveys passengers in interstate commerce.

BOARD NOTE: Derived from 40 CFR 141.3 ~~(2003)~~(2002). The text of 40 CFR 141.3 is nearly identical to Section 1411 of the federal SDWA (42 USC 300g). On December 23, 2003 (at 68 Fed. Reg. 74233), USEPA announced a change in its policy relating to Section 1411. USEPA determined that a property owner that is not otherwise subject to the SDWA national primary drinking water standards "submeters" water, and does not "sell" water within the meaning of Section 1411(3) if the property

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owner meters water to tenants on its property and bills the tenants for the water. USEPA charged the State with determining whether water is "submetered" or "sold" in a particular situation. USEPA stated that eligibility for exclusion requires that the owner obtain water from a regulated water system. USEPA set forth factors for consideration to aid the State in making such a determination: the property has a limited distribution system with no known backflow or cross-connection issues; the majority of the plumbing is within a structure, rather than in the ground, and property ownership is single or within an association of owners. USEPA cited apartment buildings, co-ops, and condominiums as examples of eligible properties. USEPA further stated that it does not intend the policy to apply to a large distribution system, to one that serves a large population, or one that serves a mixed commercial and residential population. USEPA cited "many military installations/facilities" and large mobile home parks as examples of systems to which the policy would not apply.

- e) Some subsection labels have been omitted in order to maintain local consistency between USEPA subsection labels and the subsection labels in this Part.

(Source: Amended at 28 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

**Section 611.102 Incorporations by Reference**

- a) Abbreviations and short-name listing of references. The following names and abbreviated names, presented in alphabetical order, are used in this Part to refer to materials incorporated by reference:

"Amco-AEPA-1 Polymer" is available from Advanced Polymer Systems.

"ASTM Method" means a method published by and available from the American Society for Testing and Materials (ASTM).

"Colisure Test" means "Colisure Presence/Absence Test for Detection and Identification of Coliform Bacteria and Escherichia Coli in Drinking Water," available from Millipore Corporation, Technical Services Department.

"Dioxin and Furan Method 1613" means "Tetra- through Octa-Chlorinated Dioxins and Furans by Isotope-Dilution HRGC/HRMS," available from

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NTIS.

"GLI Method 2" means GLI Method 2, "Turbidity," Nov. 2, 1992, available from Great Lakes Instruments, Inc.

"Hach FilterTrak Method 10133" means "Determination of Turbidity by Laser Nephelometry," available from Hach Co.

"HASL Procedure Manual" means HASL Procedure Manual, HASL 300, available from ERDA Health and Safety Laboratory.

"Kelada 01" means "Kelada Automated Test Methods for Total Cyanide, Acid Dissociable Cyanide, And Thiocyanate," Revision 1.2, August 2001, EPA #821-B-01-009, available from the National Technical Information Service (NTIS).

"Membrane Filter Technique using Chromocult Doliform Agar" means "Chromocult Coliform Agar Presence/Absence Membrane Filter Test Method for Detection and Identification of Coliform Bacteria and Escherichia coli in Finished Waters," available from [EMD Chemicals IncEM Science](#).

"NCRP" means "National Council on Radiation Protection."

"NTIS" means "National Technical Information Service."

"New Jersey Radium Method" means "Determination of Radium 228 in Drinking Water," available from the New Jersey Department of Environmental Protection.

"New York Radium Method" means "Determination of Ra-226 and Ra-228 (Ra-02)," available from the New York Department of Public Health.

"ONGP-MUG Test" (meaning "minimal medium ortho-nitrophenyl-beta-d-galactopyranoside-4-methyl-umbelliferyl -beta-d-glucuronide test"), also called the "Autoanalysis Colilert System," is Method 9223, available in "Standard Methods for the Examination of Water and Wastewater," 18<sup>th</sup> ed., from American Public Health Association.

"Palintest Method 1001" means "Method Number 1001," available from

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Palintest, Ltd. or the Hach Company.

"QuikChem Method 10-204-00-1-X" means "Digestion and distillation of total cyanide in drinking and wastewaters using MICRO DIST and determination of cyanide by flow injection analysis," available from Lachat Instruments.

"Readycult Coliforms 100 Presence/Absence Test" means "Readycult Coliforms 100 Presence/Absence Test for Detection and Identification of Coliform Bacteria and Escherichia coli in Finished Waters," available from [EMD Chemicals Inc](#) ~~EM Science~~.

"SimPlate Method" means "IDEXX SimPlate TM HPC Test Method for Heterotrophs in Water," available from IDEXX Laboratories, Inc.

"Radiochemical Methods" means "Interim Radiochemical Methodology for Drinking Water," available from NTIS.

"Standard Methods" means "Standard Methods for the Examination of Water and Wastewater," available from the American Public Health Association or the American Waterworks Association.

"Syngenta AG-625" means "Atrazine in Drinking Water by Immunoassay," February 2001 is available from Syngenta Crop Protection, Inc.

"Technical Bulletin 601" means "Technical Bulletin 601, Standard Method of Testing for Nitrate in Drinking Water," July 1994, available from Analytical Technology, Inc.

"Technicon Methods" means "Fluoride in Water and Wastewater," available from Bran & Luebbe.

"USDOE Manual" means "EML Procedures Manual," available from the United State Department of Energy.

"USEPA Asbestos Methods-100.1" means Method 100.1, "Analytical Method for Determination of Asbestos Fibers in Water," September 1983, available from NTIS.

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"USEPA Asbestos Methods-100.2" means Method 100.2, "Determination of Asbestos Structures over 10-mm in Length in Drinking Water," June 1994, available from NTIS.

"USEPA Environmental Inorganics Methods" means "Methods for the Determination of Inorganic Substances in Environmental Samples," August 1993, available from NTIS.

"USEPA Environmental Metals Methods" means "Methods for the Determination of Metals in Environmental Samples," available from NTIS.

"USEPA Inorganic Methods" means "Methods for Chemical Analysis of Water and Wastes," March 1983, available from NTIS.

"USEPA Interim Radiochemical Methods" means "Interim Radiochemical Methodology for Drinking Water," EPA 600/4-75-008 (revised), March 1976. Available from NTIS.

"USEPA Organic Methods" means "Methods for the Determination of Organic Compounds in Drinking Water," July 1991, for Methods 502.2, 505, 507, 508, 508A, 515.1, and 531.1; "Methods for the Determination of Organic Compounds in Drinking Water – Supplement I," July 1990, for Methods 506, 547, 550, 550.1, and 551; and "Methods for the Determination of Organic Compounds in Drinking Water – Supplement II," August 1992, for Methods 515.2, 524.2, 548.1, 549.1, 552.1, and 555, available from NTIS. Methods 504.1, 508.1, and 525.2 are available from EPA EMSL; "Methods for the Determination of Organic Compounds" in Drinking Water – Supplement II, August 1992, for Method 552.1; "Methods for the Determination of Organic Compounds in Drinking Water – Supplement III," August 1995, for Methods 502.2, 524.2, 551.1, and 552.2. Method 515.4, "Determination of Chlorinated Acids in Drinking Water by Liquid-Liquid Microextraction, Derivatization and Fast Gas Chromatography with Electron Capture Detection," Revision 1.0, April 2000, EPA 815-B-00/001, and Method 531.2, "Measurement of N-methylcarbamoyloximes and N-methylcarbamates in Water by Direct Aqueous Injection HPLC with Postcolumn Derivatization," Revision 1.0, September 2001, EPA 815/B/01/002, are both available on-line from USEPA, Office of Ground Water and Drinking Water.

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"USEPA Radioactivity Methods" means "Prescribed Procedures for Measurement of Radioactivity in Drinking Water," EPA 600/4-80-032, August 1980. Available from NTIS.

"USEPA Radiochemical Analyses" means "Radiochemical Analytical Procedures for Analysis of Environmental Samples," March 1979. Available from NTIS.

"USEPA Radiochemistry Methods" means "Radiochemistry Procedures Manual," EPA 520/5-84-006, December 1987. Available from NTIS.

"USEPA Technical Notes" means "Technical Notes on Drinking Water Methods," available from NTIS.

"USGS Methods" means "Methods of Analysis by the U.S. Geological Survey National Water Quality Laboratory – Determination of Inorganic and Organic Constituents in Water and Fluvial Sediments," available from NTIS and USGS.

"Waters Method B-1011" means "Waters Test Method for the Determination of Nitrite/Nitrate in Water Using Single Column Ion Chromatography," available from Waters Corporation, Technical Services Division.

- b) The Board incorporates the following publications by reference:

Advanced Polymer Systems, 3696 Haven Avenue, Redwood City, CA 94063 415-366-2626.

Amco-AEPA-1 Polymer. See 40 CFR 141.22(a) (2003). Also, as referenced in ASTM D1889.

American Public Health Association, 1015 Fifteenth Street NW, Washington, DC 20005 800-645-5476.

"Standard Methods for the Examination of Water and Wastewater," 17<sup>th</sup> Edition, 1989 (referred to as "Standard Methods, 17<sup>th</sup> ed.").

"Standard Methods for the Examination of Water and

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Wastewater," 18<sup>th</sup> Edition, 1992, including "Supplement to the 18<sup>th</sup> Edition of Standard Methods for the Examination of Water and Wastewater," 1994 (collectively referred to as "Standard Methods, 18<sup>th</sup> ed."). See the methods listed separately for the same references under American Waterworks Association.

"Standard Methods for the Examination of Water and Wastewater," 19<sup>th</sup> Edition, 1995 (referred to as "Standard Methods, 19<sup>th</sup> ed.").

"Standard Methods for the Examination of Water and Wastewater," 20<sup>th</sup> Edition, 1998 (referred to as "Standard Methods, 20<sup>th</sup> ed.").

American Waterworks Association et al., 6666 West Quincy Ave., Denver, CO 80235 303-794-7711.

"National Field Evaluation of a Defined Substrate Method for the Simultaneous Enumeration of Total Coliforms and Escherichia coli for Drinking Water: Comparison with the Standard Multiple Tube Fermentation Method," S.C. Edberg, M.J. Allen & D.B. Smith, Applied Environmental Microbiology, vol. 54, iss. 6, pp 1595-1601 (1988).

"Standard Methods for the Examination of Water and Wastewater," 13<sup>th</sup> Edition, 1971 (referred to as "Standard Methods, 13<sup>th</sup> ed.").

Method 302, Gross Alpha and Gross Beta Radioactivity in Water (Total, Suspended, and Dissolved).

Method 303, Total Radioactive Strontium and Strontium 90 in Water.

Method 304, Radium in Water by Precipitation.

Method 305, Radium 226 by Radon in Water (Soluble, Suspended, and Total).

Method 306, Tritium in Water.

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"Standard Methods for the Examination of Water and Wastewater," 17<sup>th</sup> Edition, 1989 (referred to as "Standard Methods, 17<sup>th</sup> ed.").

Method 7110 B, Gross Alpha and Gross Beta Radioactivity in Water (Total, Suspended, and Dissolved).

Method 7500-Cs B, Radioactive Cesium, Precipitation Method.

Method 7500-<sup>3</sup>H B, Tritium in Water.

Method 7500-I B, Radioactive Iodine, Precipitation Method.

Method 7500-I C, Radioactive Iodine, Ion-Exchange Method.

Method 7500-I D, Radioactive Iodine, Distillation Method.

Method 7500-Ra B, Radium in Water by Precipitation.

Method 7500-Ra C, Radium 226 by Radon in Water (Soluble, Suspended, and Total).

Method 7500-Ra D, Radium, Sequential Precipitation Method (Proposed).

Method 7500-Sr B, Total Radioactive Strontium and Strontium 90 in Water.

Method 7500-U B, Uranium, Radiochemical Method (Proposed).

Method 7500-U C, Uranium, Isotopic Method (Proposed).

"Standard Methods for the Examination of Water and Wastewater," 18<sup>th</sup> Edition, 1992 (referred to as "Standard Methods, 18<sup>th</sup> ed.").

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Method 2130 B, Turbidity, Nephelometric Method.

Method 2320 B, Alkalinity, Titration Method.

Method 2510 B, Conductivity, Laboratory Method.

Method 2550, Temperature, Laboratory and Field Methods.

Method 3111 B, Metals by Flame Atomic Absorption Spectrometry, Direct Air-Acetylene Flame Method.

Method 3111 D, Metals by Flame Atomic Absorption Spectrometry, Direct Nitrous Oxide-Acetylene Flame Method.

Method 3112 B, Metals by Cold-Vapor Atomic Absorption Spectrometry, Cold-Vapor Atomic Absorption Spectrometric Method.

Method 3113 B, Metals by Electrothermal Atomic Absorption Spectrometry, Electrothermal Atomic Absorption Spectrometric Method.

Method 3114 B, Metals by Hydride Generation/Atomic Absorption Spectrometry, Manual Hydride Generation/Atomic Absorption Spectrometric Method.

Method 3120 B, Metals by Plasma Emission Spectroscopy, Inductively Coupled Plasma (ICP) Method.

Method 3500-Ca D, Calcium, EDTA Titrimetric Method.

Method 3500-Mg E, Magnesium, Calculation Method.

Method 4110 B, Determination of Anions by Ion Chromatography, Ion Chromatography with Chemical Suppression of Eluent Conductivity.

Method 4500-CN<sup>-</sup> C, Cyanide, Total Cyanide after

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Distillation.

Method 4500-CN<sup>-</sup> E, Cyanide, Colorimetric Method.

Method 4500-CN<sup>-</sup> F, Cyanide, Cyanide-Selective Electrode Method.

Method 4500-CN<sup>-</sup> G, Cyanide, Cyanides Amenable to Chlorination after Distillation.

Method 4500-Cl D, Chlorine, Amperometric Titration Method.

Method 4500-Cl E, Chlorine, Low-Level Amperometric Titration Method.

Method 4500-Cl F, Chlorine, DPD Ferrous Titrimetric Method.

Method 4500-Cl G, Chlorine, DPD Colorimetric Method.

Method 4500-Cl H, Chlorine, Syringaldazine (FACTS) Method.

Method 4500-Cl I, Chlorine, Iodometric Electrode Method.

Method 4500-ClO<sub>2</sub> C, Chlorine Dioxide, Amperometric Method I.

Method 4500-ClO<sub>2</sub> D, Chlorine Dioxide, DPD Method.

Method 4500-ClO<sub>2</sub> E, Chlorine Dioxide, Amperometric Method II (Proposed).

Method 4500-F<sup>-</sup> B, Fluoride, Preliminary Distillation Step.

Method 4500-F<sup>-</sup> C, Fluoride, Ion-Selective Electrode Method.

Method 4500-F<sup>-</sup> D, Fluoride, SPADNS Method.

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Method 4500-F<sup>-</sup> E, Fluoride, Complexone Method.

Method 4500-H<sup>+</sup> B, pH Value, Electrometric Method.

Method 4500-NO<sub>2</sub><sup>-</sup> B, Nitrogen (Nitrite), Colorimetric Method.

Method 4500-NO<sub>3</sub><sup>-</sup> D, Nitrogen (Nitrate), Nitrate Electrode Method.

Method 4500-NO<sub>3</sub><sup>-</sup> E, Nitrogen (Nitrate), Cadmium Reduction Method.

Method 4500-NO<sub>3</sub><sup>-</sup> F, Nitrogen (Nitrate), Automated Cadmium Reduction Method.

Method 4500-O<sub>3</sub> B, Ozone (Residual) (Proposed), Indigo Colorimetric Method.

Method 4500-P E, Phosphorus, Ascorbic Acid Method.

Method 4500-P F, Phosphorus, Automated Ascorbic Acid Reduction Method.

Method 4500-Si D, Silica, Molybdosilicate Method.

Method 4500-Si E, Silica, Heteropoly Blue Method.

Method 4500-Si F, Silica, Automated Method for Molybdate-Reactive Silica.

Method 6651, Glyphosate Herbicide (Proposed).

Method 7110 B, Gross Alpha and Beta Radioactivity (Total, Suspended, and Dissolved), Evaporation Method for Gross Alpha-Beta.

Method 7110 C, Gross Alpha and Beta Radioactivity (Total, Suspended, and Dissolved), Coprecipitation Method

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for Gross Alpha Radioactivity in Drinking Water  
(Proposed).

Method 7500-Cs B, Radioactive Cesium, Precipitation  
Method.

Method 7500-3 H B, Tritium, Liquid Scintillation  
Spectrometric Method.

Method 7500-I B, Radioactive Iodine, Precipitation  
Method.

Method 7500-I C, Radioactive Iodine, Ion-Exchange  
Method.

Method 7500-I D, Radioactive Iodine, Distillation Method.

Method 7500-Ra B, Radium, Precipitation Method.

Method 7500-Ra C, Radium, Emanation Method.

Method 7500-Ra D, Radium, Sequential Precipitation  
Method (Proposed).

Method 7500-Sr B, Total Radioactive Strontium and  
Strontium 90, Precipitation Method.

Method 7500-U B, Uranium, Radiochemical Method  
(Proposed).

Method 7500-U C, Uranium, Isotopic Method (Proposed).

Method 9215 B, Heterotrophic Plate Count, Pour Plate  
Method.

Method 9221 A, Multiple-Tube Fermentation Technique  
for Members of the Coliform Group, Introduction.

Method 9221 B, Multiple-Tube Fermentation Technique  
for Members of the Coliform Group, Standard Total

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Coliform Fermentation Technique.

Method 9221 C, Multiple-Tube Fermentation Technique for Members of the Coliform Group, Estimation of Bacterial Density.

Method 9221 D, Multiple-Tube Fermentation Technique for Members of the Coliform Group, Presence-Absence (P-A) Coliform Test.

Method 9221 E, Multiple-Tube Fermentation Technique for Members of the Coliform Group, Fecal Coliform Procedure.

Method 9222 A, Membrane Filter Technique for Members of the Coliform Group, Introduction.

Method 9222 B, Membrane Filter Technique for Members of the Coliform Group, Standard Total Coliform Membrane Filter Procedure.

Method 9222 C, Membrane Filter Technique for Members of the Coliform Group, Delayed-Incubation Total Coliform Procedure.

Method 9222 D, Membrane Filter Technique for Members of the Coliform Group, Fecal Coliform Membrane Filter Procedure.

Method 9223, Chromogenic Substrate Coliform Test (Proposed).

"Supplement to the 18<sup>th</sup> Edition of Standard Methods for the Examination of Water and Wastewater," American Public Health Association, 1994.

Method 6610, Carbamate Pesticide Method.

"Standard Methods for the Examination of Water and Wastewater," 19<sup>th</sup> Edition, 1995 (referred to as "Standard Methods,

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19<sup>th</sup> ed.").

Method 2130 B, Turbidity, Nephelometric Method.

Method 2320 B, Alkalinity, Titration Method.

Method 2510 B, Conductivity, Laboratory Method.

Method 2550, Temperature, Laboratory, and Field Methods.

Method 3111 B, Metals by Flame Atomic Absorption Spectrometry, Direct Air-Acetylene Flame Method.

Method 3111 D, Metals by Flame Atomic Absorption Spectrometry, Direct Nitrous Oxide-Acetylene Flame Method.

Method 3112 B, Metals by Cold-Vapor Atomic Absorption Spectrometry, Cold-Vapor Atomic Absorption Spectrometric Method.

Method 3113 B, Metals by Electrothermal Atomic Absorption Spectrometry, Electrothermal Atomic Absorption Spectrometric Method.

Method 3114 B, Metals by Hydride Generation/Atomic Absorption Spectrometry, Manual Hydride Generation/Atomic Absorption Spectrometric Method.

Method 3120 B, Metals by Plasma Emission Spectroscopy, Inductively Coupled Plasma (ICP) Method.

Method 3500-Ca D, Calcium, EDTA Titrimetric Method.

Method 3500-Mg E, Magnesium, Calculation Method.

Method 4110 B, Determination of Anions by Ion Chromatography, Ion Chromatography with Chemical Suppression of Eluent Conductivity.

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Method 4500-Cl D, Chlorine, Amperometric Titration Method.

Method 4500-Cl E, Chlorine, Low-Level Amperometric Titration Method.

Method 4500-Cl F, Chlorine, DPD Ferrous Titrimetric Method.

Method 4500-Cl G, Chlorine, DPD Colorimetric Method.

Method 4500-Cl H, Chlorine, Syringaldazine (FACTS) Method.

Method 4500-Cl I, Chlorine, Iodometric Electrode Method.

Method 4500-ClO<sub>2</sub> C, Chlorine Dioxide, Amperometric Method I.

Method 4500-ClO<sub>2</sub> D, Chlorine Dioxide, DPD Method.

Method 4500-ClO<sub>2</sub> E, Chlorine Dioxide, Amperometric Method II (Proposed).

Method 4500-CN<sup>-</sup> C, Cyanide, Total Cyanide after Distillation.

Method 4500-CN<sup>-</sup> E, Cyanide, Colorimetric Method.

Method 4500-CN<sup>-</sup> F, Cyanide, Cyanide-Selective Electrode Method.

Method 4500-CN<sup>-</sup> G, Cyanide, Cyanides Amenable to Chlorination after Distillation.

Method 4500-F<sup>-</sup> B, Fluoride, Preliminary Distillation Step.

Method 4500-F<sup>-</sup> C, Fluoride, Ion-Selective Electrode Method.

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Method 4500-F<sup>-</sup> D, Fluoride, SPADNS Method.

Method 4500-F<sup>-</sup> E, Fluoride, Complexone Method.

Method 4500-H<sup>+</sup> B, pH Value, Electrometric Method.

Method 4500-NO<sub>2</sub><sup>-</sup> B, Nitrogen (Nitrite), Colorimetric Method.

Method 4500-NO<sub>3</sub><sup>-</sup> D, Nitrogen (Nitrate), Nitrate Electrode Method.

Method 4500-NO<sub>3</sub><sup>-</sup> E, Nitrogen (Nitrate), Cadmium Reduction Method.

Method 4500-NO<sub>3</sub><sup>-</sup> F, Nitrogen (Nitrate), Automated Cadmium Reduction Method.

Method 4500-O<sub>3</sub> B, Ozone (Residual) (Proposed), Indigo Colorimetric Method.

Method 4500-P E, Phosphorus, Ascorbic Acid Method.

Method 4500-P F, Phosphorus, Automated Ascorbic Acid Reduction Method.

Method 4500-Si D, Silica, Molybdosilicate Method.

Method 4500-Si E, Silica, Heteropoly Blue Method.

Method 4500-Si F, Silica, Automated Method for Molybdate-Reactive Silica.

Method 5910 B, UV Absorbing Organic Constituents, Ultraviolet Absorption Method.

Method 6251 B, Disinfection Byproducts: Haloacetic Acids and Trichlorophenol, Micro Liquid-Liquid Extraction Gas Chromatographic Method.

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Method 6651, Glyphosate Herbicide (Proposed).

Method 7110 B, Gross Alpha and Gross Beta Radioactivity, Evaporation Method for Gross Alpha-Beta.

Method 7110 C, Gross Alpha and Beta Radioactivity (Total, Suspended, and Dissolved), Coprecipitation Method for Gross Alpha Radioactivity in Drinking Water (Proposed).

Method 7120 B, Gamma-Emitting Radionuclides, Gamma Spectrometric Method.

Method 7500-Cs B, Radioactive Cesium, Precipitation Method.

Method 7500-3H B, Tritium, Liquid Scintillation Spectrometric Method.

Method 7500-I B, Radioactive Iodine, Precipitation Method.

Method 7500-I C, Radioactive Iodine, Ion-Exchange Method.

Method 7500-I D, Radioactive Iodine, Distillation Method.

Method 7500-Ra B, Radium, Precipitation Method.

Method 7500-Ra C, Radium, Emanation Method.

Method 7500-Ra D, Radium, Sequential Precipitation Method.

Method 7500-Sr B, Total Radiactive Strontium and Strontium 90, Precipitation Method.

Method 7500-U B, Uranium, Radiochemical Method.

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Method 7500-U C, Uranium, Isotopic Method.

Method 9215 B, Heterotrophic Plate Count, Pour Plate Method.

Method 9221 A, Multiple-Tube Fermentation Technique for Members of the Coliform Group, Introduction.

Method 9221 B, Multiple-Tube Fermentation Technique for Members of the Coliform Group, Standard Total Coliform Fermentation Technique.

Method 9221 C, Multiple-Tube Fermentation Technique for Members of the Coliform Group, Estimation of Bacterial Density.

Method 9221 D, Multiple-Tube Fermentation Technique for Members of the Coliform Group, Presence-Absence (P-A) Coliform Test.

Method 9221 E, Multiple-Tube Fermentation Technique for Members of the Coliform Group, Fecal Coliform Procedure.

Method 9222 A, Membrane Filter Technique for Members of the Coliform Group, Introduction.

Method 9222 B, Membrane Filter Technique for Members of the Coliform Group, Standard Total Coliform Membrane Filter Procedure.

Method 9222 C, Membrane Filter Technique for Members of the Coliform Group, Delayed-Incubation Total Coliform Procedure.

Method 9222 D, Membrane Filter Technique for Members of the Coliform Group, Fecal Coliform Membrane Filter Procedure.

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Method 9223, Chromogenic Substrate Coliform Test (Proposed).

"Supplement to the 19<sup>th</sup> Edition of Standard Methods for the Examination of Water and Wastewater," American Public Health Association, 1996.

Method 5310 B, TOC, Combustion-Infrared Method.

Method 5310 C, TOC, Persulfate-Ultraviolet Oxidation Method.

Method 5310 D, TOC, Wet-Oxidation Method.

"Standard Methods for the Examination of Water and Wastewater," 20<sup>th</sup> Edition, 1998 (referred to as "Standard Methods, 20<sup>th</sup> ed.").

Method 2130 B, Turbidity, Nephelometric Method.

Method 2320 B, Alkalinity, Titration Method.

Method 2510 B, Conductivity, Laboratory Method.

Method 2550, Temperature, Laboratory, and Field Methods.

Method 3120 B, Metals by Plasma Emission Spectroscopy, Inductively Coupled Plasma (ICP) Method.

Method 3500-Ca B, Calcium, EDTA Titrimetric Method.

Method 3500-Mg B, Magnesium, EDTA Titrimetric Method.

Method 4110 B, Determination of Anions by Ion Chromatography, Ion Chromatography with Chemical Suppression of Eluent Conductivity.

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Method 4500-CN<sup>-</sup> C, Cyanide, Total Cyanide after Distillation.

Method 4500-CN<sup>-</sup> E, Cyanide, Colorimetric Method.

Method 4500-CN<sup>-</sup> F, Cyanide, Cyanide-Selective Electrode Method.

Method 4500-CN<sup>-</sup> G, Cyanide, Cyanides Amenable to Chlorination after Distillation.

Method 4500-Cl D, Chlorine, Amperometric Titration Method.

Method 4500-Cl E, Chlorine, Low-Level Amperometric Titration Method.

Method 4500-Cl F, Chlorine, DPD Ferrous Titrimetric Method.

Method 4500-Cl G, Chlorine, DPD Colorimetric Method.

Method 4500-Cl H, Chlorine, Syringaldazine (FACTS) Method.

Method 4500-Cl I, Chlorine, Iodometric Electrode Method.

Method 4500-ClO<sub>2</sub> C, Chlorine Dioxide, Amperometric Method I.

Method 4500-ClO<sub>2</sub> D, Chlorine Dioxide, DPD Method.

Method 4500-ClO<sub>2</sub> E, Chlorine Dioxide, Amperometric Method II (Proposed).

Method 4500-F<sup>-</sup> B, Fluoride, Preliminary Distillation Step.

Method 4500-F<sup>-</sup> C, Fluoride, Ion-Selective Electrode Method.

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Method 4500-F<sup>-</sup> D, Fluoride, SPADNS Method.

Method 4500-F<sup>-</sup> E, Fluoride, Complexone Method.

Method 4500-H<sup>+</sup> B, pH Value, Electrometric Method.

Method 4500-NO<sub>2</sub><sup>-</sup> B, Nitrogen (Nitrite), Colorimetric Method.

Method 4500-NO<sub>3</sub><sup>-</sup> D, Nitrogen (Nitrate), Nitrate Electrode Method.

Method 4500-NO<sub>3</sub><sup>-</sup> E, Nitrogen (Nitrate), Cadmium Reduction Method.

Method 4500-NO<sub>3</sub><sup>-</sup> F, Nitrogen (Nitrate), Automated Cadmium Reduction Method.

Method 4500-O<sub>3</sub> B, Ozone (Residual) (Proposed), Indigo Colorimetric Method.

Method 4500-P E, Phosphorus, Ascorbic Acid Method.

Method 4500-P F, Phosphorus, Automated Ascorbic Acid Reduction Method.

Method 4500-Si C, Silica, Molybdosilicate Method.

Method 4500-Si D, Silica, Heteropoly Blue Method.

Method 4500-Si E, Silica, Automated Method for Molybdate-Reactive Silica.

Method 4500-Cl E, Chlorine (Residual), Low-Level Amperometric Titration Method.

Method 4500-Cl F, Chlorine (Residual), DPD Ferrous Titrimetric Method.

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Method 4500-Cl G, Chlorine (Residual), DPD Colorimetric Method.

Method 4500-Cl H, Chlorine (Residual), Syringaldazine (FACTS) Method.

Method 4500-Cl I, Chlorine (Residual), Iodometric Electrode Technique.

Method 4500-ClO<sub>2</sub> D, Chlorine Dioxide, DPD Method.

Method 4500-ClO<sub>2</sub> E, Chlorine Dioxide, Amperometric Method II.

Method 6651, Glyphosate Herbicide (Proposed).

Method 7110-B, Gross Alpha and Gross Beta Radioactivity, Evaporation Method for Gross Alpha-Beta.

Method 7110 C, Gross Alpha and Beta Radioactivity (Total, Suspended, and Dissolved), Coprecipitation Method for Gross Alpha Radioactivity in Drinking Water (Proposed).

Method 7120-B, Gamma-Emitting Radionuclides, Gamma Spectrometric Method.

Method 7500-Cs B, Radioactive Cesium, Precipitation Method.

Method 7500-3H B, Tritium, Liquid Scintillation Spectrometric Method.

Method 7500-I B, Radioactive Iodine, Precipitation Method.

Method 7500-I C, Radioactive Iodine, Ion-Exchange Method.

Method 7500-I D, Radioactive Iodine, Distillation Method.

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Method 7500-Ra B, Radium, Precipitation Method.

Method 7500-Ra C, Radium, Emanation Method.

Method 7500-Sr B, Total Radiactive Strontium and Strontium 90, Precipitation Method.

Method 7500-U B, Uranium, Radiochemical Method.

Method 7500-U C, Uranium, Isotopic Method.

Method 9215 B, Heterotrophic Plate Count, Pour Plate Method.

Method 9221 A, Multiple-Tube Fermentation Technique for Members of the Coliform Group, Introduction.

Method 9221 B, Multiple-Tube Fermentation Technique for Members of the Coliform Group, Standard Total Coliform Fermentation Technique.

Method 9221 C, Multiple-Tube Fermentation Technique for Members of the Coliform Group, Estimation of Bacterial Density.

Method 9221 D, Multiple-Tube Fermentation Technique for Members of the Coliform Group, Presence-Absence (P-A) Coliform Test.

Method 9221 E, Multiple-Tube Fermentation Technique for Members of the Coliform Group, Fecal Coliform Procedure.

Method 9222 A, Membrane Filter Technique for Members of the Coliform Group, Introduction.

Method 9222 B, Membrane Filter Technique for Members of the Coliform Group, Standard Total Coliform Membrane Filter Procedure.

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Method 9222 C, Membrane Filter Technique for Members of the Coliform Group, Delayed-Incubation Total Coliform Procedure.

Method 9222 D, Membrane Filter Technique for Members of the Coliform Group, Fecal Coliform Membrane Filter Procedure.

Method 9223, Chromogenic Substrate Coliform Test (Proposed).

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ASTM. American Society for Testing and Materials, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959 610-832-9585.

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ASTM Method D1293-84, "Standard Test Methods for pH of Water," "Test Method A – Precise Laboratory Measurement" & "Test Method B – Routine or Continuous Measurement," approved October 26, 1984.

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[EMD Chemicals Inc. EM Science](#) (an affiliate of Merck KGaA, Darmstadt, Germany), 480 S. Democrat Road, Gibbstown, NJ 08027-1297. Telephone: 800-222-0342. E-mail: adellenbusch@emscience.com.

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ERDA Health and Safety Laboratory, New York, NY.

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Great Lakes Instruments, Inc., 8855 North 55<sup>th</sup> Street, Milwaukee, WI 53223.

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The Hach Company, P.O. Box 389, Loveland, CO 80539-0389. Phone: 800-227-4224.

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IDEXX Laboratories, Inc., One IDEXX Drive, Westbrook, Maine 04092. Telephone: 800-321-0207.

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Millipore Corporation, Technical Services Department, 80 Ashby Road, Milford, MA 01730 800-654-5476.

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NCRP. National Council on Radiation Protection, 7910 Woodmont Ave., Bethesda, MD 301-657-2652.

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NSF. National Sanitation Foundation International, 3475 Plymouth Road, PO Box 130140, Ann Arbor, Michigan 48113-0140, 734-769-8010.

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BOARD NOTE: USEPA made the following assertion with regard to this reference at 40 CFR 141.23(k)(1) and 141.24(e) and (n)(11) (2003): "This document contains other analytical test procedures and approved analytical methods that remain available for compliance monitoring until July 1, 1996."

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New Jersey Department of Environment, Division of Environmental Quality, Bureau of Radiation and Inorganic Analytical Services, 9 Ewing Street, Trenton, NJ 08625.

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New York Department of Health, Radiological Sciences Institute, Center for Laboratories and Research, Empire State Plaza, Albany, NY 12201.

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Palintest, Ltd., 21 Kenton Lands Road, P.O. Box 18395, Erlanger, KY 800-835-9629.

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Syngenta Crop Protection, Inc., 410 Swing Road, Post Office Box 18300, Greensboro, NC 27419. Telephone: 336-632-6000.

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United States Department of Energy, available at the Environmental Measurements Laboratory, U.S. Department of Energy, 376 Hudson Street, New York, NY 10014-3621.

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"EML Procedures Manual," 27<sup>th</sup> Edition, Volume 1, 1990.

United States Environmental Protection Agency, Office of Ground Water and Drinking Water, accessible on-line and available by download from <http://www.epa.gov/safewater/methods/>.

Method 515.4, "Determination of Chlorinated Acids in Drinking Water by Liquid-Liquid Microextraction, Derivatization and Fast Gas Chromatography with Electron Capture Detection," Revision 1.0, April 2000, EPA 815/B-00/001 (document file name "met515\_4.pdf").

Method 531.2, "Measurement of N-methylcarbamoyloximes and N-methylcarbamates in Water by Direct Aqueous Injection HPLC with Postcolumn Derivatization," Revision 1.0, September 2001, EPA 815/B/01/002 (document file name "met531\_2.pdf").

United States Environmental Protection Agency, EMSL, Cincinnati, OH 45268 513-569-7586.

"Interim Radiochemical Methodology for Drinking Water," EPA-600/4-75-008 (referred to as "Radiochemical Methods"). (Revised) March 1976.

"Methods for the Determination of Organic Compounds in Finished Drinking Water and Raw Source Water" (referred to as "USEPA Organic Methods"). (For methods 504.1, 508.1, and 525.2 only.) See NTIS.

"Procedures for Radiochemical Analysis of Nuclear Reactor Aqueous Solutions." See NTIS.

USEPA, Science and Technology Branch, Criteria and Standards Division, Office of Drinking Water, Washington, D.C. 20460.

"Guidance Manual for Compliance with the Filtration and Disinfection Requirements for Public Water Systems using Surface Water Sources," October 1989.

## POLLUTION CONTROL BOARD

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USGS. Books and Open-File Reports Section, United States Geological Survey, Federal Center, Box 25286, Denver, CO 80225-0425.

Methods available upon request by method number from "Methods for Analysis by the U.S. Geological Survey National Water Quality Laboratory – Determination of Inorganic and Organic Constituents in Water and Fluvial Sediments," Open File Report 93-125, 1993, or Book 5, Chapter A-1, "Methods for Determination of Inorganic Substances in Water and Fluvial Sediments," 3rd ed., Open-File Report 85-495, 1989, as appropriate (referred to as "USGS Methods").

I-1030-85

I-1062-85

I-1601-85

I-1700-85

I-2598-85

I-2601-90

I-2700-85

I-3300-85

Methods available upon request by method number from "Methods for Determination of Radioactive Substances in Water and Fluvial Sediments," Chapter A5 in Book 5 of "Techniques of Water-Resources Investigations of the United States Geological Survey," 1997.

R-1110-76

R-1111-76

R-1120-76

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R-1140-76

R-1141-76

R-1142-76

R-1160-76

R-1171-76

R-1180-76

R-1181-76

R-1182-76

Waters Corporation, Technical Services Division, 34 Maple St., Milford, MA 01757 800-252-4752.

"Waters Test Method for Determination of Nitrite/Nitrate in Water Using Single Column Ion Chromatography," Method B-1011, August 1987 (referred to as "Waters Method B-1011").

c) The Board incorporates the following federal regulations by reference:

40 CFR 136, Appendices B and C (2003).

d) This Part incorporates no later amendments or editions.

(Source: Amended at 28 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## SECRETARY OF STATE

## NOTICE OF PROPOSED AMENDMENT

- 1) Heading of the Part: General Rules, Definitions
- 2) Code Citation: 92 Ill. Adm. Code 1000
- 3) Section Number: 1000.70                      Proposed Action: Amendment
- 4) Statutory Authority: Implementing Chapters 11, 2 and 3 of the Illinois Vehicle Code [625 ILCS 5/Ch. 11, 2 and 3] and authorized by Section 2-104(b) of the Illinois Vehicle Code [625 ILCS 5/2-104(b)].
- 5) A Complete Description of the Subjects and Issues Involved: This amendment regarding the application and testing procedures for Investigator Sergeants for Secretary of State Police removes the definition of “command personnel” and makes subsequent changes to the required panel members for oral interviews.
- 6) Will this amendment replace any emergency amendments currently in effect? No
- 7) Does this rulemaking contain an automatic repeal date? No
- 8) Does this amendment contain incorporations by reference? No
- 9) Are there any other proposed amendments pending on this Part? No
- 10) Statement of Statewide Policy Objectives: The proposed amendments do not require expenditures by units of local government.
- 11) Time, Place, and Manner in which interested persons may comment on this proposed rulemaking: Text of the proposed amendments are posted on Secretary of State’s web site, [www.sos.state.il.us/departments/index/home](http://www.sos.state.il.us/departments/index/home) as part of the *Illinois Register*. Interested persons may present their comments concerning this proposed rulemaking in writing within 45 days after publication of this notice to the:  

Secretary of State  
Robert Mueller, Assistant General Counsel  
298 Howlett Building  
Springfield, IL 62701  
217-785-3094
- 12) Initial Regulatory Flexibility Analysis:
  - A) Types of small businesses, small municipalities and not for profit corporations

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affected: None

B) Reporting, bookkeeping or other procedures required for compliance: None

C) Types of Professional skills necessary for compliance: None

- 13) Regulatory Agenda on which this rulemaking was summarized:  
This rulemaking was not included on either of the 2 most recent regulatory agendas because: The need for this rulemaking was not anticipated at the time the agendas were prepared.

The full text of the Proposed Amendments begins on the next page:

## SECRETARY OF STATE

## NOTICE OF PROPOSED AMENDMENT

TITLE 92: TRANSPORTATION  
CHAPTER II: SECRETARY OF STATEPART 1000  
GENERAL RULES, DEFINITIONS

## Section

1000.10	Definitions
1000.20	Appointment of Subordinates
1000.30	Reciprocity, Prorate and Forced Registration Review Board (Repealed)
1000.40	Offices of the Secretary of State
<u>1000.41</u>	<u>Voter Registration at Driver Service Facilities</u>
1000.50	Forms
1000.60	Certification of Copies of Records
1000.70	Department of Police
1000.80	Enforcement of the Illinois Vehicle Code (Repealed)
1000.90	Hearings (Repealed)
1000.110	Audits and Collections (Repealed)
1000.120	Audit Costs

AUTHORITY: Implementing Chapters 11, 3 and 3 of the Illinois Vehicle Code [625 ILCS 5/Ch. 11, 2 and 3] and authorized by 2-104(b) of the Illinois Vehicle Code [625 ILCS 5/2-104(b)].

SOURCE: Filed and effective December 15, 1970; amended at 6 Ill. Reg. 2239, effective February 1, 1982; emergency amendment at 6 Ill. Reg. 7152, effective May 28, 1982, for a maximum of 150 days; amended at 6 Ill. Reg. 11067, effective August 26, 1982; codified at 6 Ill. Reg. 12674; amendment at 6 Ill. Reg. 15040, effective December 1, 1982; amended at 7 Ill. Reg. 13677, effective October 14, 1983; amended at 8 Ill. Reg. 5353, effective April 6, 1984; amended at 9 Ill. Reg. 2326, effective February 1, 1985; amended at 13 Ill. Reg. 5185, effective April 1, 1989; amended at 13 Ill. Reg. 11844, effective July 1, 1989; emergency amendment at 24 Ill. Reg. 1681, effective January 14, 2000, for a maximum of 150 days; amended at 24 Ill. Reg. 6950, effective April 24, 2000; emergency amendment at 25 Ill. Reg. 9376, effective July 1, 2001, for maximum of 150 days; emergency expired November 27, 2001; amended at 26 Ill. Reg. 12040, effective July 19, 2002; amended at 28 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.

**Section 1000.70 Department of Police**

- a) The investigators authorized pursuant to Section 2-115 of the Illinois Vehicle Code [625 ILCS 5/2-115] shall be appointed by the Secretary and organized into the Department of Police.

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- b) The Department of Police, which is headquartered in Springfield, Illinois, shall have District headquarters throughout Illinois to enable the Department to best distribute its supervisory responsibilities and work load.
- c) The employees of the Department of Police shall be subject to the Secretary of State Merit Employment Code [15 ILCS 310]; the Office of the Secretary of State's rules entitled Department of Personnel (~~80 Ill. Adm. Code 420~~); and the Department of Police General Orders. Where there is conflict between the policies of the Office and the General Orders of Police, the Office policies shall prevail. All employees and applicants of the Department of Police shall be subject to a background check conducted by the Department of Police and an interview conducted by the Department of Police to determine if the applicant is qualified to perform the job duties.
- d) Sworn personnel
- 1) Sworn personnel shall mean the peace officers within the Department of Police.
  - 2) The grades of sworn personnel, from lowest to highest, shall be Investigator Trainee, Investigator, Investigator Sergeant, Investigator Lieutenant, and Investigator Commander. Position descriptions for these employees shall be established by the Department of Personnel in accordance with Section 10a of the Secretary of State Merit Employment Code and 80 Ill. Adm. Code 420.210.
  - 3) Application and Testing Procedures for Investigators and Investigator Trainees. Any applicant for the position of Investigator or Investigator Trainee must complete or pass successfully each of the following application procedures before proceeding to the next procedure.
    - A) The filing of the standard personnel form application.
    - B) A written entrance examination developed for police officers with general testing areas including, but not limited to, mathematics, logic, reading comprehension, scoring the highest score among the potential applicants.
    - C) A physical ability test, consistent with the physical ability standards set forth by the Law Enforcement Illinois Police Officer

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Training ~~and~~ Standards Board (~~§~~20 Ill. Adm. Code 1720.20.Appendix A~~§~~) prior to the entrance into any of the Illinois certified basic police academies.

- D) A background investigation conducted by the Department of Police to determine if the applicant has any criminal convictions and to verify that all information contained in the applicant's application is true and accurate.
  - E) A medical and a psychological examination using standard criteria.
  - F) An oral interview conducted by a panel of sworn officers of the Department in the grade of at least Investigator Sergeant to determine the applicant's qualifications and suitability for employment in the Department of Police.
- 4) Veterans preference points in accordance with 80 Ill. Adm. Code 420.300 will be given to persons who are honorably discharged from any armed force of the United States or any ~~state~~State National Guard.
  - 5) Each person newly hired into the Department as an Investigator Trainee shall have a 9 month training period (80 Ill. Adm. Code 420.320). Upon successful completion of the training period, that person shall be promoted to an Investigator position and shall serve a 3 month probationary period (80 Ill. Adm. Code 420.360).
  - 6) Applicants may submit their applications for consideration whenever a vacancy occurs.
  - 7) Each person newly hired into the Department as an Investigator shall have a 6 months probationary period as defined in 80 Ill. Adm. Code 420.130.
  - 8) Application and Testing Procedures for Investigator Sergeants. Any applicant for the position of Investigator Sergeant must complete or successfully pass the following application procedure:
    - A) The filing of the standard personnel application form with the Department of Personnel with a copy to the Department of Police.
    - B) A written examination for Investigator Sergeants.

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- C) An oral interview conducted by a panel of sworn officers of the Department in the grade of at least Investigator Sergeant, command personnel appointed by the Director to determine the applicant's qualifications and suitability for promotion to the rank of Investigator Sergeant.
- ~~9) For purposes of this subsection (d), the term "command personnel" shall include the Director, Chief Deputy Director, Deputy Directors and Administrators of the Personnel and Finance Management Section of the Department of Police.~~
- e) Miscellaneous provisions pertaining to the Department of Police
- 1) The Department of Police shall collect a storage fee in the amount of \$5.00 per day from any person or entity owning a vehicle which is stored on Secretary of State property for any reason. Such fees shall be deposited in the Road Fund.
  - 2) The Department of Police, to implement Section 3-308 of the Illinois Vehicle Code, shall operate inspection stations at various locations throughout Illinois as the workload of inspecting rebuilt and salvage vehicles requires.

(Source: Amended at 28 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## STATE EMPLOYEES RETIREMENT SYSTEM OF ILLINOIS

## NOTICE OF PROPOSED AMENDMENT

- 1) Heading of the Part: The Administration and Operation of the State Employees' Retirement System of Illinois
- 2) Code Citation: 80 Ill. Adm. Code 1540
- 3) Section Number: 1540.80      Proposed Action: Amendment
- 4) Statutory Authority: 40 ILCS 5/14-124(5)(e)
- 5) A Complete Description of the Subjects and Issues Involved: Section 1540.80 is being amended to reflect the current change in the Social Security gainful employment dollar amount. SERS has always paralleled the Social Security gainful employment dollar amounts. Social Security typically changes this amount every 3-5 years. This will true-up the amounts based on their most recent change.
- 6) Will this rulemaking replace any emergency rulemaking currently in effect? No
- 7) Does this rulemaking contain an automatic repeal date? No
- 8) Does this rulemaking contain incorporations by reference? No
- 9) Are there any other proposed rulemakings pending on this Part? No
- 10) Statement of Statewide Policy Objectives: The rulemaking will not affect units of local government.
- 11) Time, Place and Manner in which interested persons may comment on this proposed rulemaking:  

Patrick Cummings  
Claims Division Manager  
2101 South Veterans Parkway  
P.O. Box 19255  
Springfield, Illinois 62794  
217-785-7260
- 12) Initial Regulatory Flexibility Analysis:

## STATE EMPLOYEES RETIREMENT SYSTEM OF ILLINOIS

## NOTICE OF PROPOSED AMENDMENT

- A) Types of small businesses, small municipalities and not for profit corporations affected: None
  - B) Reporting, bookkeeping or other procedures required for compliance: None
  - C) Types of professional skills necessary for compliance: None
- 13) Regulatory Agenda on which this rulemaking was summarized: This rulemaking was not included on either of the 2 most recent regulatory agendas because: Social Security just recently changed their gainful employment amounts.

The full text of the Proposed Amendment is identical to the Emergency Amendment that begins on page 8775.

## DEPARTMENT OF CHILDREN AND FAMILY SERVICES

## NOTICE OF ADOPTED AMENDMENTS

- 1) Heading of the Part: Department of Children and Family Services Scholarship Program
- 2) Code of Citation: 89 Ill. Adm. Code 312
- 3) 

<u>Section Numbers:</u>	<u>Adopted Action:</u>
312.20	Amendment
312.30	Amendment
312.40	Amendment
312.50	Amendment
312.60	Amendment
312.70	Amendment
312.80	Amendment
312.90	Amendment
312.100	Amendment
- 4) Statutory Authority: 20 ILCS 505/8
- 5) Effective date of amendments: June 4, 2004
- 6) Does this rulemaking contain an automatic repeal date? No
- 7) Does this rulemaking contain incorporations by reference? No
- 8) A copy of the adopted amendments, including any material incorporated by reference, is on file in the agency's principal office and is available for public inspection.
- 9) Notice of Proposal published in Illinois Register: September 19, 2003; 27 Ill Reg. 14691
- 10) Has JCAR issued a Statement of Objection to these amendments? No
- 11) Differences between proposal and final version: Recommendations made by the Joint Committee resulted in edits for purposes of clarification or continuity of information, and the restoration or addition of the following information: (1) a scoring mechanism for scholarship application information; (2) Scholarship Awards Selection Committee membership criteria; (3) initial expense and start up grants; and (4) scholarship discharge waiver information. The public did not comment on the proposed rule changes.
- 12) Have all the changes agreed upon by the agency and JCAR been made as indicated in the agreements issued by JCAR? Yes

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- 13) Will these amendments replace any emergency amendments currently in effect? No
- 14) Are there any amendments pending on this Part? No
- 15) Summary and purpose of amendments: The Department's reassessment of Rules 312 indicated that the amendments were necessary to allow the Department to improve its implementation of the statute.
- 16) Information and questions regarding these adopted amendments shall be directed to:

Mr. Jeff Osowski  
Office of Child and Family Policy  
Department of Children and Family Services  
406 E. Monroe, Station #65  
Springfield, Illinois 62703-1498  
217/524-1983  
TDD: 217/524-3715  
E-Mail: [cfpolicy@idcfs.state.il.us](mailto:cfpolicy@idcfs.state.il.us)

The full text of the adopted amendments begins on the next page:

## DEPARTMENT OF CHILDREN AND FAMILY SERVICES

## NOTICE OF ADOPTED AMENDMENTS

## TITLE 89: SOCIAL SERVICES

## CHAPTER III: DEPARTMENT OF CHILDREN AND FAMILY SERVICES

## SUBCHAPTER a: SERVICE DELIVERY

## PART 312

## DEPARTMENT OF CHILDREN AND FAMILY SERVICES SCHOLARSHIP PROGRAM

## Section

312.10	Purpose
312.20	Definitions
312.30	Description
312.40	Eligibility Requirements
312.50	Application
312.60	Selection
312.70	Service Planning <u>and Living Arrangements</u>
312.80	<u>Ongoing Eligibility Requirements Monitoring</u>
312.90	<u>Benefits Financial Provision</u>
312.100	Discharge from the Scholarship Program

AUTHORITY: Implementing and authorized by Section 8 of the Children and Family Services Act [20 ILCS 505/8].

SOURCE: Old Part adopted by emergency rulemaking at 20 Ill. Reg. 924, effective December 29, 1995, for a maximum of 150 days; emergency expired May 27, 1996; new Part adopted at 23 Ill. Reg. 6784, effective June 1, 1999; amended at 28 Ill. Reg. 8456, effective June 4, 2004.

**Section 312.20 Definitions**

"Accredited high school", as used in this Part, means any high school that has met all compliance rules and regulations as required by the State of Illinois.

"ACT" means American College Test.

"Adopted child" means a child for whom the Department was legally responsible immediately before the adoption was finalized.

"Children for whom the Department is legally responsible" means children for whom the Department has temporary protective custody or guardianship via court order or children whose parent has signed an adoptive surrender or voluntary

## DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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placement agreement with the Department.

"Children of veterans" means youth who are either wards of the Department or in the subsidized guardianship program or who have been adopted and whose birth parent or adoptive parent has served honorably in a branch of the United States Armed Services.

"Department" means the Department of Children and Family Services.

"FAFSA" means Free Application for Federal Student Aid.

"GED" means General Educational Development diploma.

"SAT" means Scholastic Aptitude Test.

"Subsidized Guardianship Program" means a child welfare demonstration project that offers a financial subsidy to relative care or licensed foster home caregivers that are willing to assume private guardianship of children who are eligible for the program. The Subsidized Guardianship Program is further defined in 89 Ill. Adm. Code 302.405, Subsidized Guardianship.

(Source: Amended at 28 Ill. Reg. 8456, effective June 4, 2004)

**Section 312.30 Description**

The DCFS Scholarship Program provides a maximum of 48 scholarships each year, four of which are awarded to children of veterans. Scholarship recipients receive up to four consecutive years of supplemental services and maintenance payments (see Section 312.90) that will include annual tuition and fee waivers if the student attends an Illinois State community college or university. Scholarships do not cover room, board, or dormitory fees. Students may attend other colleges or universities, if scholarships are awarded them, and receive the same maintenance benefits as those students attending State-supported community colleges or universities.

Department scholarships awarded to college students shall be prorated based on the age of the student so that scholarship benefits do not extend beyond the school year in which the youth becomes 21 years of age. DCFS will attempt to notify youth age 14 or older in each of the eligible population categories of the scholarship program.

(Source: Amended at 28 Ill. Reg. 8456, effective June 4, 2004)

**Section 312.40 Eligibility Requirements**

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Applicants must meet the following criteria in order to be considered for a DCFS scholarship:

- a) the applicant must be at least 16 ~~to 19~~ years of age and possess a diploma from an accredited high school or a GED by the end of the current school year;
- b) the Department must have court-ordered legal responsibility for the applicant, or the Department must have had legal responsibility for the applicant immediately prior to the adoption being finalized, or the applicant must be in the Subsidized Guardianship Program;
- ~~c) if applicable, the permanency goal for the applicant must be independence;~~
- ~~d) the applicant must have applied for appropriate scholarships and benefits (e.g., Illinois Student Assistance Commission Grant, Basic Educational Opportunity Grant, Supplemental Educational Grant, Work Study and National Defense Student Loans, Social Security, and Veterans Benefits); and~~
- ~~e) the applicant must be able to provide approximately one third of his/her basic living costs from earned income, unearned income, other scholarships, or savings.~~

(Source: Amended at 28 Ill. Reg. 8456, effective June 4, 2004)

**Section 312.50 Application**

- a) The application package will contain the following:
  - 1) completed DCFS Scholarship Program Student Application, CFS 438;
  - ~~2) social history and statement of qualifying characteristics;~~
  - ~~23) transcript of high school grades through the first semester of the senior year and class standing information or copy of GED and score. College student applicants must also submit a transcript of their college grades;~~
  - ~~34) ACT or SAT test and scores; and~~
  - ~~45) three letters of recommendation from persons unrelated to the applicant;~~  
~~and~~
  - ~~6) Federal financial aid application form (copy of first page).~~
- b) Other supporting documentation may be attached to the application at the discretion of the applicant.

## DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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- c) Applications are due to the Education Coordinator for the Office of Education and Transition Services (OETS) no later than March 31 or the next working day. Applications received after the due date will be ineligible for consideration. Scholarship Coordinator by the second Monday in March.

(Source: Amended at 28 Ill. Reg. 8456, effective June 4, 2004)

**Section 312.60 Selection**

- a) The OETS Business Manager and Education Coordinator shall coordinate the Scholarship Awards Selection Committee (SASC). Members of the SASC shall include Department staff and representatives of the Child Welfare Advisory Committee, DCFS Advisory Committee, Child Care Association of Illinois, Illinois Foster Parent Association, Statewide Foster Care Advisory Council, Council on Adoptable Children and the Walter and Connie Payton Foundation.
- b) The SASC shall meet in April to evaluate each applicant's scholastic record; ACT, SAT or GED test scores; community and extracurricular activities; letters of recommendation; and interest in higher education. SASC members shall assign an assessed value of 0 to 20 points to each area of consideration and the applicants with the highest composite scores shall be recommended to the Director to receive a Department Scholarship.

~~The Scholarship Awards Committee, which is comprised of the Scholarship Coordinator and one representative appointed annually by the Regional Administrator from each of the Department's six regions, shall select scholarship recipients on the basis of the student's eligibility, scholastic record and aptitude, community and extracurricular activities, interest in higher education, and social history. Each area of consideration will have equal value, and a composite score (one through ten), supplemented with comments, will be assigned to the application by each committee member. Applications will be divided into two groups, Department wards and adoption/subsidized guardianship youth. The highest scoring applicants from each group will be awarded scholarships. The number of scholarships awarded annually to each group will be proportionate to the total number of youth in each group during the previous fiscal year.~~

(Source: Amended at 28 Ill. Reg. 8456, effective June 4, 2004)

**Section 312.70 Service Planning and Living Arrangements**

- a) A service plan will be developed with each scholarship recipient for whom the Department has legal responsibility. At a minimum, plans will be reviewed every six months or at the beginning of each academic quarter or semester.

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- b) Children under the care of the Department selected to receive a Department scholarship shall have a living arrangement plan established by their caseworker prior to beginning school. Scholarship recipients may not live in a Department funded placement while attending post-secondary school. However, Department funded placements may be available to these youth during extended college breaks.

(Source: Amended at 28 Ill. Reg. 8456, effective June 4, 2004)

**Section 312.80 Ongoing Eligibility Requirements Monitoring**

Scholarship recipients are required to take a minimum of 12 credit hours per semester or quarter, maintain a "C" grade point average and provide a copy of their semester or quarter grades to their caseworker and OETS Business Manager. Recipients who are under the care of the Department shall also notify their caseworkers and the OETS Business manager if they transfer to another school, change their address, attend summer school or withdraw from school. Youth who are no longer the legal responsibility of the Department shall submit the above-required documentation to the OETS Business Manager. Scholarship recipients are responsible for filing a FAFSA form and applying for other forms of financial aid annually, if needed, and for paying their own room and board, as well as other costs not covered by the Department scholarship. Students are required to provide the Department with the following information in order to maintain their scholarships:

- a) Transcripts  
Transcripts must be submitted at the end of each academic semester or quarter. Students must maintain a "C" grade point average.
- b) Academic Credit Hours  
Students must carry a minimum of 12 credit hours each semester or quarter.
- e) Financial Aid  
Students are required to file a FAFSA form and apply for other forms of financial aid annually.

(Source: Amended at 28 Ill. Reg. 8456, effective June 4, 2004)

**Section 312.90 Benefits Financial Provision**

- a) Tuition and Fee Waiver  
If the student attends an Illinois State community college or university and does not have a tuition or fee scholarship from another source, the OETS Business Office Scholarship Coordinator will request a waiver of tuition and fees. Students

## DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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who choose to attend other colleges or universities will receive a maintenance grant, but will not receive a waiver of tuition and fees.

- b) Stipend Direct Payment to Student  
Stipend payments, which are equal to the DCFS standard board rate for youth of this age (see 89 Ill. Adm. Code 356.30(b)(3)), begin on the first day of school and terminate at the end of the school year. The stipend payments may continue through the summer months if the student attends summer school and maintains an academic load of 6 credit hours.
- c) Initial Expenses/Start-Up Grant  
This is a one-time grant that is equal to the standard board rate for youth this age (see 89 Ill. Adm. Code 356.30(b)(3)). This grant will assist scholarship recipients with their initial college living expenses.  
~~Grant payments are made directly to the student by mail and are equal to the regular foster care monthly board payment for youth of that age group.~~
- e) Initial Expenses  
~~Initial expenses related to setting up a household may be partially subsidized by the Department (maximum \$200).~~
- d) Start-Up Grant  
~~Students may apply for a start-up grant of \$250.~~
- e) Regular Payments  
~~Regular monthly grant payments will become effective the first day the student is at school and terminate at the end of the second semester or third quarter, unless the student attends summer school.~~
- f) Summer Payments  
~~Grant payments may continue through the summer months if the student is enrolled in summer school and maintaining an academic load of six credit hours.~~
- dg) Medical and Dental Payments  
Scholarship recipients ~~Youth who are the legal responsibility of the Department~~ are eligible for an Illinois Public Aid Medical a Medicaid card while attending college.
- eh) Fee and Book Payments  
When it is documented that the student does not have sufficient resources to purchase required textbooks and/or pay student fees, and the Department has legal responsibility for the student, the Department may make these payments.
- f) Guardianship Termination or Marriage

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Termination of guardianship or marriage followed by guardianship termination does not terminate a four-year scholarship, provided that the recipient continues to meet academic eligibility criteria.

- i) ~~Guardianship Termination or Marriage~~  
~~Termination of guardianship or marriage followed by guardianship termination does not terminate a four-year scholarship.~~
- j) ~~Change of Address~~  
~~Students must keep their address current with the Department in order to receive grant payments.~~

(Source: Amended at 28 Ill. Reg. 8456, effective June 4, 2004)

**Section 312.100 Discharge from the Scholarship Program**

- a) Students will be discharged from the scholarship program for the following reasons:
  - 1a) completion of a bachelor degree program or four years in the scholarship program or attainment of age 21;
  - 2b) failure to enroll in school;
  - 3e) failure to maintain a "C" grade point average;
  - 4d) failure to maintain an academic load of 12 credit hours each semester or quarter;
  - 5e) withdrawal from school ~~without good cause~~; or
  - 6f) dismissal from school due to disciplinary reasons.
- b) With the exception of a scholarship recipient completing a bachelor degree program or four years in the scholarship program or attaining age 21, the Deputy Director of the Division of Service Intervention may waive the requirement to discharge a scholarship recipient when the recipient provides information mitigating the reason or reasons for discharge (family illness or other emergency that necessitated withdrawing from the program and college or university for the semester/quarter/term).

(Source: Amended at 28 Ill. Reg. 8456, effective June 4, 2004)

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## NOTICE OF ADOPTED AMENDMENT

- 1) Heading of the Part: Permanency Planning
- 2) Code Citation: 89 Ill. Adm. Code 315
- 3) Section Numbers: 315.120                      Proposed Action:  
Adopt
- 4) Statutory Authority: 20 ILCS 505
- 5) Effective date of the rulemaking: June 4, 2004
- 6) Does this rulemaking contain an automatic repeal date? No
- 7) Does this proposed amendment contain incorporations by reference? No
- 8) A copy of the adopted amendment, including any material incorporated by reference, is on file in the agency's principal office and is available for public inspection.
- 9) Notice of the Proposal published in the Illinois Register: 27 Ill. Reg. 9052, June 13, 2003
- 10) Has JCAR issued a Statement of Objection to this rulemaking? No
- 11) Differences between proposal and final version: Other than technical changes requested by JCAR, no other changes were made.
- 12) Have all changes agreed upon by the agency and JCAR been made as indicated in the agreements? Yes
- 13) Will this rulemaking replace any emergency amendments already in place? No
- 14) Are there any amendments pending on this Part? No
- 15) Summary and purpose of the rulemaking: Non-custodial parents no longer must intend to seek custody of a child in order to be invited to the initial family meeting or ongoing family meetings. In addition, the mandatory attendance of the casework supervisor at ongoing family meetings when the non-custodial parent is attending has been modified to require the supervisor's attendance only when the non-custodial parent presents a safety concern.
- 16) Information and questions regarding this adopted amendment shall be addressed to:

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DEPARTMENT OF CHILDREN AND FAMILY SERVICES

NOTICE OF ADOPTED AMENDMENT

Jeff Osowski  
Office of Child and Family Policy  
Department of Children and Family Services  
406 East Monroe, Station # 65  
Springfield, Illinois 62701-1498  
217/524-1983  
TTY: 217/524-3715  
E-mail: [cfpolicy@idcfs.state.il.us](mailto:cfpolicy@idcfs.state.il.us)

The full text of the adopted amendment begins on the next page.

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

NOTICE OF ADOPTED AMENDMENT

TITLE 89: SOCIAL SERVICES

CHAPTER III: DEPARTMENT OF CHILDREN AND FAMILY SERVICES

SUBCHAPTER a: SERVICE DELIVERY

PART 315

PERMANENCY PLANNING

SUBPART A: PRINCIPLES OF PERMANENCY PLANNING

Section

- 315.10 Purpose
- 315.20 Definitions
- 315.30 Best Interests Health and Safety of the Child
- 315.40 Accountability
- 315.45 The Need for a Permanent Home
- 315.50 Reasonable Efforts/Reasonable Progress
- 315.60 The Child's Sense of Time
- 315.70 The Critical Decisions
- 315.80 Components of the Permanency Planning Process

SUBPART B: ASSESSMENT AND OTHER CASEWORK ACTIVITIES

Section

- 315.100 Assessment
- 315.110 Worker Interventions and Contacts
- 315.120 Family Meetings
- 315.130 Developing the Service Plan
- 315.140 Distributing the Service Plan
- 315.150 Revising the Service Plan
- 315.160 Case Reviews and Court Hearings

SUBPART C: SELECTING THE PERMANENCY GOAL

Section

- 315.200 Selection of the Permanency Goal
- 315.205 Return Home Within Five Months
- 315.210 Return Home Within One Year
- 315.215 Return Home Pending Status Hearing
- 315.220 Substitute Care Pending Court Determination on Termination of Parental Rights
- 315.225 Adoption
- 315.230 Guardianship
- 315.235 Independence
- 315.240 Cannot Be Provided for in a Home Environment

## DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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- 315.245 Concurrent Planning  
315.250 Applicability of Reunification Services

## SUBPART D: EVALUATION AND DECISIONMAKING

- Section  
315.300 Evaluating Whether Children in Placement Should Be Returned Home  
315.305 When Reunification Is Inappropriate  
315.310 Termination of Services and Planning for Aftercare

**AUTHORITY:** Implementing and authorized by the Children and Family Services Act [20 ILCS 505], the Abused and Neglected Child Reporting Act [325 ILCS 5], the Adoption Assistance and Child Welfare Act of 1980, amending Section 475 of the Social Security Act (42 USCA 670 et seq.), the Juvenile Court Act of 1987 [705 ILCS 405], and the Adoption Act [750 ILCS 50].

**SOURCE:** Adopted at 23 Ill. Reg. 2539, effective February 1, 1999; amended at 25 Ill. Reg. 11785, effective September 14, 2001; amended at 26 Ill. Reg. 7720, effective May 24, 2002; amended at 26 Ill. Reg. 11765, effective August 1, 2002; amended at 28 Ill. Reg. 8465, effective June 4, 2004.

## SUBPART B: ASSESSMENT AND OTHER CASEWORK ACTIVITIES

**Section 315.120 Family Meetings**

Family meetings are a tool intended to engage the family in the planning process. Therefore, caseworkers shall make intensive efforts to persuade and encourage parents, including non-custodial parents, to attend the family meetings, especially during the first 90 days, by explaining to them the importance of the family meeting and of attending and cooperating with the process. Casework staff should make every effort when planning family meetings to be flexible and attempt as much as possible to schedule meetings at a time and place where parents can attend, preferably in the parent's home. Staff shall take into consideration parents' work schedules, transportation issues, availability of interpreters (if the parents' primary language of communication is other than English), and any other barriers that might prevent parents from participating. Parents shall be reminded of the court admonishment to cooperate with the Department and that refusal or chronic failure to attend family meetings may be considered by the Department and the court as a lack of reasonable progress. After reaching agreement with the parents on the date, time, location, and participants of the family meeting, the caseworker shall send a confirmation letter to the parents. Caseworkers shall document in the case file all attempts to include parents in the family meetings. Failure to attend family meetings shall also be documented in the case file.

- a) Initial Family Meeting

## DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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- 1) The initial family meeting must occur in time to ensure submittal of the service plan to the juvenile court no later than 45 days after the child's placement and includes at a minimum:
  - A) the caseworker;
  - B) the child's custodial parents;
  - C) the non-custodial parent with the following conditions:
    - ~~i)~~ ~~the non-custodial parent intends to seek custody of the child; and~~
    - ~~i)ii)~~ there is no danger of violence between the parents; and
    - ~~ii)iii)~~ no confidential information concerning the custodial parent, such as mental health information, may be shared with the non-custodial parent, unless the custodial parent consents in writing to the sharing of such information as provided in 89 Ill. Adm. Code 431 (Confidentiality of Personal Information of Persons Served by the Department of Children and Family Services). If the custodial parent does not consent to the release of confidential information, the meeting shall be conducted in segments, with the non-custodial parent excluded from any discussion that includes the information about the custodial parent that is confidential;
  - D) the casework supervisor.
- 2) In addition, at the supervisor's discretion and with the signed consent of the parent, the following may be invited:
  - A) appropriate extended family members including non-custodial parents who are not interested in seeking custody;
  - B) foster parents and relative caregivers (see subsections (f), (g), (h) and (i));
  - C) service providers; and

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D) the child, if emotionally and developmentally appropriate.

~~b)e)~~ Purpose of Initial Family Meeting

The purposes of the initial family meeting, to be conducted by the casework supervisor, are to:

- 1) share information among all participants;
- 2) review the initial and comprehensive assessments;
- 3) discuss and prepare the initial service plan; and
- 4) determine the permanency goal.

~~c)d)~~ Ongoing Family Meetings

- 1) Following the initial family meeting, family meetings will be conducted on a flexible schedule, but no less than on a quarterly basis (at least four times a year approximately three months apart). The ongoing family meeting shall include at a minimum:
  - A) the caseworker;
  - B) the child's custodial parents;
  - C) the non-custodial parent with the same conditions as specified in subsection (a)(1)(C);
  - D) the casework supervisor at the supervisor's discretion. However, the supervisor must attend if the non-custodial parent will be attending the meeting when the non-custodial parent presents a safety concern.
- 2) In addition, at the supervisor's discretion and with the signed consent of the parent, the following may be invited:
  - A) appropriate extended family members, including non-custodial parents who are not interested in seeking custody;
  - B) foster parents and relative caregivers (see subsections (f), (g), (h)

## DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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and (i));

- C) service providers; and
- D) the child, if emotionally and developmentally appropriate.

d)e) Purposes of Ongoing Family Meetings |

The purposes of the ongoing family meetings are to:

- 1) assure disclosure of the expectations of all parties;
- 2) assess reasonable efforts on behalf of the Department or the purchase of service agency;
- 3) assess reasonable progress on behalf of the family;
- 4) assess whether the plan is serving the health, safety, and best interests of the child;
- 5) provide support for decision making that recognizes the child's sense of time, including whether the permanency goal and time frames for achieving the goal should be continued, and whether services and service providers are effective;
- 6) share information among the participants;
- 7) evaluate whether the identified behaviors and conditions are being addressed and whether the parents are engaged in the change process;
- 8) engage in planning that involves addressing the needs of the child with appropriate services and establishing realistic time frames for achievement of tasks and goals; and
- 9) review clinical material by various service providers. Clinical reports should be obtained and collateral contacts completed prior to the staffing. Professionals should have discussed findings and recommendations with the client/family prior to the meeting to promote open and honest discussion.

e)f) Prior to inviting foster parents/relative caregivers to the initial family meeting, the caseworker must consider the statutory requirement that protects foster |

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parents'/relative caregivers' names, addresses and telephone numbers from disclosure. Such information regarding the foster parents/relative caregivers shall not be disclosed to the child's parents at the initial family meeting that occurs in time to ensure submittal of the service plan to the juvenile court no later than 45 days after placement.

- ~~f)g)~~ In deciding whether to invite the foster parents/relative caregivers to the meeting, the caseworker shall take into consideration the level of violence or tendency toward violence displayed by the child's parents. This shall be assessed as the caseworker is conducting the comprehensive assessment in accordance with Section 315.100. The caseworker shall use information from:
- 1) Department safety and risk assessments;
  - 2) the social history, including information such as the parents arrest history, history of domestic violence, and court records; and
  - 3) the caseworker's own observations.
- ~~g)h)~~ Information concerning the level or tendency toward violence of the parents may be shared with the foster parents/relative caregivers to help them decide whether to attend the initial family meeting. In no event shall the address and telephone number of the foster parents/relative caregivers be disclosed at the initial family meeting.
- ~~h)i)~~ For all subsequent family meetings the same violence factor shall be considered when determining whether the foster parent/relative caregiver should attend and whether there is any danger to the foster parent/relative caregiver by attending the family meeting.
- ~~i)j)~~ The participants in the family meeting will attempt to reach decisions and agree on recommendations by consensus. If a consensus cannot be reached, the final decision rests with the supervisor on all meetings.
- ~~j)k)~~ Documentation of the meeting and report of the recommendations/decisions is to be made and included in the case record.
- ~~k)l)~~ Parents have the right to appeal decisions with which they disagree in accordance with 89 Ill. Adm. Code 337 (Service Appeal Process).

(Source: Amended at 28 Ill. Reg. 8465, effective June 4, 2004)

## ILLINOIS COMMERCE COMMISSION

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- 1) Heading of the Part: Money Pool Agreements
- 2) Code Citation: 83 Ill. Adm. Code 340
- 3) 

<u>Section Numbers</u> :	<u>Adopted Action</u> :
340.10	New Section
340.20	New Section
340.30	New Section
340.40	New Section
340.50	New Section
340.60	New Section
- 4) Statutory Authority: Implementing Sections 7-101 and 7-102 and authorized by Section 10-101 of the Public Utilities Act [220 ILCS 5/7-101, 7-102, and 10-101].
- 5) Effective date of rules: June 15, 2004
- 6) Does this rulemaking contain an automatic repeal date? No
- 7) Do these rules contain incorporations by reference? No
- 8) A copy of the adopted rules is on file in the Commission's Springfield office, 527 E. Capitol, and is available for public inspection.
- 9) Notice of Proposal published in Illinois Register: 1/2/04; 28 Ill. Reg. 42
- 10) Has JCAR issued a Statement of Objection to these rules? No
- 11) Differences between proposal and final version: Section 340.10: Delete  
"4) Incumbent local exchange carriers are not subject to the requirements of Section 340.30 pursuant to Section 13-601 of the Act [220 ILCS 5/13-601]."

Section 340.10(c): Add "These conditions include, but are not limited to, imposing higher eligibility requirements for affiliates to borrow from utilities, further restricting the amount of utility funds available for lending, or requiring repayment of utility funds under specific circumstances."

Section 340.10: Add

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"d) Incumbent local exchange carriers are not subject to the requirements of Section 340.30 pursuant to Section 13-601 of the Act [220 ILCS 5/13-601]."

Section 340.60(c): Replace "60 days after the effective date of this Part" with "by August 14, 2004" and replace "the effective date of this part" with "June 15, 2004".

Section 340.60(f)(1) and (2): Replace "the effective date of this part" with "June 15, 2004".

- 12) Have all the changes agreed upon by the agency and JCAR been made as indicated in the agreement letter issued by JCAR? Yes
- 13) Will these rules replace any emergency rules currently in effect? No
- 14) Are there any amendments pending on this Part? No
- 15) Summary and purpose of rules: "Money pool agreement" refers to any affiliated interest agreement that provides a mechanism for borrowing or lending monies among affiliated parties. Money pool agreements are established to coordinate and provide for the short-term cash requirements of the participating parties. The rules are designed protect the interests of those regulated entities and their customers. The rules establish the minimum requirements for short-term loans between utilities and affiliates, regulate the investment of money pool funds, and establish reporting requirements.
- 16) Information and questions regarding these adopted rules shall be directed to:

Conrad S. Rubinkowski  
Office of General Counsel  
Illinois Commerce Commission  
527 East Capitol Avenue  
Springfield IL 62701  
217/785-3922

The full text of the adopted rules begins on the next page:

## ILLINOIS COMMERCE COMMISSION

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TITLE 83: PUBLIC UTILITIES  
CHAPTER I: ILLINOIS COMMERCE COMMISSION  
SUBCHAPTER B: PROVISIONS APPLICABLE TO MORE  
THAN ONE KIND OF UTILITYPART 340  
MONEY POOL AGREEMENTS

Section	
340.10	Applicability
340.20	Definitions
340.30	Minimum Requirements for Short-Term Loans from Affiliates to Utilities
340.40	Minimum Requirements for Short-Term Loans from Utilities to Affiliates
340.50	Investment of Money Pool Funds
340.60	Required Filings and Procedures

AUTHORITY: Implementing Sections 7-101 and 7-102 and authorized by Section 10-101 of the Public Utilities Act [220 ILCS 5/7-101, 7-102, and 10-101].

SOURCE: Adopted at 28 Ill. Reg. 8473, effective June 15, 2004.

**Section 340.10 Applicability**

- a) This Part shall apply to public utilities as defined in Section 3-105 of the Public Utilities Act (Act) [220 ILCS 5/3-105] and incumbent local exchange carriers that provide noncompetitive services as defined in Section 13-202.5 of the Act [220 ILCS 5/13-202.5], but shall exclude local exchange telecommunications carriers with no more than 35,000 subscriber access lines pursuant to Section 13-504(d) of the Act [220 ILCS 5/13-504(d)].
- b) This Part shall apply to any agreement that provides a mechanism for borrowing or lending monies among affiliates, except:
  - 1) Routine bank transactions as defined in 83 Ill. Adm. Code 105.10;
  - 2) Cash management and treasury services whereby funds are not transferred, loaned or advanced; and
  - 3) Loans between affiliates and utilities that have original terms to maturity greater than one year.

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- c) All affiliated interest agreements that are subject to the requirements of this Part must be filed with the Illinois Commerce Commission (Commission) for approval pursuant to Sections 7-101 or 7-102 of the Act [220 ILCS 5/7-101 and 7-102]. This Part shall not limit the Commission from imposing conditions on its approval of a money pool agreement as it may deem necessary to safeguard the public interest. These conditions include, but are not limited to, imposing higher eligibility requirements for affiliates to borrow from utilities, further restricting the amount of utility funds available for lending, or requiring repayment of utility funds under specific circumstances.
- d) Incumbent local exchange carriers are not subject to the requirements of Section 340.30 pursuant to Section 13-601 of the Act [220 ILCS 5/13-601].

**Section 340.20 Definitions**

"Affiliate" has the same meaning as the phrase affiliated interests as defined in Section 7-101(2)(ii) [220 ILCS 5/7-101(2)(ii)].

"Cash management" means aggregating customer receipts and paying all vendors and other operating requirements.

"Credit rating agency" means Standard & Poor's or its successor, Moody's Investors Service or its successor, or Fitch Ratings or its successor.

"Financial Institution" means a bank, savings and loan, savings bank, credit union, insurance company, or other institution that collects funds from the public to place in financial assets such as stocks, bonds, money market instruments, bank deposits or loans.

"High-grade credit issuer" means a company that has the following credit ratings from at least two of the following three major credit rating agencies and a higher, equivalent or no credit rating from the third credit rating agency: A- or above by Standard & Poor's or its successor; A3 or above by Moody's Investors Service or its successor; or A- or above by Fitch Ratings or its successor.

"High-grade committed credit facility" means credit lines that permit the person to draw funds from financial institutions that are high-grade credit issuers.

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"Issuance costs" means any interest, premiums, discounts, commissions, or fees paid in connection with any loans to a party to the money pool agreement.

"Large utility" means a utility that has \$50,000,000 or more in total capitalization as reported in the annual report the utility files with the Chief Clerk of the Commission.

"Medium-grade credit issuer" means a company that has the following issuer credit ratings from at least two of the following three major credit rating agencies and a higher, equivalent or no credit rating from the third credit rating agency: BBB or above by Standard & Poor's or its successor; Baa2 or above by Moody's Investors Service or its successor; or BBB or above by Fitch Ratings or its successor.

"Medium-term note" means a note with a maturity of greater than one but no more than ten years.

"Money pool agreement" means any agreement that provides a mechanism for borrowing or lending monies among affiliates repayable on demand or for original terms to maturity of 365 days or less, but excluding routine bank transactions as defined in 83 Ill. Adm. Code 105.10.

"Parent company" means every company owning or holding, directly or indirectly, 10% or more of the voting capital stock of a utility or every company in any chain of successive ownership of 10% or more of voting capital stock.

"Service company" means a mutual or subsidiary service company approved by the Securities and Exchange Commission pursuant to 17 CFR 250.88 or a company providing services to utilities pursuant to an agreement that has been approved by the Commission under Section 7-101 or 7-102 of the Act.

"Short-term" means one year or less.

"Small utility" means a utility that has less than \$50,000,000 in total capitalization as reported in the annual report the utility files with the Chief Clerk of the Commission.

"Surplus funds" means funds that are not needed for the immediate short-term cash requirements of the utility.

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"Total capitalization" means the sum of short-term debt, long-term debt, preferred stock and common equity for the entire company.

"Utility" means both public utilities as defined in Section 3-105 of the Act and incumbent local exchange carriers that provide noncompetitive services as defined in Section 13-202.5 of the Act, but excluding local exchange telecommunications carriers with no more than 35,000 subscriber access lines pursuant to Section 13-504(d) of the Act.

**Section 340.30 Minimum Requirements for Short-Term Loans from Affiliates to Utilities**

Incumbent local exchange carriers shall not be subject to the requirements of this Section pursuant to Section 13-601 of the Act [220 ILCS 5/13-601]. Utilities may borrow funds on a day-to-day basis from affiliates subject to the following restrictions:

- a) The money pool agreement shall set forth a form of promissory note to be used for loans to the utility or shall itself set out the terms of the loans. All short-term loans may be prepaid by the utility without premium or penalty.
- b) No utility shall borrow through or from an affiliate if the utility determines that it can borrow at lower cost directly from banks or other financial institutions or through the sale of its own commercial paper.
- c) Interest. The interest rate on borrowings made by the utility from the affiliate shall not exceed the affiliate's actual interest cost, including issuance costs, for the funds obtained or used to provide the funds borrowed by the utility.

**Section 340.40 Minimum Requirements for Short-Term Loans from Utilities to Affiliates**

- a) A utility may borrow from outside the money pool agreement in order to make loans to an affiliate that is a public utility under applicable State law. A utility may not borrow from outside the money pool agreement in order to make loans to non-utility affiliates, except for loans to service companies and subsidiaries of the utility.
- b) An affiliate shall be eligible for borrowing from the utility if the affiliate meets one of the following seven requirements:
  - 1) The affiliate maintains the following commercial paper ratings from at least two of the following three major credit rating agencies and a higher,

## ILLINOIS COMMERCE COMMISSION

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equivalent, or no credit rating from the third credit rating agency: A-1 or above from Standard & Poor's or its successor; P-1 or above from Moody's Investors Service or its successor; and F-1 or above from Fitch Ratings or its successor;

- 2) The aggregate amount of outstanding short-term indebtedness of the affiliate, including amounts to be borrowed from the utility, excluding amounts drawn on the committed credit facility, does not exceed the unused balance of funds available to the affiliate under high-grade committed credit facilities at any time plus the amount of funds the affiliate invests in the short-term securities described in Section 340.50(a)(1) and (2);
  - 3) The affiliate is a high-grade credit issuer;
  - 4) The aggregate amount of funds the affiliate borrows is guaranteed by an affiliate of the utility that meets the requirements set forth in subsection (b)(1);
  - 5) The aggregate amount of funds the affiliate borrows is guaranteed by an affiliate with a high-grade committed credit facility that meets the requirements set forth in subsection (b)(2);
  - 6) The affiliate is a utility; or
  - 7) The affiliate provides the utility cash management services through a Commission-approved agreement and the utility does not issue bonds, notes or other forms of indebtedness to persons or entities that are not affiliates of the utility; and
    - A) The utility is a small utility; or
    - B) The utility demonstrates that any benefits from relying on an affiliate to provide all the utility's capital exceed the risks associated with a decrease in the utility's financial independence provided that the affiliate is a medium-grade credit issuer.
- c) The affiliate receiving the loan shall repay the principal amount of the loan, together with all accrued interest, on demand of the utility.

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- d) The utility may lend funds to an affiliate only if the utility cannot earn a higher rate of return on investments of similar risk in the open market, or the utility will earn no less than the rate the utility would have earned on investments in existing short-term investment accounts maintained by the utility during the period in question.
- e) Interest. Each affiliate receiving a loan shall accrue interest monthly on the unpaid principal amount of the loan from the date of such loan until the principal amount shall be paid in full.
- f) Event of default. If an affiliate shall generally not pay its debts as the debts become due, or shall admit in writing its inability to pay its debts generally, or shall make a general assignment for the benefit of creditors, or any proceeding shall be instituted by or against an affiliate seeking to adjudicate it as bankrupt or insolvent, then the unpaid principal amount of any loans to such affiliate and all accrued interest shall become immediately due and payable to the utility.
- g) A utility shall neither lend additional funds nor extend the term of existing loans to any affiliate that no longer meets any of the eligibility criteria of subsection (b). An affiliate that exceeds its borrowing limit shall have 90 days to repay sufficient principal and accrued interest to bring that affiliate back into compliance with subsection (b) or, alternatively, to repay all outstanding loans from the utility and accrued interest.
- h) When petitioning for approval of an affiliate to borrow from the utility under one of the eligibility requirements of subsection (b), a utility shall provide the following as part of its petition:
  - 1) A utility seeking to meet the eligibility requirements of subsection (b)(1) shall provide reports from the two or, if available, three credit rating agencies presenting the commercial paper ratings for all affiliates that will borrow from the utility;
  - 2) A utility seeking to meet the eligibility requirements of subsection (b)(2) shall provide:
    - A) Documentation from the financial institutions evidencing the line of credit available to the affiliate and the unused balance of funds available to each affiliate that will borrow from the utility; and

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- B) The credit ratings from the two or, if available, three credit rating agencies for all of the financial institutions that are extending credit lines to the affiliates;
- 3) A utility seeking to meet the eligibility requirements of subsection (b)(3) shall provide reports from the two or, if available, three credit rating agencies presenting the credit ratings for all affiliates that will borrow from the utility;
  - 4) A utility seeking to meet the eligibility requirements of subsection (b)(4) shall provide:
    - A) A copy of the guarantee; and
    - B) Reports from the two or, if available, three credit rating agencies presenting commercial paper ratings for the affiliate of the utility that will guarantee repayment of funds borrowed from the utility;
  - 5) A utility seeking to meet the eligibility requirements of subsection (b)(5) shall provide:
    - A) A copy of the guarantee;
    - B) Documentation from the financial institutions evidencing the line of credit available to the affiliate and the unused balance of funds available to the affiliate that will guarantee repayment of funds borrowed from the utility; and
    - C) The credit ratings from the two or, if available, three credit rating agencies for all of the financial institutions that are extending credit lines to the affiliate;
  - 6) A utility seeking to meet the eligibility requirements of subsection (b)(6) shall provide certification from the chief accounting officer of the affiliate utility that the affiliate is authorized to operate as a utility;
  - 7) A utility seeking to meet the eligibility requirements of subsection (b)(7) shall provide:

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- A) The docket number of the Commission proceeding in which the cash management agreement was approved;
- B) A copy of the agreement; and
- C) Either:
  - i) Certification from the chief accounting officer of the utility that the utility is a small utility, including the total capitalization of the utility as reported in the last annual report filed with the Chief Clerk of the Commission; or
  - ii) Reports from the two or, if available, three credit rating agencies presenting the credit ratings for all affiliates that will borrow from the utility.

The information required by this subsection (h) does not bind the Commission to a decision based solely on the data provided pursuant to this subsection.

**Section 340.50 Investment of Money Pool Funds**

- a) Investment of money pool funds not lent to affiliates that meet the eligibility requirements of Section 340.40(b) shall be restricted to one or more of the following short-term investments:
  - 1) Interest-bearing accounts with banks;
  - 2) Obligations issued or guaranteed by the U.S. government or its agencies and instrumentalities, including obligations under repurchase agreements;
  - 3) Obligations issued or guaranteed by any state or political subdivision, provided that these obligations are rated not less than A by Standard & Poor's or its successor, Moody's Investors Service or its successor, or Fitch Ratings or its successor;
  - 4) Commercial paper rated not less than A-1 by Standard & Poor's or its successor, P-1 by Moody's Investors Service or its successor, or F-1 by Fitch Ratings or its successor;
  - 5) Money market funds;

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- 6) Bank certificates of deposit and bankers acceptances;
  - 7) Eurodollar certificates of deposits or time deposits;
  - 8) Medium-term notes, variable rate demand notes and variable rate preferred stock rated A- or above by Standard & Poor's or its successor, A3 or above by Moody's Investors Service or its successor, or A- or above by Fitch Ratings or its successor;
  - 9) Short-term securities rated AA or above by Standard & Poor's or its successor, Aa or above by Moody's Investors Service or its successor, or AA or above by Fitch Ratings or its successor;
  - 10) Short-term securities issued or guaranteed by an entity rated AA or above by Standard & Poor's or its successor, Aa or above by Moody's Investors Service or its successor, or AA or above by Fitch Ratings or its successor; or
  - 11) Repurchase agreements with financial institutions rated AA or above by Standard & Poor's or its successor, Aa or above by Moody's Investors Service or its successor, or AA or above by Fitch Ratings or its successor with a minimum of 102% over collateralization.
- b) Where money pool funds of a utility are commingled with funds of one or more affiliates under an approved money pool agreement, interest income and other investment income earned on the pool of funds shall be allocated to the participants that provided funds for the money pool in proportion to the aggregate balance of the pool of funds that each such participant contributed.

**Section 340.60 Required Filings and Procedures**

- a) This Section does not apply to small utilities.
- b) All filings required by this Section shall be signed and verified under oath by an executive officer having knowledge of the facts and filed with the Office of the Chief Clerk of the Commission in duplicate with a copy provided to the Manager of the Finance Department. Each filing shall state on its face the Docket number of the proceeding authorizing the utility's participation in the money pool agreement.

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- c) Documentation of transactions. Utilities are required to file a quarterly report documenting all daily deposits, borrowings, interest income, and interest expense relating to transactions with affiliates. The first report shall be filed within 30 days after the end of the applicable calendar or fiscal quarter in which the order authorizing the agreement is entered or by August 14, 2004 for filings made pursuant to an agreement entered into before June 15, 2004. Thereafter, reports shall be filed covering the transactions during each successive calendar or fiscal quarter, each report to be filed within 30 days after the end of each quarter. Such written documentation shall include the following:
- 1) Utilities subject to the requirements of Section 340.30 shall provide the daily balances of loans outstanding from an affiliate to the utility for each day of the calendar or fiscal quarter.
  - 2) Utilities subject to the requirements of Section 340.40 shall provide:
    - A) The daily net balances of transactions that increase the loan balances;
    - B) The daily net balances of transactions that decrease the loan balances;
    - C) Total accrued interest for the applicable quarter;
    - D) The applicable interest rate for each day of the quarter;
    - E) The maturity date of each loan and any renewal dates;
    - F) The qualification of affiliates to borrow from a utility pursuant to Section 340.40(b);
    - G) For borrowers meeting the requirements of Section 340.40(b)(2) or (b)(5), the report shall provide detailed statements documenting the unused amount of the borrower's or its guarantors' high-grade committed credit facility, the amount of funds invested in the securities described in Section 340.50(a)(1) and (2), the balance of funds invested in each of the investments available under Section 340.50(a), exclusive of the amount invested in the securities described in Section 340.50(a)(1) and (2), and the total amount the

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utility loaned to affiliates as of the end of the applicable quarter;  
and

- H) For borrowers meeting the requirements of Section 340.40(b)(1), (b)(3) or (b)(4), the report shall provide the credit ratings of the applicable affiliates.
- d) The utility shall file a report listing all of the affiliates with which it can participate in the money pool agreement. An update of the report shall be filed as a part of the quarterly report described in subsection (b). An additional update shall be filed within ten days after an affiliate that has a direct borrowing relationship with the utility is added to the money pool agreement. The updated reports shall contain a list of all companies involved and indicate which companies have been added and the date those companies entered into the money pool agreement.
- e) Any credit rating downgrades to any affiliate that has a direct borrowing relationship with the utility by a credit ratings agency, which results in such affiliate no longer being a high-grade credit issuer, shall be reported to the utility and the Manager of the Commission's Finance Department within ten days after any such downgrade. Each filing shall state on its face the Docket number of the proceeding authorizing the utility's participation in the money pool agreement.
- f) Confidential treatment of filings made pursuant to this Section.
  - 1) For filings made pursuant to a proceeding authorizing the utility's participation in the money pool agreement in which the petition was filed after June 15, 2004, the filing entity shall include in its petition a request for confidential treatment for any documents for which it desires confidential treatment after the filing of the documents.
  - 2) For filings made pursuant to a money pool agreement entered into before June 15, 2004, a filing utility seeking confidential treatment of these documents shall file a petition pursuant to 83 Ill. Adm. Code 200.

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## NOTICE OF ADOPTED AMENDMENTS

- 1) Heading of the Part: Public Schools Evaluation, Recognition and Supervision
- 2) Code Citation: 23 Ill. Adm. Code 1
- 3) 

<u>Section Numbers</u> :	<u>Adopted Action</u> :
1.250	Amendment
1.420	Amendment
1.440	Amendment
1.610	Amendment
1.620	Repeal
1.630	Amendment
1.640	Repeal
1.650	Amendment
1.660	Amendment
1.705	Repeal
1.710	Amendment
1.720	Amendment
1.730	Amendment
1.735	Amendment
1.736	Amendment
1.737	New Section
1.740	Amendment
1.745	New Section
1.750	Amendment
1.755	New Section
1.Appendix A	Amendment
1.Appendix C	Repeal
- 4) Statutory Authority: 105 ILCS 5/2-3.6, 14C-8, and Art. 21
- 5) Effective date of amendments: June 1, 2004
- 6) Does this rulemaking contain an automatic repeal date? No
- 7) Does this rulemaking contain incorporations by reference? Yes; please see Section 1.420(s).
- 8) A copy of the adopted amendments, including any material incorporated by reference, is on file in the agency's principal office and is available for public inspection.
- 9) Notice of Proposal published in Illinois Register: February 6, 2004; 28 Ill. Reg. 1853

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- 10) Has JCAR issued a Statement of Objection to this rulemaking? No
- 11) Differences between proposal and final version: The incorporation by reference in Section 1.420(s) was updated to identify the most recently published standard for eye protective devices.
- In Section 1.440, subsections (b), (c), and (d) were all eliminated instead of the revision originally proposed in subsection (c).
- In Section 1.630(b)(1), language was added illustrating the duties of a paraprofessional for the purpose of clarifying who is subject to the requirement for a letter of approval.
- A grace period for securing approval was extended to paraprofessionals employed in programs for students with disabilities on or before June 30, 2005 (rather than June 30, 2004, as originally proposed).
- The opportunity available for currently certified teachers to receive endorsements under the prior structure and requirements was extended from September 30, 2004, through June 30, 2005. This change appears in Sections 1.710(c), 1.730, 1.735, and 1.736.
- A proposed provision that appeared in Sections 1.710(d), 1.737(a)(2), 1.745(b)(2), and 1.755(b) was removed in favor of continuing to honor all applicable teaching qualifications individuals have held. To conform with this change, proposed Section 1.737(c) was also deleted.
- The first sentence of Section 1.745(a) was replaced with language that more directly addresses the credentials needed for assignments related to reading. Subsection (b)(3) of that same Section was revised to correspond to a related change made in Part 25 with respect to requirements for reading teachers.
- Additional changes in language and punctuation were made for purposes of clarification and specificity, rather than to alter the substantive meaning of the affected provisions.
- 12) Have all the changes agreed upon by the agency and JCAR been made as indicated in the agreements issued by JCAR? Yes
- 13) Will these amendments replace any emergency amendments currently in effect? No
- 14) Are there any other amendments pending on this Part? No

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- 15) Summary and purpose of amendments: Most of the material in this set of amendments is needed to complement the amendments to Part 25 (Certification) that are being filed concurrently, so that it will be clear who may be assigned to which positions in schools as the standards-based system of educational credentials is fully implemented. Subpart F of Part 1 describes the requirements for assignment and supervision of paraprofessionals, and Subpart G conveys the requirements for assignment of teachers at various grade levels and in various academic subjects and other areas.

Requirements for Teachers

One of the key issues addressed in these amendments is the status of the many current Illinois teachers who do not hold formal endorsements in their subject areas but who have been assigned to teach particular subjects based on a local determination that they met the requirements for those assignments. That is, an individual has been eligible to teach a given subject if he or she held the required number and distribution of semester hours of college credit stated in Subpart G of Part 1 (chiefly in Section 1.730). Possession of the endorsement has not been required.

Under the adopted amendments, these teachers will continue to be eligible for assignment in any areas in which they have held applicable qualifications. This is in keeping with past practice in Illinois.

Certified teachers who have held the qualifications previously accepted for particular assignments but who have not applied for the relevant endorsements, as well as teachers who wish to complete those qualifications now, may submit applications for the "old" endorsements on or before June 30, 2005. In future, teachers not previously having held the required qualifications in specific teaching areas will be able to accept assignments based upon the newly stated minimum requirements (generally 24 semester hours of credit), thereby establishing a three-year period of eligibility while they acquire an endorsement under the new structure.

Each of the existing sets of requirements in Subpart G will now be prefaced by an explanation of how and when it is replaced by new requirements and where those are to be found. The corresponding new Sections then identify all the groups who may be assigned.

At the secondary level, new minimum requirements for assignment are stated. These generally involve the same total number of semester hours of college credit that have been required for certain endorsements for quite a few years, but stripped of the previous specificity about the distribution of those semester hours among particular topics. This will help accommodate the transition to a standards-based system, in which the course-

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by-course coverage of topics may not be as readily predictable, while still requiring a significant amount of coursework before someone is eligible to teach in a particular field.

Requirements for Paraprofessionals

Many of the changes in Sections 1.610 through 1.660 involve technical updating and/or revisions whose purpose is to make clear what districts' obligations are. Some existing provisions from Part 25 are being reorganized into Part 1 for the same reason. The function of this material in Part 1 is to describe how districts may assign paraprofessionals and administer their services. These rules will now complement the revisions in Part 25 that describe the requirements paraprofessionals must meet in order to secure approval.

The main substantive issue in this group of rules is the applicability of the requirement for a letter of approval to paraprofessionals in special education programs (see Sections 1.630(b)(2) and 1.630(b)(5)(C)). Long-standing practice has exempted these individuals from the requirement for approval, but this is inconsistent with the Individuals with Disabilities Education Act (IDEA) and the No Child Left Behind Act (NCLB). Therefore, these rules require that instructional aides in special education meet the same requirements as other paraprofessionals but give those who are already serving three years to earn the approval. The three-year window that this rule establishes is in keeping with federal regulations regarding personnel who serve students with disabilities.

It should be noted that the requirement for approval as a paraprofessional does not apply to individuals who serve as personal care assistants to students with disabilities. Illustrations of paraprofessionals' duties have been inserted as a means of clarifying who requires the approval.

Additional Matters

This rulemaking also includes three Sections unrelated to staff qualifications.

The revision to Section 1.250 deletes a reference to districts' need to comply with Part 170 of ISBE's rules. That Part (Sprinkler Systems) was repealed several years ago and all its provisions were incorporated into Part 180 (Health/Life Safety Code for Public Schools). This amendment represents technical updating only.

Section 1.420(p)(6) discusses excuses from daily physical education. Section 27-6 of the School Code requires daily physical education "except when appropriate excuses are submitted to the school by a pupil's parent or guardian or by a person licensed under the Medical Practice Act of 1987...and except as provided in subsection (b) of this Section."

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We have so far had no rules regarding what a school district might consider to be an “appropriate excuse” from a parent, and the Legal Department has advised that, in particular, there is a need to ensure that requests for students to be excused on religious grounds will be given due consideration. The new text in subsection (p)(6) provides a framework for districts to deal with parental requests appropriately, while the existing text regarding exemptions from daily physical education on certain other bases allowed by subsection (b) of the law has been moved into new subsection (p)(7).

Section 1.440(c) states that no teacher should have more than five preparations, but this rule has always been intended to function as an absolute prohibition. Based upon questions recently received by the Legal Department, a revision to the rule was proposed, to state that “no teacher shall have more than five preparations”. However, during the public comment period it became apparent that at least some districts had not understood the rule as an absolute prohibition and that practice in the field is uneven, with some contracts providing extra pay for teachers who agree to have more than five preparations. Consequently the rule has been repealed, along with two other provisions in the same Section that are not couched as actual rules and therefore have no regulatory meaning.

- 16) Information and questions regarding these adopted amendments shall be directed to:

Lee Patton, Interim Director  
Certification and Professional Development  
Illinois State Board of Education  
100 North First Street  
Springfield, Illinois 62777-0001  
217/782-4123

The full text of the adopted amendments begins on the next page:

## STATE BOARD OF EDUCATION

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## TITLE 23: EDUCATION AND CULTURAL RESOURCES

## SUBTITLE A: EDUCATION

## CHAPTER I: STATE BOARD OF EDUCATION

## SUBCHAPTER a: PUBLIC SCHOOL RECOGNITION

## PART 1

## PUBLIC SCHOOLS EVALUATION, RECOGNITION AND SUPERVISION

## SUBPART A: SCHOOL RECOGNITION REQUIREMENTS

## Section

1.10	Public School Accountability Framework
1.20	Operational Requirements
1.30	Quality Assurance Reviews
1.40	Student Performance and School Improvement Requirements (Repealed)
1.50	State Assessment
1.60	Operational Compliance (Repealed)
1.70	Effective Dates of Accreditation (Repealed)
1.80	Academic Early Warning and Watch Lists
1.85	Revisions to School Improvement Plans
1.90	System of Rewards and Recognition
1.100	Waiver and Modification of State Board Rules and School Code Mandates

## SUBPART B: SCHOOL GOVERNANCE

## Section

1.210	Powers and Duties
1.220	Duties of Superintendent
1.230	Board of Education and the School Code
1.240	Equal Opportunities for all Students
1.245	Waiver of School Fees
1.250	District to Comply with 23 Ill. Adm. Code 170 and 180
1.260	Commemorative Holidays to be Observed by Public Schools
1.270	Book and Material Selection
1.280	Discipline
1.285	Requirements for the Use of Isolated Time Out and Physical Restraint
1.290	Absenteeism and Truancy Policies

## SUBPART C: SCHOOL DISTRICT ADMINISTRATION

## Section

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- 1.310 Administrative Responsibilities
- 1.320 Duties
- 1.330 Hazardous Materials Training

## SUBPART D: THE INSTRUCTIONAL PROGRAM

## Section

- 1.410 Determination of the Instructional Program
- 1.420 Basic Standards
- 1.430 Additional Criteria for Elementary Schools
- 1.440 Additional Criteria for High Schools
- 1.445 Required Course Substitute
- 1.450 Special Programs
- 1.460 Credit Earned Through Proficiency Examinations
- 1.462 Uniform Annual Consumer Education Proficiency Test
- 1.465 Ethnic School Foreign Language Credit and Program Approval
- 1.470 Adult and Continuing Education
- 1.480 Correctional Institution Educational Programs

## SUBPART E: SUPPORT SERVICES

## Section

- 1.510 Transportation
- 1.520 School Food Services
- 1.530 Health Services
- 1.540 Pupil Personnel Services (Repealed)

## SUBPART F: STAFF CERTIFICATION REQUIREMENTS

## Section

- 1.610 ~~Personnel Required to be Qualified Public School Districts~~
- 1.620 Accreditation of Staff (~~Repealed~~)
- 1.630 Noncertificated Personnel
- 1.640 Requirements for Different Certificates (~~Repealed~~)
- 1.650 Transcripts of Credits
- 1.660 Records of Professional Personnel

## SUBPART G: STAFF QUALIFICATIONS

## Section

- 1.705 Minimum Requirements for Teachers (~~Repealed~~)

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- 1.710 ~~Minimum~~ Requirements for Elementary Teachers
- 1.720 ~~Minimum~~ Requirements for Teachers of Middle Grades
- 1.730 Minimum Requirements for Secondary Teachers and Specified Subject Area Teachers in Grades Six (6) and Above through June 30, 2004
- 1.735 Requirements to Take Effect ~~from~~ July 1, 1991, through June 30, 2004
- 1.736 Requirements to Take Effect ~~from~~ July 1, 1994, through June 30, 2004
- 1.737 Minimum Requirements for the Assignment of Teachers at the Secondary Level Beginning July 1, 2004
- 1.740 Standards for Reading through June 30, 2004
- 1.745 Requirements for Reading Teachers and Reading Specialists at all Levels as of July 1, 2004
- 1.750 Standards for Media Services through June 30, 2004
- 1.755 Requirements for Library Information Specialists Beginning July 1, 2004
- 1.760 Standards for Pupil Personnel Services
- 1.762 Supervision of Speech-Language Pathology Assistants
- 1.770 Standards for Special Education Personnel
- 1.780 Standards for Teachers in Bilingual Education Programs
- 1.781 Requirements for Bilingual Education Teachers in Grades K-12
- 1.782 Requirements for Teachers of English as a Second Language in Grades K-12
- 1.790 Substitute Teacher
- 1.APPENDIX A Professional Staff Certification
- 1.APPENDIX B Certification Quick Reference Chart
- 1.APPENDIX C Glossary of Terms (~~Repealed~~)
- 1.APPENDIX D State Goals for Learning
- 1.APPENDIX E Evaluation Criteria – Student Performance and School Improvement Determination (Repealed)
- 1.APPENDIX F Criteria for Determination – Student Performance and School Improvement (Repealed)
- 1.APPENDIX G Criteria for Determination – State Assessment (Repealed)

AUTHORITY: Implementing Sections 2-3.25, 2-3.25g, 2-3.43, 2-3.44, 2-3.96, 10-17a, 10-20.14, 10-22.43a, 14C-8, 21-0.01, 26-13, 27-12.1, 27-13.1, 27-20.3, 27-20.4, 27-20.5, 27-22, and 27-23.3 and authorized by Section 2-3.6 of the School Code [105 ILCS 5/2-3.25, 2-3.25g, 2-3.43, 2-3.44, 2-3.96, 10-17a, 10-20.14, 10-22.43a, 14C-8, 21-0.01, 26-13, 27-12.1, 27-13.1, 27-20.3, 27-20.4, 27-20.5, 27-22, 27-23.3, and 2-3.6].

SOURCE: Adopted September 21, 1977; codified at 7 Ill. Reg. 16022; amended at 9 Ill. Reg. 8608, effective May 28, 1985; amended at 9 Ill. Reg. 17766, effective November 5, 1985; emergency amendment at 10 Ill. Reg. 14314, effective August 18, 1986, for a maximum of 150 days; amended at 11 Ill. Reg. 3073, effective February 2, 1987; amended at 12 Ill. Reg. 4800,

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effective February 26, 1988; amended at 14 Ill. Reg. 12457, effective July 24, 1990; amended at 15 Ill. Reg. 2692, effective February 1, 1991; amended at 16 Ill. Reg. 18010, effective November 17, 1992; expedited correction at 17 Ill. Reg. 3553, effective November 17, 1992; amended at 18 Ill. Reg. 1171, effective January 10, 1994; emergency amendment at 19 Ill. Reg. 5137, effective March 17, 1995, for a maximum of 150 days; amended at 19 Ill. Reg. 6530, effective May 1, 1995; amended at 19 Ill. Reg. 11813, effective August 4, 1995; amended at 20 Ill. Reg. 6255, effective April 17, 1996; amended at 20 Ill. Reg. 15290, effective November 18, 1996; amended at 22 Ill. Reg. 22233, effective December 8, 1998; emergency amendment at 24 Ill. Reg. 6111, effective March 21, 2000, for a maximum of 150 days; amended at 24 Ill. Reg. 12985, effective August 14, 2000; amended at 25 Ill. Reg. 8159, effective June 21, 2001; amended at 25 Ill. Reg. 16073, effective November 28, 2001; amended at 26 Ill. Reg. 1157, effective January 16, 2002; amended at 26 Ill. Reg. 16160, effective October 21, 2002; amended at 28 Ill. Reg. 8486, effective June 1, 2004.

## SUBPART B: SCHOOL GOVERNANCE

**Section 1.250 District to Comply with 23 Ill. Adm. Code 170 and 180**

The district shall comply with ~~the rules of the State Board of Education at 23 Ill. Adm. Code 170 titled "Sprinkler System," and 23 Ill. Adm. Code 180 titled ("Health/Life Safety Code for Public Schools;") as issued by the State Superintendent of Education.~~

(Source: Amended at 28 Ill. Reg. 8486, effective June 1, 2004)

## SUBPART D: THE INSTRUCTIONAL PROGRAM

**Section 1.420 Basic Standards**

- a) Class schedules shall be maintained in the administrative office in each attendance center of a school district.
- b) Every school district shall have an organized plan for recording pupil progress and/or awarding credit ~~that; a plan which~~ can be disseminated to other schools within the State.
- c) Every school district shall:
  - 1) Provide curricula and staff inservice training to help eliminate unconstitutional and unlawful discrimination in our schools and society. School districts shall utilize the resources of the community in achieving the stated objective of elimination of discrimination and to enrich the

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instructional program.

- 2) Include in its instructional program concepts which are designed to improve students' understanding of and their relationships with individuals and groups of different ages, sexes, races, national origins, religions, and socio-economic backgrounds.
- d) Boards shall adopt and implement a policy for the distribution of teaching assignments, including study hall and extra class duties and responsibilities.
- e) Every school system shall conduct supervisory and inservice programs for its professional staff. The staff shall be involved in planning, conducting, and evaluating supervisory and inservice programs.
- f) Sections 10-19, 18-8.05, and 18-12 of the School Code [105 ILCS 5/10-19, 18-8.05, and 18-12] establish certain requirements regarding the school year and the school day. School districts shall observe these requirements when preparing their calendars and when calculating average daily attendance for the purpose of claiming general State financial aid.
  - 1) Section 18-8.05(F)(2)(c) of the School Code provides that, with the approval of the State Superintendent of Education, four or more clock-hours of instruction may be counted as a day of attendance when the regional superintendent certifies that the district has been forced to use multiple sessions. The State Superintendent's approval will be granted when the district demonstrates that its facilities are inadequate to house a program offering five clock-hours daily to all students.
    - A) The State Superintendent's approval shall be requested before the beginning of the school year.
    - B) The school district's request shall include a copy of the minutes of the meeting at which the board of education approved the plan for multiple sessions; a plan for remedying the situation leading to the request; and a daily schedule showing that each student will be in class for at least four clock-hours.
    - C) Requests for extensions of the State Superintendent's approval shall be made annually prior to the opening of school.
  - 2) Section 18-8.05(F)(2)(h) of the School Code allows for a determination

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under rules of the State Board regarding the necessity for a second year's attendance at kindergarten for certain students so they may be included in a district's calculation of average daily attendance. Districts may count such students when they determine through an assessment of their individual educational development that a second year of kindergarten is warranted.

- 3) A school district shall be considered to have conducted a legal school day, which is eligible to be counted for General State Aid, when the following conditions are met during a work stoppage.
  - A) Fifty percent or more of the district's students are in attendance, based on the average daily attendance during the most recent full month of attendance prior to the work stoppage.
  - B) Educational programs are available at all grade levels in the district, in accordance with the minimum standards set forth in this Part.
  - C) All teachers hold certificates which are registered with the Regional Superintendent for their county of employment. Other than substitute teachers, certification appropriate to the grade level and subject area(s) of instruction is held by all teachers.
- 4) Attendance for General State Aid Purposes
  - A) For purposes of determining average daily attendance on the district's General State Aid claim, students in full-day kindergarten and first grade may be counted for a full day of attendance only when they are in attendance for four or more clock hours of school work; provided, however, that students in attendance for more than two clock hours of school work but less than four clock hours may be counted for a half day of attendance.
  - B) For purposes of determining average daily attendance on the district's General State Aid claim, students in grades 2 through 12 may be counted for a full day of attendance only when they are in attendance for five or more clock hours of school work; provided, however, that students in attendance for more than two and one-half clock hours of school work but less than five clock hours may be counted for a half day of attendance.

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- g) Each school board shall annually prepare a calendar for the school term, specifying the opening and closing dates and providing a minimum term of at least 185 days to ensure 176 days of actual pupil attendance, computable under Section 18-8.05 of the School Code.
- h) Local boards of education shall establish and maintain kindergartens for the instruction of children (Sections 10-20.19a and 10-22.18 of the School Code [105 ILCS 5/10-20.19a and 10-22.18]).
- 1) School districts may establish a kindergarten of either half-day or full-day duration. If the district establishes a full-day kindergarten, it must also provide a half-day kindergarten for those students whose parents or guardians request a half-day program.
  - 2) If a school district ~~that~~**which** establishes a full-day kindergarten also has 20 or more students whose parents request a half-day program, the district must schedule half-day classes, separate and apart from full-day classes, for those children. If there are fewer than 20 children whose parents request a half-day program, such students may be enrolled in either the morning or afternoon session of a full-day program provided that the following conditions are met.
    - A) Distinctive curriculum plans for the half-day and full-day kindergarten programs must be developed by the school district, made available to parents to assist the parents in selecting the appropriate program for their child, and maintained in district files.
    - B) A common core of developmental, readiness and academic activities must be made available to all kindergarten students in the district regardless of the amount of time they attend school.
    - C) All support services (e.g., health counseling and transportation) provided by the district must be equally available to full-day and half-day students.
- i) Career Education
- 1) The educational system shall provide students with opportunities to prepare themselves for entry into the world of work.

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- 2) Every district shall initiate a Career Awareness and Exploration Program which should enable students to make more meaningful and informed career decisions. This program should be available at all grade levels.
- j) Co-Curricular Activities
- 1) Programs for extra classroom activities shall provide opportunities for all students.
  - 2) The desires of the student body in the area of co-curricular activities shall be of critical importance. At all times, activities of this nature shall be carefully supervised by a school-approved sponsor.
- k) Consumer Education and Protection
- 1) A program in consumer education may include the following topics: the individual consumer in the marketplace, money management, consumer credit, human services – housing, food, transportation, clothing, health services, drugs and cosmetics, recreation, furnishings and appliances, insurance, savings and investments, taxes, and the consumer in our economy.
  - 2) The superintendent of each unit or high school district shall maintain evidence ~~showing which shows~~ that each student has received adequate instruction in consumer education or has demonstrated proficiency by passing the Consumer Education Proficiency Test as required by law (Section 27-12.1 of the School Code [105 ILCS 5/27-12.1]) prior to the completion of the 12<sup>th</sup> grade. Consumer education may be included in course content of other courses, or it may be taught as a separate required course.
  - 3) The minimal time allocation shall not be less than nine weeks or the equivalent for grades 9-12 and shall include installment purchasing, budgeting, comparison of prices and an understanding of the roles of consumers interacting with agriculture, business, trade unions, and government in formulating and achieving the goals of the mixed free enterprise system.
  - 4) Each district may use as a guideline the information set forth in "Consumer Education in Illinois Schools" issued by the State Board of Education.

## STATE BOARD OF EDUCATION

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- 5) Teachers instructing in consumer education courses shall have proper certification for the position to which they are assigned with at least three semester hours in consumer education courses.
- l) Conservation of Natural Resources
    - 1) *In every public school district there shall be instruction, study and discussion of current problems and needs in the conservation of natural resources, including, but not limited to, air pollution, water pollution, waste reduction and recycling, the effect of excessive use of pesticides, preservation of wilderness areas, forest management, protection of wildlife, and humane care of domestic animals* (Section 27-13.1 of the School Code [105 ILCS 5/27-13.1]).
    - 2) It is recommended that the study of conservation also include energy demands, population growth and distribution, food production, transportation systems, solid waste disposal, and noise abatement.
  - m) Every school district has the responsibility to prepare students for full citizenship. To this end each school district should encourage student discussion and communication in areas of local, State, national and international concern.
  - n) Health Education  
Each school system shall be in compliance with rules for Comprehensive Health Education (23 Ill. Adm. Code 253) issued pursuant to the Critical Health Problems and Comprehensive Health Education Act [105 ILCS 110].
    - 1) There is no specific time requirement for grades K-6; however, health education shall be a part of the formal regular instructional program at each grade level.
    - 2) The minimal time allocation shall not be less than one semester or equivalent during the middle or junior high experience.
    - 3) The minimal time allocation shall not be less than one semester or equivalent during the secondary school experience.
  - o) Media Programs  
Each attendance center shall provide a program of media services to meet the curricular and instructional needs of the school. ~~The "Recommended Standards~~

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~~for Educational Library Media Programs" (Revised 1986) is suggested as a guide for program development.~~

## p) Physical Education

- 1) Appropriate activity related to physical education shall be required of all students each day (Section 27-6 of the School Code [105 ILCS 5/27-6]). The time schedule shall compare favorably with other courses in the curriculum. Safety education as it relates to the physical education program should be incorporated.
- 2) There shall be a definite school policy regarding credit earned each semester in physical education with provisions for allowable variables in special cases.
- 3) If a district determines that it is difficult to implement a program of physical education which involves all students daily, the administration should consult one of the program service personnel from the State Board of Education for assistance in the development of an acceptable program.
- 4) *The physical education and training course offered in grades 5 through 10 may include health education (Section 27-5 of the School Code [105 ILCS 5/27-5]).*
- 5) *Special activities in physical education shall be provided for pupils whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act [225 ILCS 60], prevents their participation in the courses provided for normal children (Section 27-6 of the School Code).*
- 6) Pursuant to Section 27-6 of the School Code [105 ILCS 5/27-6], a student who presents an appropriate excuse from his or her parent or guardian or from a person licensed under the Medical Practice Act of 1987 [225 ILCS 60] shall be excused from participation in physical education. Each school board shall honor excuses signed by persons licensed under the Medical Practice Act of 1987 and shall establish a policy defining the types of parental excuses it will deem "appropriate" for this purpose, which shall include, but need not be limited to, reliance upon religious prohibitions. For each type of excuse that will be considered "appropriate", the school board shall identify in its policy any evidence or support it will require.

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For example, a board may require a signed statement from a member of the clergy corroborating the religious basis of a request.

7) In addition, pursuant~~Pursuant~~ to Section 27-6(b) of the School Code, each school board which chooses to excuse pupils enrolled in grades 9 through 12 from engaging in physical education courses under that subsection shall establish a policy to excuse pupils on an individual basis and shall have such policy on file in the local district office. The district shall maintain records showing that, in disposing of each request to be excused from physical education, the district applied the criteria set forth in Section 27-6 to the student's individual circumstances.

q) Pupil Personnel Services

To assure provision of Pupil Personnel Services, the local district shall conduct a comprehensive needs assessment to determine the scope of the needs in the areas of:

- 1) Guidance and Counseling Needs;
- 2) Psychological Needs;
- 3) Social Work Needs;
- 4) Health Needs.

r) Social Sciences and History

Each school system shall provide history and social sciences courses which do the following:

- 1) analyze the principles of representative government, the Constitutions of both the United States and the State of Illinois, the proper use of the flag, and how these concepts have related and currently do relate in actual practice in our world (Section 27-21 of the School Code [105 ILCS 5/27-21]);
- 2) include in the teaching of United States history the role and contributions of ethnic groups in the history of this country and the State (Section 27-21 of the School Code);
- 3) include in the teaching of United States history the role of labor unions and their interaction with government in achieving the goals of a mixed

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- free-enterprise system (Section 27-21 of the School Code);
- 4) include the study of that period in world history known as the Holocaust (Section 27-20.3 of the School Code [105 ILCS 5/27-20.3]);
  - 5) include the study of the events of Black history, including the individual contributions of African-Americans and their collective socio-economic struggles (Section 27-20.4 of the School Code [105 ILCS 5/27-20.4]); and
  - 6) include the study of the events of women's history in America, including individual contributions and women's struggles for the right to vote and for equal treatment (Section 27-20.5 of the School Code [105 ILCS 5/27-20.5]).
- s) Protective eye devices shall be provided to and worn by all students, teachers, and visitors when participating in or observing dangerous vocational arts and chemical-physical courses of laboratories as specified in Section 1 of the Eye Protection in School Act [105 ILCS 115/1]. Such eye protective devices shall meet the nationally accepted standards set forth in "Practice for Occupational and Educational Eye and Face Protection," ANSI Z87.1-~~2003~~<sup>1989</sup>, issued by the American National Standards Institute, Inc., ~~1819 L Street, NW, Suite 600, Washington, D.C. 20036~~<sup>1430 Broadway, New York, NY 10018</sup>. No later additions or amendments to these standards are incorporated by this Par~~rule~~.
- t) *In every public school there shall be instruction, study and discussion of effective methods by which pupils may recognize the danger of and avoid abduction. Such required instruction, study and discussion may be included in the courses of study regularly taught in the schools. In grades kindergarten through 8, such required instruction must be given each year to all pupils in those grades.* (Section 27-13.2 of the School Code [105 ILCS 5/27-13.2])~~:-~~
- u) *School districts shall provide instruction in relation to the prevention of abuse of anabolic steroids in grades 7 through 12 and shall include such instruction in science, health, drug abuse, physical education or other appropriate courses of study. Such instruction shall emphasize that the use of anabolic steroids presents a serious health hazard to persons who use steroids to enhance athletic performance or physical development.* (Section 27-23.3 of the School Code [105 ILCS 5/27-23.3])~~:-~~

(Source: Amended at 28 Ill. Reg. 8486, effective June 1, 2004)

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**Section 1.440 Additional Criteria for High Schools**

- a) The district shall provide a comprehensive curriculum including the following as a minimum program of offerings. The time allotment, unless specified by the School Code or regulations, is the option of the local school district.
- 1) Language Arts, three units
  - 2) Science
  - 3) Mathematics
  - 4) History of the United States, one unit
  - 5) Foreign Language
  - 6) Music
  - 7) Art
  - 8) Career Education – Orientation and Preparation
  - 9) Health Education, students must take one semester or equivalent, i.e., at least ~~18~~<sup>eighteen</sup> weeks, during the secondary school experience.
  - 10) Physical Education, daily except as provided in subsection (a)(9) of this Section and Section 1.445 of this Part (Section 27-6 of the School Code).
  - 11) Consumer Education, nine weeks, 50 minutes a day or equivalent, grades 9-12, except for students who have demonstrated proficiency pursuant to the provisions of Section 27-12.1 of the School Code and Section 1.462 of this Part.
  - 12) Conservation of Natural Resources (Section 27-13.1 of the School Code).
  - 13) Driver and Safety Education, 30 clock-hours of classroom instruction and 6 clock-hours of behind the wheel – grades 10, 11, and 12 (Section 27-23 of the School Code [105 ILCS 5/27-23]).
  - 14) Vocational Education – Job Entry Skill Development

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- b) ~~The daily program should be organized so as to afford each student easy access to the instructional materials center, the counselor, program of extracurricular activities, and teacher-student conferences.~~
- e) ~~No teacher should have more than five different preparations.~~
- d) ~~Each teacher should have time to conduct student conferences and plan for instructional programs.~~
- be) Driver Education and Safety
- 1) School districts maintaining grades 9-12 shall provide instruction in compliance with Sections 27-23 and 27-24 of the School Code [105 ILCS 5/27-23 and 27-24] and rules governing Driver Education (23 Ill. Adm. Code 252).
  - 2) Such a course shall consist of at least 30 clock-hours of classroom instruction and at least six clock-hours of practice driving in a dual control car. Eight clock-hours of instruction on a multiple car range may be allowed in lieu of four clock-hours of instruction in a dual control car, and ~~12~~twelve clock-hours of instruction in driving simulators may be allowed in lieu of three clock-hours of instruction in a dual control car if prior approval is obtained.
  - 3) Strong emphasis shall be provided to establish and promote essential knowledge, correct habits, fundamental skills, proper attitudes, and a sound understanding of the rules and laws necessary for safe driving.
  - 4) Such a driver education course may include classroom instruction on the safety rules and operation of motorcycles or motor-driven cycles.
- cf) Specific minimum requirements for graduation are listed below.
- 1) 16 units in grades 9-12 if a four-year school and 12 units in grades 10-12 if a three-year high school.
  - 2) In either of the above, one unit shall be in American History or American History and Government. In a four-year high school, three units shall be in Language Arts and, in a three-year high school, two units shall be in Language Arts. In either instance emphasis shall be on reading and writing skills while one-half unit may be in oral communication.

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- 3) *American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag, shall be taught in all public schools. Not less than one hour per week, or the equivalent, shall be devoted to advanced study of this subject.* (Sections 27-3 and 27-4 of the School Code [105 ILCS 5/27-3 and 27-4])~~)-~~ No student shall receive certification of graduation without passing a satisfactory examination upon such subjects.
- ~~dg~~) Pursuant to Section 27-22 of the School Code [105 ILCS 5/27-22], students who enter the 9<sup>th</sup> grade, except ~~handicapped~~-students with disabilities whose course of study is determined by an individualized education program, must successfully complete the following courses, subject to the exceptions provided in Section 1.445 of this Part, as a prerequisite to receiving a high school diploma in addition to the applicable requirements of subsection ~~(c)(f) of this Section above~~ and any requirements imposed by the local school district.
- 1) *three years of language arts;*
  - 2) *two years of mathematics, one of which may be related to computer technology;*
  - 3) *one year of science;*
  - 4) *two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government; and*
  - 5) *one year chosen from:*
    - A) *music,*
    - B) *art,*
    - C) *foreign language, which shall include American Sign Language, or*
    - D) *vocational education.*
- ~~eh~~) School districts shall have on file in the local district office a description of all

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course offerings that may comply with the requirements of the law. A course will be accepted as meeting the graduation requirements set forth in subsection ~~(d)~~~~(g)~~ of this Section above, provided that its description shows that its principal instructional activity is the development and application of knowledge and skills related to the applicable requirement.

- ~~f)~~ It is the responsibility of the school district's administration to provide parents and guardians timely and periodic information concerning graduation requirements for all students, particularly in cases where a student's eligibility for graduation may be in question.
- ~~g)~~ Additional requirements for graduation may be adopted by local boards of education. Boards of education may accept courses completed in a community college toward graduation.

(Source: Amended at 28 Ill. Reg. 8486, effective June 1, 2004)

## SUBPART F: STAFF CERTIFICATION REQUIREMENTS

**Section 1.610 Personnel Required to be Qualified Public School Districts**

All professional employees of public schools and school districts shall be properly certified as required by Section 21-1 of the School Code [105 ILCS 5/21-1]. No one shall teach or supervise in a public school unless that individual holds a certificate of qualification for the position to which that individual has been assigned, or unless the requirements of 23 Ill. Adm. Code 25.464 have been met. (See Appendices A and B of this Part.) Schools' and districts' compliance with these requirements shall be a factor in their recognition status, as discussed in Section 1.20 of this Part.

- a) No one shall be certified to teach or supervise in the public schools of the State of Illinois who is not of good character, good health, a citizen of the United States or legally present and authorized for employment and at least 19 years of age (Section 21-1 of the School Code [105 ILCS 5/21-1]).
- b) A person not a citizen of the United States but who meets the requirements of subsection (a) of this Section above may be issued a certificate valid for teaching or supervising in all grades of the common schools. An applicant for a certificate who is not a citizen of the United States must sign and file with the State Board of Education a letter of intent indicating that, either within 10 years after the date that the letter is filed or at the earliest opportunity after the person becomes eligible to apply for U.S. citizenship, the person will apply for U.S. citizenship.

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~~(Section 21-1 of the School Code) Such a person shall have graduated with not fewer than 120 semester hours (or the equivalent as approved by the State Superintendent of Education) of credit from a recognized institution of higher learning and shall meet other requirements determined by the State Superintendent of Education in consultation with the State Teacher Certification Board.~~

(Source: Amended at 28 Ill. Reg. 8486, effective June 1, 2004)

**Section 1.620 Accreditation of Staff (Repealed)**

~~To be a fully recognized school or school district, all professional staff members shall be properly certified in accordance with Section 21-1 of The School Code. No one shall teach or supervise in a public school unless that individual holds a certificate of qualification for the position to which that individual has been assigned. See Appendices A and B for further information.~~

(Source: Repealed at 28 Ill. Reg. 8486, effective June 1, 2004)

**Section 1.630 Noncertificated Personnel**

- a) ~~Pursuant to Sections 10-22.34 and 34-18 of the School Code [105 ILCS 5/10-22.34 and 34-18], school~~School boards may employ nonteaching personnel or use volunteer personnel for nonteaching duties not requiring instructional judgment or evaluation of pupils ~~(The School Code, Sections 10-22.34 and 34-18(9)).~~
- b) Paraprofessionals; Teacher Aides
  - 1) School boards may further utilize volunteer noncertificated personnel or employ noncertificated personnel as paraprofessionals (or "teacher aides") to assist in the instruction of pupils, so long as each noncertificated individual is under the immediate supervision of a teacher who holds~~holding~~ a valid certificate and is, directly engaged in teaching subject matter or conducting activities ~~(see Sections The School Code, Section 10-22.34 and 34-18~~34-18(9) of the School Code). To "assist in the instruction of pupils", i.e., to serve as a paraprofessional, means to support teachers through interactions with students that will help them master curricular content, such as by tutoring; to assist with classroom management, such as by organizing instructional materials; or to assist with parental involvement activities.

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- 2) Employment as a paraprofessional requires a statement of approval issued by the State Board of Education, in consultation with the State Teacher Certification Board, except that a paraprofessional first employed on or before June 30, 2005, in a program serving students with disabilities shall be subject to this requirement as of July 1, 2007. Teacher aides, except in school districts over 500,000, shall hold an approval form issued by the State Teacher Certification Board. Approval is based upon 30 semester hours of college training or completion of an approved Teacher Aide Program as stated in 23 Ill. Adm. Code 25 (Certification).
- 3) Each paraprofessional shall be under the direct supervision and control of a fully certificated teacher when assisting with instruction, whether this occurs in classrooms, laboratories, shops, playgrounds, libraries, or other educational settings where instructional judgment requires the supervision of a fully certificated teacher. The certificated teacher shall be continuously aware of the paraprofessional's activities, i.e., the teacher shall be responsible for controlling the paraprofessional's activities and shall be able to modify them at any time.
- 4) Paraprofessionals shall not be utilized as substitutes for or replacement of certificated teachers, and they shall not have equivalent responsibilities. Certificated teachers shall exercise professional judgment when assigning duties to paraprofessionals and shall retain the responsibility for determining students' scholastic activities.
- 5) Each school district shall:
  - A) submit a list of all paraprofessionals it employs to the State Superintendent of Education with its annual application for recognition;
  - B) maintain a file for each paraprofessional that describes his or her functions and includes his or her statement of approval and evidence that he or she has met the relevant requirements of 23 Ill. Adm. Code 25.510; and
  - C) be responsible for ensuring that no individual is employed as a paraprofessional without a statement of approval, except as permitted under subsection (b)(2) of this Section, and that paraprofessionals are assigned only to tasks for which their approval is valid.

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- c) School boards may designate noncertificated persons of good character to serve as supervisors, chaperones or sponsors, either on a voluntary or on a compensated basis for school activities not connected with the academic program of the schools (~~see The School Code,~~ Section 10-22.34a of the School Code [105 ILCS 5/10-22.34a]).
- d) School boards may utilize noncertificated persons, under the direction of a certified teacher, for providing specialized instruction related to a course assigned to the certified teacher on a regular basis, not otherwise readily available in the immediate school environment, in the fields for which they are particularly qualified or skilled (~~see The School Code,~~ Section 10-22.34b of the School Code [105 ILCS 5/10-22.34b]).
- e) Needed and necessary noncertificated personnel in special education programs under contract to the local board of education shall be governed by 23 Ill. Adm. Code 226 (Special Education).

(Source: Amended at 28 Ill. Reg. 8486, effective June 1, 2004)

**Section 1.640 Requirements for Different Certificates (Repealed)**

~~Requirements for the different types of certificates may be secured from the regional superintendents or the State Teacher Certification Board, 100 North First Street, Springfield, Illinois 62777-0001.~~

(Source: Repealed at 28 Ill. Reg. 8486, effective June 1, 2004)

**Section 1.650 Transcripts of Credits**

Official transcripts of credits earned are issued by institutions of higher ~~education~~learning. In determining whether an individual meets the requirements for a particular assignment, a school district shall not rely upon any transcript that does not bear ~~No transcript of credits will be accepted by a Regional Superintendent, the State Teacher Certification Board, or the State Board of Education unless it bears~~ the seal and the signature of the responsible officer of the institution issuing the transcript.

(Source: Amended at 28 Ill. Reg. 8486, effective June 1, 2004)

**Section 1.660 Records of Professional Personnel**

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The school district shall maintain records for all professional personnel, ~~as well as teacher aides,~~ currently employed by the district. In addition to the individual's name, the record for each professional employee shall contain at least the copies of official transcripts required by Section 24-23 of the School Code [105 ILCS 5/24-23] and relevant health records, including the verification of freedom from tuberculosis required by Section 24-5 of the School Code [105 ILCS 5/24-5]. Each employee's record may also contain other relevant items. ~~These records shall contain the following information:— a) the individual's name; (Section 24-23, The School Code) b) copy of official, up-to-date transcripts; (Section 24-23, The School Code) c) health records, including verification of freedom from tuberculosis; (Section 24-5, The School Code) d) other items,~~ such as verification of past teaching experience, salary schedule placement, and accumulated sick leave.

(Source: Amended at 28 Ill. Reg. 8486, effective June 1, 2004)

## SUBPART G: STAFF QUALIFICATIONS

**Section 1.705 Minimum Requirements for Teachers (Repealed)**

- a) ~~The minimum requirements for teaching at a specific grade level or in a subject area are set forth in this Subpart.~~
- b) ~~Where the requirements in Section 1.730 of this Part are specifically enumerated for teaching a subject they shall supersede the requirements in Section 1.710 of this Part.~~
- e) ~~Quarter-hour and other credit-hour award systems (e.g., a unit award system) shall be translated into semester hours for purposes of this Subpart.~~

(Source: Repealed at 28 Ill. Reg. 8486, effective June 1, 2004)

**Section 1.710 ~~Minimum~~ Requirements for Elementary Teachers**

- a) Each elementary teacher shall hold a valid certificate for the grade level or levels to be taught.
- b) Each elementary teacher first assigned to an elementary position on or after September 1, 1978, shall have formal training in each basic instructional area to be taught. ~~This regulation shall apply only to those individuals first assigned to an elementary position on or after September 1, 1978.~~
- c) The endorsement for self-contained general education shall be issued when an

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individual whose application is received on or before June 30, 2005, demonstrates that he or she has completed the coursework listed in this subsection (c) and passed the test of subject matter knowledge or content-area test and, if he or she has not already passed the test of basic skills and received a certificate based on it, that test as well. For applications received on or after July 1, 2005, the requirements of 23 Ill. Adm. Code 25.100(g) shall apply. For purposes of receiving an endorsement in self-contained general education on an elementary certificate received by splitting a special certificate (see Section 21-4 of the School Code [105 ILCS 5/21-4] and 23 Ill. Adm. Code 25.99(f) and Appendix C (the State Board's rules for Certification)), "formal training" means one course in each of the following areas:

- 1) Language Arts
- 2) Mathematics
- 3) Science
- 4) Social Science
- 5) Physical Education
- 6) Health
- 7) Fine Arts
- 8) General Elementary Teaching Methods
- 9) Elementary Reading Teaching Methods

d) Beginning July 1, 2004, no teacher may be assigned to teach self-contained general education at the elementary level unless he or she holds a certificate valid for the grade level or levels to be taught and:

- 1) holds the applicable endorsement; or
- 2) met the requirements of this Section or their predecessor requirements at a time when they were applicable, as confirmed by the employing district's verification of the individual's qualifications; or

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- 3) is assigned pursuant to authorization received under 23 Ill. Adm. Code 25.464 (Short-Term Authorization for Positions Otherwise Unfilled).
- e) Assignments in reading at the elementary level shall be subject to the provisions of Section 1.745 of this Part.
- f) Additional requirements may apply to holders of elementary certificates who teach in grades 5 through 8; see Section 1.720 of this Part.

(Source: Amended at 28 Ill. Reg. 8486, effective June 1, 2004)

**Section 1.720 ~~Minimum~~ Requirements for Teachers of Middle Grades**

- a) The requirements of this Section apply to teachers first employed after September 1, 1973, in departmentalized grades 5 through 8 ("middle-grade teachers"). Teachers first employed in grades 5 through 8 prior to September 1, 1973, or employed in non-departmentalized grades 5 through 8, are subject to the requirements of Section 1.710 of this Part. To qualify as a middle-grade teacher, the teacher must have either completed the coursework identified in subsection (a)(1)(a) of this Section prior to July 1, 1997, or completed the coursework identified in subsection (a)(2)(b) of this Section. In mathematics, some subject matter areas there is specific coursework thatwhich must be included among the 18 semester hours to be earned; see subsection (a)(3) of this Section. These requirements are set forth under the relevant subject matter heading in Section 1.730 of this Part.
- a)1) 18 semester hours in the subject matter area of major teaching assignment (e.g., language arts, mathematics, general science, social science, music), unless the subject taught is a foreign language and Section 25.86 of the State Board's rules for Certification (23 Ill. Adm. Code 25) applies. Where a teacher is assigned to deliver instruction in two areas (e.g., English and social science or mathematics and science), the teacher shall meet the requirements of this subsection for one area and have no fewer than 5 semester hours in the other instructional area.
- b)2) 18 semester hours in the subject matter area of major teaching assignment (e.g., language arts, mathematics, general science, social science, music), unless the subject taught is a foreign language and Section 25.86 of the State Board's rules for Certification applies. Where a middle-grade teacher is assigned to deliver instruction in two areas (e.g., English and social science or mathematics and science), the teacher shall meet the

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requirements of this subsection for one area and have no fewer than 9 semester hours in the other instructional area. In addition:

- ~~A)1)~~ 3 semester hours of coursework, approved by the college of education or other institutional unit governing teacher education, that includes middle-grade philosophy, middle-grade curriculum and instruction, and instructional methods for designing and teaching developmentally appropriate programs (i.e., addressing the cognitive, emotional and physical development of each child) in the middle grades, including content area (e.g., science, social sciences) reading instruction.
- ~~B)2)~~ 3 semester hours of coursework, approved by the college of education or other institutional unit governing teacher education, that includes educational psychology focusing on the developmental characteristics of early adolescents, the nature and needs of early adolescents, and the role of the middle-grade teacher in assessment, coordination and referral of students to health and social services.
- 3) For teachers of mathematics in grades 6 through 8 first employed on or after September 1, 1985, the required 18 semester hours in the field shall include three semester hours in the methods of teaching mathematics in those grades and 15 semester hours to be selected from four of the following areas:
- A) Math content courses for elementary teachers;
  - B) Calculus;
  - C) Modern algebra or number theory;
  - D) Geometry;
  - E) Computer science;
  - F) Probability and statistics;
  - G) History of mathematics.

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- b) Beginning July 1, 2004, no individual may be assigned to teach in departmentalized grades 5 through 8 unless he or she holds a certificate that is valid for the grade level or levels to be taught and:
- 1) holds a middle-grades endorsement applicable to the subject area; or
  - 2) meets the relevant requirements of this Section; or
  - 3) met the requirements of this Section or their predecessor requirements at a time when they were applicable, as confirmed by the employing district's verification of the individual's qualifications; or
  - 4) is assigned pursuant to authorization received under 23 Ill. Adm. Code 25.464 (Short-Term Authorization for Positions Otherwise Unfilled).

(Source: Amended at 28 Ill. Reg. 8486, effective June 1, 2004)

**Section 1.730 Minimum Requirements for Secondary Teachers and Specified Subject Area Teachers in Grades Six (6) and Above through June 30, 2004**

The provisions of this Section not already superseded by Section 1.735 or 1.736 of this Part are replaced by Section 1.737 of this Part as the minimum requirements for assignments beginning July 1, 2004. However, as provided at 23 Ill. Adm. Code 25.100(f)(2), the operable requirements of this Section shall continue as an available basis for issuance of the respective endorsements for applications received through June 30, 2005. Each subsection of this Section applies only to secondary teachers in the respective subject matter area, unless specific requirements for teachers in grades 6 through 8 are set forth.

- a) Agriculture (Grades 9 through 12)  
The requirements set forth in this subsection (a) shall remain in force through June 30, 1991. Thereafter, the requirements set forth in Section 1.735(a) of this Part shall take effect.
- 1) 24 hours in the field, including an appropriate distribution in the following areas, plus preparation in the specific course taught.
    - A) Agricultural Production
    - B) Agricultural Mechanics
    - C) Agricultural Supplies, Services and Products

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- D) Horticulture
  - E) Agricultural Resources and Forestry
  - 2) If special courses are taught in this field, 8 semester hours are required for each course taught.
- b) Art (Grades 9 through 12)  
24 semester hours in the field, including an appropriate distribution in:
- 1) Painting, drawing, printmaking
  - 2) Sketching, lettering, jewelry, design, silkscreen
  - 3) Pottery and sculpture
  - 4) Constructional design
  - 5) Art education
  - 6) History and appreciation of art
- c) Aviation-Aerospace Education (Grades 9 through 12)
- 1) General Aviation and/or Aerospace Education
    - A) Completion of an approved aerospace education workshop course. 5 hours of flight orientation or familiarization within the last five years. This flight experience does not necessarily need to be as a member of a flight crew.
    - B) If the material that is being taught is strictly sociological in nature, the flight orientation requirement may be minimal. If the material that is being taught emphasizes astroscience, the teacher should have at least one college course in astronomy.
  - 2) Aviation Science Course
    - A) (Based upon a preflight course leading to completion of the FAA private pilot's written examination.)

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- B) A valid FAA private pilot's license or higher, or a valid FAA ground school instructor's certificate and 10 hours of flight orientation or familiarization in the general aviation category aircraft within the last five years. This flight experience does not necessarily need to be as a member of a flight crew.
- d) Business Education (Grades 9 through 12)
- 1) The requirements set forth in this subsection (d) shall remain in force through June 30, 1991. Thereafter, the requirements set forth in Section 1.735(b) of this Part shall take effect.
  - 2) 24 semester hours in the field, which shall include a specialized methods course with the following minimum qualifications for the subject matter areas or course taught:
    - A) Typing  
6 semester hours, or a statement of equivalency from the institution granting the degree, or the completion of the terminal course in the typewriting sequence.
    - B) Shorthand and Transcription  
6 semester hours, or a statement of equivalency from the institution granting the degree, or the completion of the terminal course in the shorthand-transcription sequence.
    - C) Bookkeeping, accounting, record keeping  
6 semester hours in accounting and a course in data processing, or a statement of equivalency from the institution granting the degree.
    - D) Business law  
3 semester hours of business law.
    - E) Distributive subjects; i.e. marketing, retailing, distributive education  
8 semester hours covering at least two of the following: sales, retailing, advertising, principles of marketing.
    - F) Business arithmetic  
2 semester hours in business mathematics or 6 semester hours in

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accounting.

- G) Office practice, secretarial practice, clerical practice, or office machines  
2 semester hours in coursework which includes the operation of the office machines taught in the secondary school course and qualifications for teaching whichever of the following is part of the course: typewriting, shorthand, bookkeeping (see subsections (d)(2)(A), (B), and (C) of this Section above).
  - H) Basic business, general business, introduction to business, business principles  
3 semester hours of consumer education; 3 semester hours of economics and at least 4 semester hours in any two of the following areas: business law, introduction to business marketing, management, or a methods of teaching basic business.
  - I) Business English  
2 semester hours in business English, business correspondence, business communications, or business writing.
  - J) Business economics  
8 semester hours in the area of economics, finance, financial management, or marketing, including at least one course in principles of economics.
  - K) Data processing  
5 semester hours in data processing or the equivalent.
- e) Language Arts – English (Grades 9 through 12)  
24 semester hours in the field, including 6 semester hours in rhetoric and composition and not more than 8 semester hours in speech and journalism. To teach grammar, American Literature, English Literature, reading or dramatics, the English teacher must have one course in the subject.
  - f) Journalism (Grades 9 through 12)  
8 semester hours in journalism and 16 semester hours in English, or 18 semester hours in journalism and 6 semester hours in rhetoric and composition.
  - g) Speech (Grades 9 through 12)  
8 semester hours in speech selected from at least three of the following four areas:

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public speaking, interpersonal communication, oral interpretation, and group discussion; and 16 semester hours in English or 18 semester hours in speech, selected from the four areas listed above, and 6 semester hours in rhetoric and composition.

- h) Foreign Language (Grades 9 through 12)  
20 semester hours in the language.  
No credit may be allowed for high school language, unless such credit is approved by an institution of higher learning, and it is noted on the official transcript, in which case 1 semester hour may be allowed for each unit of high school language, not to exceed 4 semester hours.
- i) Health Education (Grades 9 through 12)  
The requirements described in this subsection (i) shall remain in force through June 30, 1994. Thereafter, the requirements set forth in Section 1.736(a) of this Part shall take effect.
  - 1) 20 semester hours in the field
  - 2) Required Health Education Component – One course from each of the following areas to total 10-14 semester hours:
    - A) Advanced Concepts of Health
    - B) Programs in School Health
    - C) Programs in Community Health
    - D) Curriculum Development and Evaluation in Health Education
  - 3) Additional Health Education Components – One course from at least three of the following areas to total 6-10 semester hours:
    - A) The Growing and Developing Organism
    - B) Ecological Relationships
    - C) Disease Control
    - D) Human Sexuality and Family Life

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- E) Food Practices and Eating Patterns
  - F) Consumer Health Sources and Resources
  - G) Safety
  - H) Mood-Modifying Substances
  - I) Personal Health Practices
  - J) Mental-Emotional Health
- j) Health Occupations (Grades 9 through 12)  
The requirements set forth in this subsection (j) shall remain in force through June 30, 1991. Thereafter, the requirements set forth in Section 1.735(c) of this Part shall take effect.
- 1) 24 semester hours in a health occupations specialty (e.g., medical laboratory, nursing, radiologic technology, inhalation therapy).
  - 2) Graduation from an approved technical-level program in a specific health field with a minimum of 2,000 hours of post-graduate practical work experience in the health specialty in which trained.
  - 3) Shall be certified, licensed or registered in the health occupations specialty.
- k) Home Economics Education (Grades 9 through 12)  
The requirements set forth in this subsection (k) shall remain in force through June 30, 1991. Thereafter, the requirements set forth in Section 1.735(d) of this Part shall take effect.
- 1) 24 semester hours in the field, including work in some of the following areas, plus preparation in the specific teaching area.
    - A) Human Development (includes prenatal, child, adolescent and adult development and care)
    - B) Interpersonal and Family Relationships
    - C) Consumer Education and Home Management

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- D) Nutrition and Food
  - E) Housing, Home Furnishings and Equipment
  - F) Clothing and Textiles
- 2) To teach a special course in any of the above areas, 8 semester hours are required in the area to be taught.
- l) Industrial Arts (Grades 9 through 12)  
The requirements set forth in this subsection (l) shall remain in force through June 30, 1991. Thereafter, the requirements set forth in Section 1.735(e) of this Part shall take effect.
- 1) 24 semester hours in the field, including work in each shop subject to be taught.
  - 2) To teach a unit shop, the teacher shall have 8 semester hours in the subject taught.
- m) Mathematics
- 1) In grades 9-12  
25 semester hours in the field, including:
    - A) a minimum of 8 semester hours from calculus;
    - B) 3 semester hours of coursework in the teaching of secondary school mathematics; ~~and~~
    - C) 14 semester hours of work from at least four of the following areas:
      - i) Computer Science
      - ii) Linear Algebra
      - iii) Modern Algebra
      - iv) Geometry

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- v) Applied mathematics
  - vi) Probability and statistics
  - vii) History of mathematics
- 2) In grades 6-8  
18 semester hours in the field including:
- A) 3 semester hours in the methods of teaching mathematics in grades 6-8
  - B) 15 semester hours to be selected from four of the following areas:
    - i) Math content courses for elementary teachers
    - ii) Calculus
    - iii) Modern algebra or number theory
    - iv) Geometry
    - v) Computer Science
    - vi) Probability and statistics
    - vii) History of mathematics
- 3) The requirements of Section 1.730(m) are not applicable to personnel employed prior to September 1, 1985.
- n) Music (Grades 9 through 12)
- 1) Vocal  
24 semester hours in the field, including:
    - A) Applied vocal music
    - B) Music theory

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- C) Conducting
  - D) History of music
  - E) Methods and materials for general school vocal music
- 2) Music – Instrumental  
24 semester hours in the field, including:
- A) Applied instrumental music
  - B) Music theory
  - C) Conducting
  - D) Methods and materials for general school instrumental music
- 3) These standards do not apply to those individuals employed prior to September 1, 1978.
- o) Physical Education (Grades 9 through 12)  
The requirements described in this subsection (o) shall remain in force through June 30, 1994. Thereafter, the requirements set forth in Section 1.736(b) of this Part shall take effect.
- 1) 20 semester hours in the field which shall include the following:
- A) 5 semester hours to be selected from at least two of these areas:
    - i) Anatomy
    - ii) Physiology
    - iii) Kinesiology
    - iv) Physiology of exercise
  - B) One course from each of the three areas below to total 5 semester hours:
    - i) Dance and/or rhythmic activities

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- ii) Individual-dual activities
- iii) Team sports
- C) 10 semester hours to be selected from at least three of the four areas listed below:
  - i) Instructional methods for physical education
  - ii) Curriculum design for physical education
  - iii) Physical Education for the atypical child (optional, but strongly recommended)
  - iv) Physical education for the elementary school (required for elementary school; optional, but strongly recommended for secondary school)
- 2) This standard does not apply to those individuals employed prior to September 1, 1978.
- p) Psychology (Grades 9 through 12)  
20 semester hours in the field
- q) Safety and Driver Education (Grades 9 through 12)  
16 semester hours in the field, including preparation as follows:
  - 1) 3 semester hours in general safety
  - 2) 5 semester hours in driver education and advanced traffic safety
  - 3) 8 semester hours chosen from two or more of the following areas:
    - A) General safety, including traffic and industrial safety
    - B) Advanced psychology and sociology
    - C) First aid and health education
    - D) Instructional materials

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- 4) Teachers assigned to either simulation or multiple-car programs shall have preparation in the use of these methods which shall consist of a minimum of 1 semester hour or its equivalent in each area.
- r) Science, Biological (Grades 9 through 12)  
24 semester hours in the field, including the semester hours indicated in the subject to be taught
- 1) Biology  
8 semester hours in botany including 5 semester hours in laboratory work, 8 semester hours in zoology including 5 semester hours in laboratory work. 10 semester hours laboratory work in biology satisfies the laboratory requirement.
  - 2) Botany  
8 semester hours including 5 semester hours in laboratory work.
  - 3) Physiology  
8 semester hours
  - 4) Zoology  
8 semester hours in zoology including 5 semester hours in laboratory work.
- s) Science, Physical (Grades 9 through 12)  
24 semester hours in the field, including the semester hours indicated in the subject to be taught:
- 1) Astronomy – 5 semester hours
  - 2) Chemistry – 10 semester hours including 4 semester hours in laboratory work
  - 3) Geology – 8 semester hours
  - 4) Physics – 10 semester hours including 4 semester hours in laboratory work
  - 5) Physiography – 5 semester hours

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- 6) Aerospace – 5 semester hours
  - 7) Earth science – 8 semester hours
  - 8) In astronomy, geology, and earth science, it is recommended that field experiences be included as part of the hourly requirements. In addition, it is recommended that a teacher of astronomy, chemistry, or physics have the minimum preparation required of a mathematics teacher.
- t) Science, General (Grades 9 through 12)  
24 semester hours in the field including:
- 1) Physical science – 8 semester hours
  - 2) Biological science – 8 semester hours
- u) Social Studies (Grades 9 through 12)  
24 semester hours in the field, including the semester hours indicated in each subject to be taught:
- 1) United States History – 8 semester hours
  - 2) Civics, Political Science – 8 semester hours
  - 3) Economics – 8 semester hours
  - 4) Geography – 8 semester hours
  - 5) Sociology – 8 semester hours
  - 6) World History – 8 semester hours in World History, 5 semester hours in U.S. History
  - 7) Anthropology – 5 semester hours
  - 8) Every history teacher shall have 16 semester hours in history.
- v) Vocational Education (Reimbursable Training Programs, Grades 9 through 12)  
All instructional personnel and coordinators shall hold a valid teaching certificate. The requirements set forth in this subsection (v) shall remain in force through June 30, 1991. Thereafter, the requirements set forth in Section 1.735(f) of this

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Part shall take effect.

- 1) Instructional Personnel – The requirements for instructional personnel in reimbursable programs in the five areas of Industrial-Oriented, Applied Biological and Agricultural, Home Economics, Health Occupations, and Business, Marketing and Management are:
  - A) A minimum of 2,000 hours of employment experiences in the occupational specialty to be taught.
  - B) The district may employ an individual who does not meet the provisions of subsection (v)(1)(A) ~~of this Section above~~, providing the employment experience requirement will be met within four ~~(4)~~ years from the date of employment by: 2,000 hours of employment experience in the occupational specialty to be taught or a combination of work experience and directed occupational experience. Options ~~exercised under this subsection (v)(1)(B) of this paragraph~~ must be submitted in detail in the district's One and Five Year Plan for occupational education and are subject to approval.
  - C) For those occupations in which employment or preparation is regulated by law or licensure, compliance with those laws is mandated.
- 2) Cooperative Teacher Coordinator  
Professional competencies for specialized cooperative occupational education:
  - A) Occupational Education  
Teacher-coordinators of specialized cooperative education in any one of the following areas:
    - i) Agriculture and Agri-Business
    - ii) Business and Office
    - iii) Distributive Education
    - iv) Health Occupations

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- v) Home Economics and Related Occupations
  - vi) Industrial Oriented Occupations Cooperative Work Training
- B) To be approved, an individual shall possess 16 semester hours in the field, which shall include a methods course in the occupational specialized area; in addition, 6 semester hours in the area of organization and administration of cooperative occupational education, coordination in techniques, and individualized instructional methodology. In addition, the coordinator shall possess a minimum of: 2,000 hours of employment experience in the occupational specialty to be taught, or complete a directed occupational experience in the appropriate specialized area, equivalent to the 2,000 hour employment requirement, or complete a combination of employment experience and directed occupational experience equivalent to the 2,000 hour employment experience requirement within four ~~(4)~~ years from date of initial employment as a coordinator. The latter two of these three options shall be submitted in detail in the district's One and Five Year Plan for occupational education and are subject to approval.
- 3) **Special Needs Cooperative Teacher Coordinator**  
In schools with cooperative courses to serve students with special needs, such as Work Experience and Career Exploration Program, the coordinator shall meet the requirements for specialized cooperative occupational education coordinators as shown in subsection (v)(2) of this Section (except that the 16 semester hours in occupational education shall be waived).
- 4) **Interrelated Cooperative Occupational Teacher Coordinator**  
Coordinators of interrelated cooperative education shall meet certification standards in at least one of the occupation areas listed in subsection (v)(2)(A) above and meet the requirement of subsection (v)(2) of this Section above.
- 5) **Compliance with Legal, Governmental and Professional Requirements**  
For those occupations in which employment or preparation is regulated by law or licensure, compliance with those laws is required.
- 6) The requirements of subsection (v) are not applicable to personnel

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employed prior to September 1, 1978.

(Source: Amended at 28 Ill. Reg. 8486, effective June 1, 2004)

**Section 1.735 Requirements to Take Effect ~~from on~~ July 1, 1991, through June 30, 2004**

The requirements of this Section shall apply only to personnel employed on or after July 1, 1991, and shall be replaced beginning July 1, 2004, as the minimum requirements for the respective assignments by the applicable provisions of Section 1.737 of this Part. However, as provided at 23 Ill. Adm. Code 25.100(f)(2), the requirements of this Section shall continue as an available basis for issuance of the respective endorsements for applications received through June 30, 2005. For the purposes of this Section, the term "upper-division level" refers to coursework normally offered to students by postsecondary educational institutions during their junior or senior year. The term "preparation level" means courses usually taught during the junior or senior year of high school.

- a) Agricultural Education (Grades 9 through 12)
  - 1) ~~Twenty-four (24)~~ semester hours, to include:
    - A) A vocational/occupational education methods course at the upper-division level.
    - B) ~~Twelve (12)~~ semester hours, including at least one course in each of the following areas:
      - i) Agricultural Exploration/Orientation – agricultural careers, supervised occupational experience programs, adult education in agriculture, agricultural leadership;
      - ii) Agricultural Entrepreneurship – agricultural merchandising, agricultural business procedures, agricultural economics, computer applications in agriculture;
      - iii) Agricultural Natural Sciences – animal science, plant science, soil science;
      - iv) Agricultural Physical Science/Mechanization – servicing small engines, surveying, electrical wiring, building agricultural structures.

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- C) A minimum of one concentration (9 semester hours in addition to the 12 semester hours listed in subsection (a)(1)(B) of this Section above) in one of the following endorsement areas:
- i) Agricultural Business and Management – agricultural commodity and product marketing, financing agricultural businesses, agricultural business management, computerization in agriculture, producing, processing, promoting and selling agricultural products;
  - ii) Agricultural Power and Machinery – gasoline and diesel power units, field machinery, electric motors and controls, hydraulic systems, power transmission systems;
  - iii) Horticulture – floriculture, vegetable and fruit production, landscaping and turf management, nursery and greenhouse operation and management;
  - iv) Agricultural Resources – agricultural conservation, recreation management, forestry production and management, game and wildlife management.
- 2) To provide instruction at the preparation level, teachers must hold an endorsement that corresponds to their area of instruction.
- 3) In vocational education reimbursable programs, instructors teaching preparation-level courses must have a total of 2,000 hours of work experience in the specific endorsement area being taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement areas being taught, with a minimum of 250 hours work experience in each endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants' instructors stating the facts concerning the work experience in question.
- b) Business, Marketing, and Management (Grades 9 through 12)

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- 1) ~~Twenty-four (24)~~ semester hours, to include:
  - A) A vocational/occupational education methods course at the upper-division level.
  - B) ~~Twelve (12)~~ semester hours, including at least one course in each of the following areas:
    - i) Business Exploration/Orientation – business management, survey of business, and its environment, business principles;
    - ii) Business Computer Applications – microcomputer applications, data processing, management information systems, introduction to data processing/computers;
    - iii) Business Communications – business English, business communications, business report writing, business correspondence;
    - iv) Business Mathematics – quantitative methods of business, finance, mathematics for business, statistics or one ~~(1)~~ year of college mathematics.
  - C) A minimum of one concentration (9 semester hours in addition to the 12 semester hours listed in subsection (b)(1)(B) of this Section above) in one of the following endorsement areas:
    - i) Accounting – accounting, financial accounting, managerial accounting, or finance, with one course in the upper division;
    - ii) Basic Business – economics, survey of business, business law, entrepreneurship, consumer education or upper division course(s) in management and/or marketing;
    - iii) Information Processing – microcomputer applications, introduction to computers, including the terminal course in the word processing and/or typewriting sequence, and one upper-division course in office administration/information management;

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- iv) Information Processing/Secretarial – microcomputer applications, introduction to computers including one upper-division course in office administration/information management, the terminal course in the word processing and/or typewriting sequence and the terminal course in a shorthand system;
  - v) Business Computer Programming/Systems – business computer programming, microcomputer applications, systems analysis, including one upper-division management information system (MIS), systems analysis, or business computer programming course; or
  - vi) Marketing – upper-division courses in advertising, sales, retailing, marketing, wholesaling, consumer behavior, entrepreneurship.
- 2) Business, Marketing and Management teachers who hold a Business, Marketing and Management endorsement may teach an orientation/exploratory composite course which addresses a variety of subject areas in Business, Marketing and Management Occupations. To provide instruction in a specific subject, teachers must hold the endorsement that corresponds to the area of instruction, as identified in subsection (b)(1)(C) of this Section.
- 3) In vocational education reimbursable programs, instructors teaching preparation-level courses must have a total of 2,000 hours of work experience in the specific endorsement area being taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement areas being taught, with a minimum of 250 hours work experience in each endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants' instructors stating the facts concerning the work experience in question.
- c) Health Occupations (Grades 9 through 12)  
~~Twenty-four (24)~~ semester hours, to include:

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- 1) A vocational/occupational education methods course at the upper-division level.
- 2) ~~Twelve (12)~~ semester hours, including at least one course in each of the following areas:
  - A) Introduction to Health Occupations – introduction to various health professions, education requirements, licensure/registration/certification, career mobility, job market, technologies and other information;
  - B) Principles and Philosophies of Vocational Education – nature and purpose of vocational, occupational and career education, their relationships and differences, and the place of each in preparing for the world of work;
  - C) Occupational Analysis and Curriculum Development – upper-division course in a systems approach to curriculum development and instruction methods utilized in vocational and occupational education. Includes analyzing operations and jobs, specifying objectives, and developing curriculum;
  - D) Occupational Internship – upper-division course(s) of experiential activities which are based upon required occupational skills and knowledge and are related to health occupations.
- 3) Endorsement
  - A) In addition to the 12 semester hours listed in subsection (c)(2) ~~of this Section~~<sup>above</sup>, licensure, registration or certification is required in one health occupations specialty, e.g., respiratory therapy, radiology, medical records technology, medical assisting, nursing or other health occupation.
  - B) In vocational education reimbursable programs, instructors teaching preparation-level courses must have a total of 2,000 hours of work experience in the specific endorsement area being taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement areas being taught, with a minimum of 250 hours work experience in each

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endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants' instructors stating the facts concerning the work experience in question.

- d) Home Economics (Grades 9 through 12)
- 1) ~~Twenty-four (24)~~ semester hours, to include:
- A) A vocational/occupational education methods course at the upper-division level.
- B) ~~Twelve (12)~~ semester hours, to include one course in four of the six following areas:
- i) Human Development, Child Development – human, prenatal, child, adolescent growth and development and care, adult care, gerontology, administration of child care programs, instructional activities and materials for preschoolers;
- ii) Interpersonal and Family Relationships and Parenting – interpersonal and family relationships, family life, adult living, family dynamics, parenting, human relationships;
- iii) Consumer and Resource Management – family finance, consumer education, consumer economics, consumer management, resource management, home management;
- iv) Housing, Interior Furnishings, Living Environments – home furnishings, interior design, household equipment, basic design, living environments, housing;
- v) Food and Nutrition, Food Service, Hospitality – foods and nutrition, food preparation, quantity food preparation, food sanitation, hospitality management, food management, therapeutic nutrition;

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- vi) Clothing, Textiles, Fashion – clothing selection, clothing construction, costume design, history of fashion, apparel merchandising, textiles selection.
- C) A minimum of one concentration (9 semester hours in addition to the 12 hours listed in subsection (d)(1)(B) ~~of this Section~~~~above~~) in the endorsement areas of:
- i) Child and Day Care Services – 9 semester hours, to include 6 from subsection (d)(1)(B)(i) ~~above~~ and 3 from subsection (d)(1)(B)(ii) above;
  - ii) Food and Nutrition Services – 9 semester hours from subsection (d)(1)(B)(v) ~~above~~;
  - iii) Fashion and Clothing Services – 9 semester hours from subsection (d)(1)(B)(vi) ~~above~~;
  - iv) Interior Furnishings Services/Living Environments – 9 semester hours, to include 6 from subsection (d)(1)(B)(iv) ~~above~~ and 3 from subsection(s) (d)(1)(B)(iii) and/or (vi) ~~above~~;
  - v) Institutional and Home Management Services – 9 semester hours, including one course from four of the areas listed in subsections (d)(1)(B)(i) through (v) ~~above~~;
  - vi) Consumer Education and Resource Management – 9 semester hours, to include 6 from subsection (d)(1)(B)(iii) ~~above~~ and the remainder from subsection (d)(1)(B)(i), (ii), (iv), (v), or (vi) ~~above~~; or
  - vii) Interpersonal, Family Relationships, Parenting – 9 semester hours, to include 6 from subsection (d)(1)(B)(ii) ~~above~~ and 3 from subsection (d)(1)(B)(i) ~~above~~.
- 2) Home Economics teachers who hold a Home Economics endorsement may teach an orientation/exploratory composite course which addresses a variety of subject areas in Home Economics Occupations. To provide instruction in a specific subject, teachers must hold the endorsement that

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corresponds to the area of instruction, as identified in subsection (d)(1)(C) of this Section above.

- 3) In vocational education reimbursable programs, instructors teaching preparation-level courses must have a total of 2,000 hours of work experience in the specific endorsement area being taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement areas being taught, with a minimum of 250 hours work experience in each endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants' instructors stating the facts concerning the work experience in question.
- e) Industrial Technology Education (Grades 9 through 12)
  - 1) ~~Twenty-four (24)~~ semester hours, to include:
    - A) A vocational/occupational education methods course at the upper-division level.
    - B) ~~Twelve (12)~~ semester hours of laboratory-based courses in industrial technology, including at least one course in each of the following content areas:
      - i) Communication Technology – design and drafting, broadcasting, computers in communication, photography, graphic arts, telecommunications;
      - ii) Production Technology – managing the enterprise, materials and processes, research and development, producing, marketing, servicing in the manufacturing/construction enterprise;
      - iii) Transportation Technology – material handling conveyors, space transportation, atmospheric transportation, marine transportation, terrestrial transportation;
      - iv) Energy Utilization Technology – energy conversion, solar

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resources, wind and water resources, fossil fuels, nuclear energy resources, energy conservation.

- C) A minimum of one concentration (9 semester hours of laboratory-based courses in addition to the 12 semester hours listed in subsection (e)(1)(B) of this Section above) in one of the following endorsement areas:
- i) Construction – carpentry, building maintenance, residential and commercial, electricity, painting, plumbing, cement and brick masonry, drywall application and roofing;
  - ii) Electronics – computer repair, radio and television repair, small appliance repair, electrical and electronic instrument repair, electromedical equipment repair, communication equipment installation and repair;
  - iii) Graphic Communications – press operation, composition and typesetting, commercial art, lithographic press operation, platemaking, photography, printing camera operation;
  - iv) Transportation – small gasoline engine repair, aircraft mechanical systems repair, automobile engine repair, diesel engine repair, automobile and truck mechanical systems repair, motor vehicle repair;
  - v) Manufacturing – machine tool operation, tool and die making, sheet metal fabrication, welding and metal fabrication, production cabinet making, plastics-forming and fabrication, machinery maintenance, automated manufacturing equipment set-up and maintenance, numerical control machine operation, computer numerical control machine operation;
  - vi) Industrial Technology – mechanical systems, hydraulic systems, pneumatic systems, thermal systems, electrical systems, communication systems, transportation systems, production systems, energy and power utilization;
  - vii) Public Service – fire-fighting technology, police science,

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criminal justice technology, security services;

- viii) Drafting/Design – architectural drafting, mechanical drafting, civil drafting, computer-aided drafting and design, geometric construction, industrial design;
  - ix) Autobody Repair – frame inspection and alignment, body and fender repair, glass installation, vinyl top repair, automotive painting; or
  - x) Heating, Ventilation and Air Conditioning – installation and repair of heating, air conditioning and ventilation systems, installation and repair of refrigeration and air conditioning systems.
- 2) To provide instruction at the preparation level, teachers must hold an endorsement that corresponds to their area of instruction.
- 3) In vocational education reimbursable programs, instructors teaching preparation-level courses must have a total of 2,000 hours of work experience in each specific endorsement area being taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement areas being taught, with a minimum of 250 hours work experience in each endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants' instructors stating the facts concerning the work experience in question.
- f) Vocational Education Teachers (Reimbursable Training Programs, Grades 9 through 12)  
The requirements for instructional personnel to teach in reimbursable programs in Agricultural Education; Business, Marketing and Management; Health Occupations; Home Economics Occupations; and Industrial Technology Education are:
- 1) Instructors must meet the certification standards in one of the above occupational areas and possess a valid teaching certificate.

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- 2) Instructors teaching preparation-level courses must have a minimum of 2,000 hours of work experience in the specific endorsement area to be taught. If an instructor teaches in more than one endorsement area, the 2,000 hours shall be distributed among endorsement areas being taught, with a minimum of 250 hours work experience in each endorsement area. Records must be kept by the employing institution to substantiate this experience. Such records may include written statements from supervisors at places of employment who can be reached for verification of the documentation submitted, or, in cases where supervisors are no longer available to verify the employment, affidavits by applicants' instructors stating the facts concerning the work experience in question.
- 3) A district may employ an individual who does not have 2,000 hours of employment experience in the occupational specialty to be taught, provided that the employment experience requirement will be met within four ~~(4)~~ years from the date of employment by either 2,000 hours of employment experience in the occupational specialty to be taught or a combination of work experience and directed occupational experience. A directed occupational experience means: a combination of work experience and a university credit-generating course specifically designed to supervise the work experience equal to one-half of the required 2,000 hours; or participation in a work experience with supervision similar to that provided through a university course setting provided by a local agency administrator equal to one-half of the required 2,000 hours. Options chosen pursuant to this subsection must be described in detail in the Regional Education for Employment Plan and will be approved, if:
  - A) The work experience is a paid employment experience; and
  - B) The work experience is outside of the education or teaching profession.
- 4) Cooperative Teacher Coordinator
  - A) The requirements for teacher-coordinators of specialized cooperative education in Agricultural Education; Business, Marketing and Management; Health Occupations; Home Economics Occupations; and Industrial Technology Education include:
    - i) ~~Twenty-four (24)~~ semester hours in the specialty specialty

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- area, which shall include a methods course, six ~~(6)~~ semester hours in the area of organization and administration of cooperative education; and
- ii) A minimum of 2,000 hours of employment experience in the occupational specialty to be taught; or
  - iii) Completion of a directed occupational experience in the appropriate specialized area, equivalent to the 2,000-hour employment requirement; or
  - iv) Completion of a combination of employment experience and directed occupational experience equivalent to the 2,000-hour employment experience requirement within four (4) years from the date of initial employment as a coordinator.
- B) Options chosen pursuant to subsections (f)(4)(A)(iii) and (iv) of this Section~~above~~ shall be described in detail in the district's Regional Education for Employment Plan and will be approved, if:
- i) The work experience is a paid employment experience; and
  - ii) The work experience is outside of the education or teaching profession.
- 5) Special Vocational Teacher Coordinator  
In schools with cooperative courses to serve students with special needs, such as the Work Experience and Career Exploration Program, Early School Leaver Program, and vocationally reimbursed Special Education Cooperative Education, the coordinator shall meet the requirements for specialized cooperative occupational education coordinators as shown in subsection (f)(4) of this Section, except that the ~~twenty-four (24)~~ semester hours in the occupational specialty area shall be waived. The coordinator shall possess six ~~(6)~~ semester hours in the area of organization and administration of cooperative education.
- 6) Interrelated Cooperative Occupational Teacher Coordinator and Cooperative Work Training (CWT) Teacher Coordinator  
Coordinators of interrelated cooperative education and cooperative work training shall meet certification standards in at least one of the specialty

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areas listed in subsection (f)(4)(A) of this Section and shall meet the requirements for a Cooperative Teacher Coordinator.

- 7) Compliance with Legal, Governmental and Professional Requirements  
For those occupations in which employment or preparation is regulated by law or licensure, compliance with those laws is required.

(Source: Amended at 28 Ill. Reg. 8486, effective June 1, 2004)

**Section 1.736 Requirements to Take Effect ~~from on~~ July 1, 1994, through June 30, 2004**

The requirements described in this Section shall apply only to personnel employed on or after July 1, 1994, and shall be replaced beginning July 1, 2004, as the minimum requirements for the respective assignments by the applicable provisions of Section 1.737 of this Part. However, as provided at 23 Ill. Adm. Code 25.100(f)(2), the requirements of this Section shall continue as an available basis for issuance of the respective endorsements for applications received through June 30, 2005.

- a) Health Education (Grades 9 through 12)
  - 1) 24 semester hours in the field.
  - 2) Required Health Education Core Component – One course from each of the following areas, for a total of 10-14 semester hours:
    - A) Theories and Concepts of Health (Anatomy and physiology may not be counted in meeting this requirement.)
    - B) Programs in School Health
    - C) Programs in Community Health
    - D) Curriculum Development and Evaluation in Health Education
  - 3) Additional Health Education content – At least 10 semester hours distributed as follows:
    - A) At least one course in Human Sexuality or Sex Education
    - B) At least one course in Drug/Chemical Use and Abuse

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- C) At least two courses chosen from the following list of electives:
  - i) Mental/Emotional Health
  - ii) Environmental Health
  - iii) Disease Prevention and Control
  - iv) Nutrition and Dietary Patterns
  - v) Consumer Health
  - vi) Safety and Injury Control
  - vii) Personal Health Practices
  
- b) Physical Education (Grades 9 through 12)
  - 1) 24 semester hours in the field
  - 2) Knowledge and Skill Acquisition – At least one course in each of the following, for a total of at least 6 semester hours:
    - A) Health-Related Fitness (e.g., conditioning, aerobic fitness exercise, stress management)
    - B) Rhythm and Dance
    - C) Individual Sports/Activities
    - D) Team Sports
  - 3) Scientific Foundations  
At least 9 semester hours distributed as follows:
    - A) 3 semester hours earned in at least one of the following:
      - i) Human Anatomy
      - ii) Human Physiology

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- B) 6 semester hours from at least two of the following areas:
- i) Exercise Physiology
  - ii) Kinesiology or Biomechanics
  - iii) Motor Learning, Motor Behavior, or Motor Development
- C) Curriculum and Instruction – At least one course in each of the following, all of which must explicitly include an emphasis on both regular and special populations:
- i) Curriculum Design in Physical Education
  - ii) Instructional Strategies/Methodology in Physical Education
  - iii) Assessment/Evaluation of Physical Education (Learning Assessment and Program Evaluation)

(Source: Amended at 28 Ill. Reg. 8486, effective June 1, 2004)

**Section 1.737 Minimum Requirements for the Assignment of Teachers at the Secondary Level Beginning July 1, 2004**

- a) Beginning July 1, 2004, no teacher may be assigned to teach a particular subject at the secondary level unless he or she holds a certificate that is valid for the grade level or levels to be taught and:
- 1) holds the applicable endorsement for the subject area; or
  - 2) met the requirements of Section 1.730, 1.735, or 1.736 of this Part, or their predecessor requirements, at a time when they were applicable, as confirmed by the employing district's verification of the individual's qualifications; or
  - 3) meets the minimum requirements for that assignment identified in subsection (b) of this Section and has not exhausted the three-year period of eligibility available pursuant to 23 Ill. Adm. Code 25.100(1); or
  - 4) meets the requirements of Section 1.745 of this Part, if applicable; or

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- 5) is assigned pursuant to authorization received under 23 Ill. Adm. Code 25.464 (Short-Term Authorization for Positions Otherwise Unfilled).
- b) Beginning July 1, 2004, the provisions of this Section shall replace those of Sections 1.730, 1.735, and 1.736 of this Part as one basis upon which school districts and other entities subject to this Part may assign individuals to teach specific subjects. The qualifications identified in this subsection (b) are not the same as those for the respective endorsements, nor are they intended to match the requirements for identification as a "highly qualified" teacher in any particular subject area. Each individual who is first assigned to a subject area based upon the qualifications delineated in this subsection (b) shall be subject to the requirement for acquiring an endorsement in the respective field within three years after the date of assignment, in accordance with 23 Ill. Adm. Code 25.100(I). For purposes of the applicability of this requirement, an individual shall be considered "first assigned" to any field in which he or she has not taught for at least two full semesters in Illinois prior to July 1, 2004.
- 1) For agricultural education; visual or drama/theatre arts; business, marketing, and computer education; dance; English language arts; health education; health careers; family and consumer sciences; technology education; mathematics; music; physical education; biology; chemistry; earth and space science; environmental science; physics; economics; geography; history; political science; psychology; sociology and anthropology: 24 semester hours in the field.
- 2) For foreign language: 20 semester hours in the language (unless 23 Ill. Adm. Code 25.85 or 25.86 applies).
- 3) For safety and driver education: 16 semester hours in the field.
- 4) For assignments in reading, the requirements of Section 1.745 of this Part shall apply.

(Source: Added at 28 Ill. Reg. 8486, effective June 1, 2004)

**Section 1.740 Standards for Reading through June 30, 2004**

The requirements of this Section shall apply through June 30, 2004, to ~~(Required of all K-12 Reading Specialists)~~ i.e. those teachers whose major teaching assignment is reading-Reading. The requirements of Section 1.745 of this Part shall apply beginning July 1, 2004.

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- a) 18 semester hours of graduate/undergraduate level work in the field, including preparation in the following areas:
- 1) Foundation or survey of reading fundamentals including reading in the content areas
  - 2) Testing procedures and diagnosis of reading disabilities
  - 3) Diagnostic teaching techniques and materials
  - 4) Clinical or laboratory practicum in reading
  - 5) Literature appropriate for the age of students included in the program.
- b) This standard does not apply to those individuals employed prior to September 1, 1978.

(Source: Amended at 28 Ill. Reg. 8486, effective June 1, 2004)

**Section 1.745 Requirements for Reading Teachers and Reading Specialists at all Levels as of July 1, 2004**

- a) The "reading teacher" endorsement is valid only for teaching reading to students, while the "reading specialist" endorsement is valid not only for teaching reading to students but also for providing technical assistance and/or professional development to other teachers. Separate sets of standards and requirements govern the issuance of these two endorsements (see 23 Ill. Adm. Code 27.110 and 27.120, as well as 23 Ill. Adm. Code 25.100(i)).
- b) Beginning July 1, 2004, no individual may be assigned to teach reading, other than reading as part of general classroom instruction provided by that individual or reading instruction provided in departmentalized grades 5 through 8, or to serve as a reading specialist unless he or she holds a certificate valid for the grade level or levels of the assignment and:
- 1) holds the endorsement appropriate to the assignment; or
  - 2) met the requirements of Section 1.740 of this Part or their predecessor requirements at a time when they were applicable, as confirmed by the employing district's verification of the individual's qualifications; or

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- 3) presents evidence of having completed 24 semester hours of college coursework in reading on or after July 1, 2005, and has not exhausted the three-year period of eligibility available pursuant to 23 Ill. Adm. Code 25.100(I); or
- 4) is assigned pursuant to authorization received under 23 Ill. Adm. Code 25.464 (Short-Term Authorization for Positions Otherwise Unfilled).

(Source: Added at 27 Ill. Reg. 8486, effective June 1, 2004)

**Section 1.750 Standards for Media Services through June 30, 2004**

## Preparation of Person Providing Media Services

- a) Media Professional: responsible for both library and audio-visual services to students, teachers and other school personnel.

Appropriate Teacher Certificate. Work in the field: 18 semester hours in library science – media; professional preparation (at four-year college and/or graduate levels) in administration, organization (cataloging and classification), reference, and selection of materials (elementary and/or secondary levels).

- b) Media Specialist: responsible for both library and audio-visual services to students, teachers and other school personnel.

Standard Special Certificate with Library Science – Media (instructional materials) Teaching Endorsement. Work in field: 32 semester hours in media (instructional materials, library science, audio-visual) including professional preparation (at four-year college and/or graduate levels) in administration, organization (cataloging and classification), reference and selection of materials for both elementary and secondary levels, production and communications.

- c) Media Supervisor or Director: works with teachers and supervises other media professionals and specialists.

Supervisory or Standard Special Supervisory Endorsement, or the General Supervisory Endorsement (Administrative Certificate) with specialization in media.

- d) These standards do not apply to those individuals employed prior to September 1, 1978.

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(Source: Amended at 28 Ill. Reg. 8486, effective June 1, 2004)

**Section 1.755 Requirements for Library Information Specialists Beginning July 1, 2004**

Beginning July 1, 2004, no individual shall be assigned to provide library and audio-visual services to students, teachers and other school personnel unless he or she holds a certificate that is valid for the grade level or levels of the students to be served and:

- a) holds an endorsement for Library Information Specialist or a comparable, previously issued endorsement such as Media or Library Science; or
- b) met the requirements of Section 1.750 of this Part or their predecessor requirements at a time when they were applicable, as confirmed by the employing district's verification of the individual's qualifications; or
- c) presents evidence of having completed 18 semester hours of college coursework in the field and has not exhausted the three-year period of eligibility available pursuant to 23 Ill. Adm. Code 25.100(1); or
- d) is assigned pursuant to authorization received under 23 Ill. Adm. Code 25.464 (Short-Term Authorization for Positions Otherwise Unfilled).

(Source: Added at 28 Ill. Reg. 8486, effective June 1, 2004)

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**Section 1.APPENDIX A Professional Staff Certification**

## Types of Certificates

The following list of certificates identifies those certificates which, if properly registered and renewed, are valid for teaching, administering or performing the specified service in Illinois public schools. ~~Questions about the validity of certificates should first be referred to the Regional Superintendent of schools. The State Teacher Certification Board will also answer questions on a certificate's validity.~~

Code	Type of Certificate	Grade Level Valid For	Still Issued	Years Valid	School Code
02	Early Childhood	to age 6 excluding Kdg.	No	4	21-2.1
03	Standard Elementary	K-9	<del>No</del> Yes	4	21-3
<u>03</u>	<u>Initial Elementary</u>	<u>K-9</u>	<u>Yes</u>	<u>4 years of teaching within 12 years</u>	<u>21-1a; 21-2; 21-3</u>
<u>03</u>	<u>Standard Elementary</u>	<u>K-9</u>	<u>Yes</u>	<u>5</u>	<u>21-1a; 21-2; 21-3</u>
<u>03</u>	<u>Master Elementary</u>	<u>K-9</u>	<u>Yes</u>	<u>10</u>	<u>21-1a; 21-2; 21-3</u>
04	Early Childhood	Birth-3	<del>No</del> Yes	4	21-2.1
<u>04</u>	<u>Initial Early Childhood</u>	<u>Generally Birth- Grade 3 (as endorsed)</u>	<u>Yes</u>	<u>4 years of teaching within 12 years</u>	<u>21-1a; 21-2; 21-2.1</u>
<u>04</u>	<u>Standard Early Childhood</u>	<u>Generally Birth- Grade 3 (as endorsed)</u>	<u>Yes</u>	<u>5</u>	<u>21-1a; 21-2; 21-2.1</u>

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<u>04</u>	<u>Master Early Childhood</u>	<u>Generally Birth-Grade 3 (as endorsed)</u>	<u>Yes</u>	<u>10</u>	<u>21-1a;</u> <u>21-2;</u> <u>21-2.1</u>
05	Provisional Early Childhood	Birth-3	Yes	2	21-10
06	Kindergarten-Primary	K-3	No	4	
09	Standard High School	6-12*	<u>No</u> <u>Yes</u>	4	21-5
<u>09</u>	<u>Initial Secondary</u>	<u>6-12</u>	<u>Yes</u>	<u>4 years of teaching within 12 years</u>	<u>21-1a;</u> <u>21-2;</u> <u>21-5</u>
<u>09</u>	<u>Standard Secondary</u>	<u>6-12</u>	<u>Yes</u>	<u>5</u>	<u>21-1a;</u> <u>21-2;</u> <u>21-5</u>
<u>09</u>	<u>Master Secondary</u>	<u>6-12</u>	<u>Yes</u>	<u>10</u>	<u>21-1a;</u> <u>21-2;</u> <u>21-5</u>
10	Standard Special	K-12 Field Endorsed	<u>No</u> <u>Yes</u>	4	21-4
<u>10</u>	<u>Initial Special K-12</u>	<u>K-12 Field Endorsed</u>	<u>Yes</u>	<u>4 years of teaching within 12 years</u>	<u>21-1a;</u> <u>21-2;</u> <u>21-4</u>
<u>10</u>	<u>Standard Special K-12</u>	<u>K-12 Field Endorsed</u>	<u>Yes</u>	<u>5</u>	<u>21-1a;</u> <u>21-2;</u> <u>21-4</u>
<u>10</u>	<u>Master Special K-12</u>	<u>K-12 Field Endorsed</u>	<u>Yes</u>	<u>10</u>	<u>21-1a;</u> <u>21-2;</u> <u>21-4</u>
<u>10</u>	<u>Initial Special Preschool-Age 21</u>	<u>Generally Birth-Age 21</u>	<u>Yes</u>	<u>4 years of teaching within 12 years</u>	<u>21-1a;</u> <u>21-2;</u> <u>21-4</u>

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<u>10</u>	<u>Standard Special Preschool-Age 21</u>	<u>Generally Birth- Age 21</u>	<u>Yes</u>	<u>5</u>	<u>21-1a; 21-2; 21-4</u>
<u>10</u>	<u>Master Special Preschool- Age 21</u>	<u>Generally Birth- Age 21</u>	<u>Yes</u>	<u>10</u>	<u>21-1a; 21-2; 21-4</u>
11	Vocational	7-12 Field Endorsed	No	4	
14	Junior College	9-14 Field Endorsed	No	4	
17	Special Exc. Children	K-14 Field Endorsed	No		
20	Special	11-12 Electives 10 hrs. per Week	No	4	
21	General	Adult Field Endorsed	<u>No</u> <del>Yes</del>		<u>(21-11 repealed)</u>
<u>22</u>	<u>Alternative Elementary</u>	<u>K-9</u>	<u>No</u>	<u>4</u>	<u>21-5b</u>
<u>22</u>	<u>Initial Alternative Elementary</u>	<u>K-9</u>	<u>Yes</u>	<u>4</u>	<u>21-5b</u>
<u>22</u>	<u>Standard Alternative Elementary</u>	<u>K-9</u>	<u>No</u>	<u>4</u>	<u>21-5b</u>
<u>23</u>	<u>Provisional Alternative Elementary</u>	<u>K-9</u>	<u>Yes</u>	<u>1</u>	<u>21-5b; 21-5c</u>
<u>24</u>	<u>Alternative Secondary</u>	<u>6-12</u>	<u>No</u>	<u>4</u>	<u>21-5b</u>
<u>24</u>	<u>Initial Alternative Secondary</u>	<u>6-12</u>	<u>Yes</u>	<u>4</u>	<u>21-5b</u>
<u>24</u>	<u>Standard Alternative Secondary</u>	<u>6-12</u>	<u>No</u>	<u>4</u>	<u>21-5b</u>

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<u>25</u>	<u>Provisional Alternative Secondary</u>	<u>6-12</u>	<u>Yes</u>	<u>1</u>	<u>21-5b;</u> <u>21-5c</u>
<u>26</u>	<u>Provisional Alternative Administrative</u>	<u>K-12</u>	<u>Yes</u>	<u>1</u>	<u>21-5d</u>
<u>27</u>	<u>Provisional Alternative Special</u>	<u>K-12 Field Endorsed</u>	<u>Yes</u>	<u>1</u>	<u>21-5b;</u> <u>21-5c</u>
<u>28</u>	<u>Alternative Special</u>	<u>K-12 Field Endorsed</u>	<u>No</u>	<u>4</u>	
<u>28</u>	<u>Initial Alternative Special</u>	<u>K-12 Field Endorsed</u>	<u>Yes</u>	<u>4</u>	<u>21-5b</u>
29	Transitional Bilingual	K-12 Language Endorsed	Yes	6	14C-8
30	Provisional Elementary	K-9	**Yes	2	21-10
31	Provisional <u>Secondary</u> <u>H.S.</u>	6-12*	**Yes	2	21-10
32	Provisional Foreign Lang.	K-14 Language Named	No	4	
33	Provisional Special	K-12 Field Endorsed	**Yes	2	21-10
34	Provisional Vocational	<u>11-12</u> <del>K-12</del> Field Endorsed	Yes		21-10
37	Temp. Prov. Vocational	<u>11-12</u> <del>K-12</del> Field Endorsed	Yes	1	21-10
<u>38</u>	<u>Resident Teacher</u>	<u>K-12</u>	<u>No</u>	<u>4</u>	<u>21-11.3</u>
39	Substitute-90 days	K-12 All	Yes	4	21-9
<u>40</u>	<u>Part-Time Provisional</u>	<u>6-12</u>	<u>Yes</u>	<u>2</u>	<u>21-10</u>
42	Life Elementary	1-8	No	Life	

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<u>43</u>	<u>Provisional Alternative Early Childhood</u>	<u>Birth-Grade 3</u>	<u>Yes</u>	<u>1</u>	<u>21-5b;</u> <u>21-5c</u>
<u>44</u>	<u>Alternative Early Childhood</u>	<u>Birth-Grade 3</u>	<u>No</u>	<u>4</u>	<u>21-5b</u>
<u>44</u>	<u>Initial Alternative Early Childhood</u>	<u>Birth-Grade 3</u>	<u>Yes</u>	<u>4</u>	<u>21-5b</u>
45	Life Kindergarten	K-3	No	Life	
47	Life High School	6-12*	No	Life	
48	Life Special	K-14 Field Endorsed	No	Life	
49	Life Junior College	9-14 Field Endorsed	No	Life	
50	<u>Visiting International Teacher – Special Life School Librarian</u>	<u>K-<del>12</del> 14 Library</u>	<u>Yes</u> <del>No</del>	<u>3</u> <del>Life</del>	<u>23 Ill.</u> <u>Adm.</u> <u>Code</u> <u>25.92</u>
<u>51</u>	<u>Life School Librarian</u>	<u>K-14 Library</u>	<u>No</u>	<u>Life</u>	
<u>53</u>	<u>Visiting International Teacher – Elementary</u>	<u>K-6</u>	<u>Yes</u>	<u>3</u>	<u>23 IAC</u> <u>25.92</u>
<u>54</u>	<u>Visiting International Teacher – Early Childhood</u>	<u>Birth-Grade 3</u>	<u>Yes</u>	<u>3</u>	<u>23 IAC</u> <u>25.92</u>
<u>59</u>	<u>Visiting International Teacher – Secondary</u>	<u>6-12</u>	<u>Yes</u>	<u>3</u>	<u>23 IAC</u> <u>25.92</u>
60	Ltd. Supervisory	K-14 All	<u>****</u> No	4	
61	All-Grade Supervisory	K-14 All	<u>****</u> No	4	
62	Ltd. Elem. Supervisory	K-9 All Elementary	<u>****</u> No	4	

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63	Ltd. H.S. Supervisory	6-12 All Secondary	<del>****</del> No	4	
70	Life General Supervisory	K-14 All	<del>****</del> No	Life	
71	Life Supervisory	K-14 All	<del>****</del> No	Life	
72	Temporary TMH	K-12 TMH	No	1	
73	School Service Personnel	K-12 Area of Service Endorsed	Yes	<u>5 (beginning July 1, 2004)</u> 4	21-25
74	Provisional School Service Personnel	K-12 Area of Service Endorsed	Yes	2	21-10
75	Administrative	K-12 All	<del>****</del> Yes	<u>5</u> 4	21-7.1
76	Provisional Administrative	K-12 All	Yes	2	21-10
<u>77</u>	<u>Administrative K-12</u>	<u>K-12</u>	<u>Yes</u>	<u>5</u>	<u>21-5d</u>
<u>80</u>	<u>Resident Teacher – Special</u>	<u>K-12</u>	<u>Yes</u>	<u>4</u>	<u>21-11.3</u>
<u>83</u>	<u>Resident Teacher – Elementary</u>	<u>K-9</u>	<u>Yes</u>	<u>4</u>	<u>21-11.3</u>
<u>84</u>	<u>Resident Teacher – Early Childhood</u>	<u>Birth-Grade 3</u>	<u>Yes</u>	<u>4</u>	<u>21-11.3</u>
<u>89</u>	<u>Resident Teacher – Secondary</u>	<u>6-12</u>	<u>Yes</u>	<u>4</u>	<u>21-11.3</u>

\* ~~The High School Certificate is valid for teaching subjects for which the individual meets recognition requirements, Subpart G, as identified on the individual's transcript as credit in the area.~~

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~~\*\* A Provisional Certificate may be issued to a person who meets the requirements for a regular teaching certificate in another state and who presents certified evidence of having earned a bachelor's degree from a recognized teacher training institution. The academic and professional courses offered as a basis of the Provisional Certificate shall be courses approved by the State Superintendent of Education in consultation with the State Teacher Certification Board. A certificate earned under this plan is valid for a period of two years and shall not be renewed.~~

~~\*\*\*\* If endorsed for teaching, valid ~~Valid for teaching~~ subjects for which the individual is assignable under Section 1.710, 1.720, 1.737, 1.745, or 1.755 of this Part, or to which the individual is assigned pursuant to authorization received under 23 Ill. Adm. Code 25.464 (Short-Term Authorization for Positions Otherwise Unfilled) ~~meets recognition requirements, Subpart G, as identified on the individual's transcript as credit in the area.~~~~

(Source: Amended at 28 Ill. Reg. 8486, effective June 1, 2004)

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**Section 1. APPENDIX C Glossary of Terms (Repealed)**

- 1) ~~Administrator—refers to the individual involved in the process of administration; i.e. superintendent, assistant superintendent, principal, assistant principal, etc.~~
- 2) ~~Board of Education—refers to the governing body of any district created or operating under the authority of The School Code.~~
- 3) ~~Community involvement—refers to the opportunity being made available to the people of a local school district who desire an input into the program plan.~~
- 4) ~~District—refers to the governmental agency of the state created by the state as the instrument through which the legislature carries out its constitutional mandate to provide for a system of public education.~~
- 5) ~~Elementary school—refers to a district or attendance center or centers serving grades K-8 or any combination thereof.~~
- 6) ~~Junior high school—refers to a school organized and developed to meet the educational and educationally related needs of the early adolescent child which may include, but is not restricted to, grades 6, 7, 8, and 9 or any combination thereof.~~
- 7) ~~May—to have the power, permission, liberty, to do.~~
- 8) ~~Middle school—refers to a school organized and developed to meet the educational needs and educationally related needs of the preadolescent and early adolescent child, which may include, but is not restricted to, grades 4, 5, 6, 7, and 8 or any combination thereof.~~
- 9) ~~Principal—refers to the individual who shall assume administrative responsibilities and instructional leadership of the attendance area to which that individual is assigned under the superintendent of the district.~~
- 10) ~~School—refers to an institution organized and developed to meet the educational and educationally related needs of children including public, private, and parochial.~~
- 11) ~~Secondary school—school district or attendance center or centers serving grades 9-12 or 10-12.~~

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- 12) ~~Section—refers to a specific part, portion, division, or chapter of The School Code.~~
- 13) ~~Shall—designate as mandatory.~~
- 14) ~~Should—regulation which ought to be, encouraged, permissive.~~
- 15) ~~Superintendent—refers to the individual who shall have charge of the administration of all schools within a school district under the jurisdiction of the board of education.~~
- 16) ~~Teachers and/or instructors—refers to any or all school district employees required to be certified under laws relating to the certification of teachers.~~
- 17) ~~The School Code—The School Code of Illinois: legal basis for authority of the State Board of Education, the State Superintendent of Education, and the local board of education.~~
- 18) ~~Plan—refers to the written program that will identify the local school district's educational needs and provide a plan for developing a clearly defined set of professional expectations and responsibilities.~~
- 19) ~~Preparation—the planning process by which a teacher develops a program for each instructional area to which that individual is assigned students.~~
- 20) ~~Teacher Qualifications—semester hours required to teach a subject or subject area as prescribed in this Part.~~

(Source: Repealed at 28 Ill. Reg. 8486, effective June 1, 2004)

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- 1) Heading of the Part: Certification
- 2) Code Citation: 23 Ill. Adm. Code 25
- 3) 

<u>Section Numbers</u> :	<u>Adopted Action</u> :
25.11	Amendment
25.20	Amendment
25.22	New Section
25.30	Amendment
25.32	New Section
25.35	Amendment
25.37	New Section
25.40	Amendment
25.42	New Section
25.80	Amendment
25.82	New Section
25.95	Repeal
25.99	Amendment
25.100	New Section
25.115	Amendment
25.125	Amendment
25.127	Amendment
25.200	New Section
25.210	Amendment
25.215	New Section
25.220	Amendment
25.225	New Section
25.227	New Section
25.230	Amendment
25.235	New Section
25.240	Amendment
25.245	New Section
25.252	New Section
25.300	New Section
25.311	Repeal
25.333	Amendment
25.335	New Section
25.344	Amendment
25.345	New Section
25.355	Amendment
25.360	New Section

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25.365	New Section
25.405	Amendment
25.415	Repeal
25.425	Amendment
25.427	Amendment
25.430	Repeal
25.440	Repeal
25.444	Amendment
25.445	Repeal
25.460	Repeal
25.464	New Section
25.465	Repeal
25.470	Repeal
25.480	Repeal
25.493	Amendment
25.495	Repeal
25.510	Amendment
25.520	Amendment
25.610	Amendment
25.835	Amendment
25.848	Amendment
25.850	Amendment
25.900	Amendment
25.920	Amendment
25.945	Amendment
25.APPENDIX C	Amendment
25.APPENDIX D	Repeal
25.APPENDIX E	New Section

- 4) Statutory Authority: 105 ILCS 5/2-3.6, 14C-8, and Art. 21
- 5) Effective date of amendments: June 1, 2004
- 6) Does this rulemaking contain an automatic repeal date? No
- 7) Does this rulemaking contain incorporations by reference? The rules do contain incorporations by reference pursuant to Section 5-75 of the Illinois Administrative Procedure Act; please see Sections 25.115 and 25.510.
- 8) A copy of the adopted amendments, including any material incorporated by reference, is on file in the agency's principal office and is available for public inspection.

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## NOTICE OF ADOPTED AMENDMENTS

- 9) Notice of Proposal published in Illinois Register: Two separate proposals are combined in this adopted rulemaking:

January 2, 2004; 28 Ill. Reg. 82 (all but Section 25.835)

February 6, 2004; 28 Ill. Reg. 1920 (Section 25.835 only)

- 10) Has JCAR issued a Statement of Objection to this rulemaking? No

- 11) Differences between proposal and final version:

The applicability of the requirements for the elementary and secondary certificate was clarified to account for instances when teachers elect to “split” a special certificate and receive both an elementary and a secondary certificate instead. (Sections 25.22 and 25.32)

In Section 25.37(b)(3), a requirement was inserted for teacher preparation institutions to make available a description of the method they will use in conducting the review of candidates’ prior education that is called for in that Section.

In the introduction to new Section 25.100, a statement was inserted explicitly permitting the use of semester hours of credit earned in on-line or electronically-mediated coursework.

The meaning of designations issued in conjunction with certain endorsements was changed in Section 25.100(a) so that the designation held will limit the teacher’s availability for assignment only with respect to Advanced Placement and honors courses.

The general model for the issuance of additional endorsements at the time of certification provided in Section 25.100(b)(2) was revised to require either a major in the field or the accumulation of 24 semester hours of college credit and passage of the applicable content test.

A new subsection (b)(4) was added to Section 25.100 to prolong the availability of endorsements under the prior structure in order to account for the differing stages of preparation attained by candidates for certification at the time the new rules go into effect.

In Section 25.100(f)(2), the opportunity available for currently certified teachers to receive endorsements under the prior structure and requirements was extended from

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September 30, 2004, through June 30, 2005. A limitation was added regarding deficiency statements for endorsements in reading.

The general model for the issuance of additional endorsements after the time of certification provided in Section 25.100(f)(3) was revised to match the new language in Section 25.100(b)(2).

In Section 25.100(g), language was inserted to note the applicability of testing requirements.

Changes were made in the requirements for adding endorsements in the sciences or social sciences (Section 25.100(h)). Completion of an approved program will not be required, but certain stipulations regarding the coursework completed will apply. New language was also added to provide for acquisition of these credentials by teachers who are already endorsed in these fields under the prior structure.

In Section 25.100(i), explanatory language was added to aid in distinguishing between reading teachers and reading specialists. The requirement for reading teachers to have two years' teaching experience was deleted and some of the other applicable requirements were revised. The material discussing the required practicum was reorganized, and the applicability of testing requirements for reading specialists was clarified.

The requirements for endorsements in foreign language (Section 25.100(j)) were changed by deleting the provision that the 20 semester hours of credit must have been earned at an institution with an approved foreign language program.

A new subsection (k) was added to Section 25.100 to identify the existing endorsements for which the requirements are not currently being changed and to provide references to the rules stating those requirements.

In Section 25.115(c), a sentence that was proposed to be added was deleted in order to conform to other changes in the requirements for endorsements.

The phrase "area of weakness" was changed to "area for improvement" in several places throughout Sections 25.115, 25.125, and 25.127 to conform to the use of terminology by NCATE.

In Section 25.225, the requirement for a master's degree "in school counseling" was deleted and several options were inserted. The requirement for a practicum was stated and greater specificity was inserted regarding the required internship.

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Section 25.245 was completely rewritten, both to correct errors in the proposed language and to ensure that out-of-state candidates for school nursing certification meet the applicable Illinois standards.

Section 25.405 (Military Service) was added to this rulemaking in response to public comment. It was expanded to ensure that holders of various types of certificates will suffer no penalty in terms of certification when they are called to active military duty.

Section 25.425 (Individuals Prepared in Out-of-State Institutions) was rewritten to clarify how comparable out-of-state certification will be identified and how endorsements will be issued to such candidates.

In Section 25.464 (Short-Term Authorization for Positions Otherwise Unfilled), “a vacant position” was changed to “a vacant teaching position” to clarify the applicability of this Section. The requirement for annual renewal of the authorization was removed.

In Section 25.510 (Paraprofessionals; Teacher Aides), the statement regarding paraprofessionals employed in programs for students with disabilities was corrected so that approval of such individuals will be required, with a grace period for those employed on or before June 30, 2005.

Internal cross-references throughout the rules were revised either for consistency or to reflect the other changes discussed above. Numerous changes in language and punctuation were made for purposes of clarification and specificity, rather than to alter the substantive meaning of the affected provisions.

- 12) Have all the changes agreed upon by the agency and JCAR been made as indicated in the agreements issued by JCAR? Yes
- 13) Will these amendments replace any emergency amendments currently in effect? Yes (Section 25.835 only)
- 14) Are there any other amendments pending on this Part? No
- 15) Summary and purpose of amendments: This rulemaking encompasses a number of aspects of certification policy. Salient among these are new requirements for issuing and endorsing teaching certificates. These reflect a new structure of endorsements; the need for endorsements to be congruent with the requirements for highly qualified teachers under federal legislation; and the transition to a standards-based system of credentials. Comparable updates and clarifications are being made in the portions of the rules that

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describe requirements for the school service personnel certificate and the administrative certificate. New Section 25.365 (Director of Special Education) does not represent new policy; it contains material that is being moved from its current location in Part 29 of the State Board's rules (Standards for Administrative Certification) for organizational reasons.

These amendments also respond to three pieces of legislation enacted in 2003.

- P.A. 93-112 established requirements for speech-language pathologists to receive the school service personnel certificate. These are reflected in new Section 25.252.
- P.A. 93-125 liberalized the previous requirement that school counselors hold or be qualified to hold a teaching certificate. An individual may now qualify as a school counselor either by holding teaching qualifications or by meeting "such other requirements as the State Board of Education and the State Teacher Certification Board may by rule establish". Provisions for non-teacher candidates are found in new Sections 25.225 and 25.227.
- P.A. 93-332 discusses the acceptance of life experience as part of the qualifications for paraprofessionals. Section 25.510 responds to this new Act as well as delineating requirements for paraprofessionals in programs affected by federal Title I. Material regarding the use of other noncertificated individuals is reorganized.

In addition, several technical and procedural changes are being made in the rules for accreditation of educational units and approval of higher education programs that prepare educators; numerous outdated rules are being repealed. The rules for the Illinois Teaching Excellence Program have been amended to deal with cases of insufficient appropriation. Accommodations have been made for certified individuals who are called to active military service. A new Section 25.464 has been added to account for districts' inability to fill vacant positions with fully qualified staff. Potential conflicts of interest in procedures for certificate renewal have been addressed. Finally, several clarifications have been made in the requirements for moving from the initial to the standard certificate.

16) Information and questions regarding these adopted amendments shall be directed to:

Lee Patton  
Certification and Professional Development  
Illinois State Board of Education

STATE BOARD OF EDUCATION

NOTICE OF ADOPTED AMENDMENTS

100 North First Street  
Springfield, Illinois 62777-0001  
217/782-4123

The full text of the adopted amendments begins on the next page:

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## TITLE 23: EDUCATION AND CULTURAL RESOURCES

## SUBTITLE A: EDUCATION

## CHAPTER I: STATE BOARD OF EDUCATION

## SUBCHAPTER b: PERSONNEL

## PART 25

## CERTIFICATION

## SUBPART A: DEFINITIONS

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25.10	Definition of Terms Used in This Part

## SUBPART B: CERTIFICATES

Section	
25.11	New Certificates (February 15, 2000)
25.15	Standards for Certain Certificates
25.20	Requirements for the Elementary Certificate
<a href="#"><u>25.22</u></a>	<a href="#"><u>Requirements for the Elementary Certificate (2004)</u></a>
25.30	Requirements for the Secondary Certificate
<a href="#"><u>25.32</u></a>	<a href="#"><u>Requirements for the Secondary Certificate (2004)</u></a>
25.35	Acquisition of Subsequent Certificates; Removal of Deficiencies
<a href="#"><u>25.37</u></a>	<a href="#"><u>Acquisition of Subsequent Teaching Certificates (2004)</u></a>
25.40	Requirements for the Special Certificate
<a href="#"><u>25.42</u></a>	<a href="#"><u>Requirements for the Special Certificate (2004)</u></a>
25.43	Standards for Certification of Special Education Teachers
25.45	Standards for the Standard Special Certificate – Speech and Language Impaired
25.50	General Certificate (Repealed)
25.60	State Special Certificate, Grades 11-12, For Teaching Elective Subjects (Repealed)
25.65	Alternative Certification
25.67	Alternative Route to Teacher Certification
25.70	State Provisional Vocational Certificate
25.75	Part-time Provisional Certificates
25.80	Requirements for the Early Childhood Certificate
<a href="#"><u>25.82</u></a>	<a href="#"><u>Requirements for the Early Childhood Certificate (2004)</u></a>
25.85	Special Provisions for Endorsement in Foreign Language for Individuals Currently Certified
25.86	Special Provisions for Endorsement in Foreign Language for Individuals Prepared as Teachers But Not Currently Certified

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- 25.90 Transitional Bilingual Certificate and Examination  
 25.92 Visiting International Teacher Certificate  
 25.95 Majors, Minors, and Separate Fields for the Illinois High School Certificate  
(Repealed)  
 25.99 Endorsing Teaching Certificates  
25.100 Endorsing Teaching Certificates (2004)

SUBPART C: APPROVING PROGRAMS THAT PREPARE PROFESSIONAL  
EDUCATORS IN THE STATE OF ILLINOIS

- Section  
 25.110 System of Approval: Levels of Approval (Repealed)  
 25.115 Recognition of Institutions, Accreditation of Educational Units, and Approval of  
 Programs  
 25.120 Standards and Criteria for Institutional Recognition and Program Approval  
 (Repealed)  
 25.125 Accreditation ~~Fifth-Year~~ Review of the Educational Unit  
 25.127 ~~Fifth-Year~~ Review of Individual Programs  
 25.130 Special Provisions for Institutions Subject to Conditions for Continuing  
 Accreditation  
 25.135 Interim Provisions for Continuing Accreditation and Approval – July 1, 2000,  
 through Fall Visits of 2001  
 25.136 Interim Provisions for Continuing Accreditation – Institutions Visited from Spring  
 of 2002 through Spring of 2003  
 25.137 Interim Provisions for Continuing Accreditation and Approval – July 1, 1999,  
 through June 30, 2000 (Repealed)  
 25.140 Transitional Requirements for Unit Assessment Systems  
 25.145 Approval of New Programs Within Recognized Institutions  
 25.147 Approval of Programs for Foreign Language Beginning July 1, 2003  
 25.150 The Periodic Review Process (Repealed)  
 25.155 Initial Recognition Procedures  
 25.160 Notification of Recommendations; Decisions by State Board of Education  
 25.165 Discontinuation of Programs

## SUBPART D: SCHOOL SERVICE PERSONNEL

- Section  
25.200 Relationship Among Credentials in Subpart D  
 25.210 Requirements for the Certification of School Social Workers  
25.215 Certification of School Social Workers (2004)  
 25.220 Requirements for the Certification of Guidance Personnel

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<a href="#">25.225</a>	<a href="#">Certification of School Counselors (2004)</a>
<a href="#">25.227</a>	<a href="#">Interim Certification of School Counselor Interns (2004)</a>
25.230	Requirements for the Certification of School Psychologists
<a href="#">25.235</a>	<a href="#">Certification of School Psychologists (2004)</a>
25.240	Standard for School Nurse Endorsement
<a href="#">25.245</a>	<a href="#">Certification of School Nurses (2004)</a>
<a href="#">25.252</a>	<a href="#">Certification of Non-Teaching Speech-Language Pathologists</a>

SUBPART E: REQUIREMENTS FOR THE CERTIFICATION OF  
ADMINISTRATIVE AND SUPERVISORY STAFF

## Section

<a href="#">25.300</a>	<a href="#">Relationship Among Credentials in Subpart E</a>
25.310	Definitions (Repealed)
25.311	Administrative Certificate ( <a href="#">Repealed</a> )
25.313	Alternative Route to Administrative Certification
25.315	Renewal of Administrative Certificate
25.320	Application for Approval of Program (Repealed)
25.322	General Supervisory Endorsement
25.330	Standards and Guide for Approved Programs (Repealed)
25.333	General Administrative Endorsement
<a href="#">25.335</a>	<a href="#">General Administrative Endorsement (2004)</a>
25.344	Chief School Business Official Endorsement
<a href="#">25.345</a>	<a href="#">Chief School Business Official (2004)</a>
25.355	Superintendent Endorsement
<a href="#">25.360</a>	<a href="#">Superintendent (2004)</a>
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## SUBPART F: GENERAL PROVISIONS

## Section

25.400	Registration of Certificates; Fees
25.405	Military Service
25.410	Revoked Certificates
25.415	Credit in Junior College ( <a href="#">Repealed</a> )
25.420	Psychology Accepted as Professional Education
25.425	Individuals Prepared in Out-of-State Institutions
25.427	Three-Year Limitation
25.430	Institutional Approval ( <a href="#">Repealed</a> )
25.435	School Service Personnel Certificate – Waiver of Evaluations (Repealed)
25.437	Equivalency of General Education Requirements (Repealed)

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25.440	Master of Arts NCATE <u>(Repealed)</u>
25.442	Illinois Teacher Corps Programs
25.444	Illinois Teaching Excellence Program
25.445	College Credit for High School Mathematics and Language Courses <u>(Repealed)</u>
25.450	Lapsed Certificates
25.455	Substitute Certificates
25.460	Provisional Special and Provisional High School Certificates <u>(Repealed)</u>
<u>25.464</u>	<u>Short-Term Authorization for Positions Otherwise Unfilled</u>
25.465	Credit <u>(Repealed)</u>
25.470	Meaning of Experience on Administrative Certificates <u>(Repealed)</u>
25.475	Certificates and Permits No Longer Issued (Repealed)
25.480	Credit for Certification Purposes <u>(Repealed)</u>
25.485	Provisional Recognition of Institutions (Repealed)
25.490	Rules for Certification of Persons Who Have Been Convicted of a Crime
25.493	Part-Time Teaching Interns
25.495	Approval of Out-of-State Institutions and Programs <u>(Repealed)</u>
25.497	Supervisory Endorsements

SUBPART G: THE UTILIZATION OF PARAPROFESSIONAL TEACHER AIDES AND  
OTHER NONCERTIFIED PERSONNEL

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25.510	<u>Paraprofessionals</u> ; Teacher Aides
25.520	Other Noncertificated Personnel
25.530	Specialized Instruction by Noncertificated Personnel
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25.745	Special Test Dates
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25.760	Passing Score
25.765	Individual Test Score Reports
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25.830	Application for Renewal of Certificate(s)
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25.865	Awarding of Credit for Activities with Providers
25.870	Continuing Education Units (CEUs)
25.872	Special Provisions for Interactive, Electronically Delivered Continuing Professional Development
25.875	Continuing Professional Development Units (CPDUs)
25.880	"Valid and Exempt" Certificates; Proportionate Reduction; Part-Time Teaching

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25.885 Funding; Expenses

SUBPART K: REQUIREMENTS FOR RECEIPT OF  
THE STANDARD TEACHING CERTIFICATE

Section

- 25.900 Applicability of Requirements in this Subpart  
25.905 Choices Available to Holders of Initial Certificates  
25.910 Requirements for Induction and Mentoring  
25.915 Requirements for Coursework on the Assessment of One's Own Performance  
25.920 Requirements for Coursework Related to the National Board for Professional Teaching Standards (NBPTS)  
25.925 Requirements Related to Advanced Degrees  
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- 25.APPENDIX A Statistical Test Equating – Certification Testing System  
25.APPENDIX B Certificates Available Effective February 15, 2000  
25.APPENDIX C Exchange of Certificates  
25.APPENDIX D National Board and Master Certificates (Repealed)  
25.APPENDIX E Endorsement Structure Beginning July 1, 2004

AUTHORITY: Implementing Article 21 and Section 14C-8 and authorized by Section 2-3.6 of the School Code [105 ILCS 5/Art. 21, 14C-8, and 2-3.6].

SOURCE: Rules and Regulations to Govern the Certification of Teachers adopted September 15, 1977; amended at 4 Ill. Reg. 28, p. 336, effective July 16, 1982; amended at 7 Ill. Reg. 5429, effective April 11, 1983; codified at 8 Ill. Reg. 1441; amended at 9 Ill. Reg. 1046, effective January 16, 1985; amended at 10 Ill. Reg. 12578, effective July 8, 1986; amended at 10 Ill. Reg. 15044, effective August 28, 1986; amended at 11 Ill. Reg. 12670, effective July 15, 1987; amended at 12 Ill. Reg. 3709, effective February 1, 1988; amended at 12 Ill. Reg. 16022, effective September 23, 1988; amended at 14 Ill. Reg. 1243, effective January 8, 1990; amended at 14 Ill. Reg. 17936, effective October 18, 1990; amended at 15 Ill. Reg. 17048, effective November 13, 1991; amended at 16 Ill. Reg. 18789, effective November 23, 1992; amended at 19 Ill. Reg. 16826, effective December 11, 1995; amended at 21 Ill. Reg. 11536, effective August 1, 1997; emergency amendment at 22 Ill. Reg. 5097, effective February 27, 1998, for a maximum of 150 days; amended at 22 Ill. Reg. 11767, effective June 25, 1998; amended at 22 Ill. Reg. 19745, effective October 30, 1998; amended at 23 Ill. Reg. 2843, effective February 26, 1999; amended at 23 Ill. Reg. 7231, effective June 14, 1999; amended at 24 Ill. Reg. 7206,

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effective May 1, 2000; emergency amendments at 24 Ill. Reg. 9915, effective June 21, 2000, for a maximum of 150 days; amended at 24 Ill. Reg. 12930, effective August 14, 2000; peremptory amendment at 24 Ill. Reg. 16109, effective October 12, 2000; peremptory amendment suspended at 25 Ill. Reg. 3718, effective February 21, 2001; peremptory amendment repealed by joint resolution of the General Assembly, effective May 31, 2001; emergency amendments at 25 Ill. Reg. 9360, effective July 1, 2001, for a maximum of 150 days; emergency expired November 27, 2001; emergency amendments at 25 Ill. Reg. 11935, effective August 31, 2001, for a maximum of 150 days; amended at 25 Ill. Reg. 16031, effective November 28, 2001; amended at 26 Ill. Reg. 348, effective January 1, 2002; amended at 26 Ill. Reg. 11867, effective July 19, 2002; amended at 26 Ill. Reg. 16167, effective October 21, 2002; amended at 27 Ill. Reg. 5744, effective March 21, 2003; amended at 27 Ill. Reg. 8071, effective April 28, 2003; emergency amendments at 27 Ill. Reg. 10482, effective June 26, 2003, for a maximum of 150 days; amended at 27 Ill. Reg. 12523, effective July 21, 2003; amended at 27 Ill. Reg. 16412, effective October 20, 2003; emergency amendment at 28 Ill. Reg. 2451, effective January 23, 2004, for a maximum of 150 days; amended at 28 Ill. Reg. 8556, effective June 1, 2004.

## SUBPART B: CERTIFICATES

**Section 25.11 New Certificates (February 15, 2000)**

Section 21-2 of the School Code [105 ILCS 5/21-2] establishes a new system of teaching certificates effective February 15, 2000. A complete list of the certificates that will be available as of that date is found in Appendix B to this Part. The transition to the new system will affect certified individuals and candidates for certification as set forth in this Section.

- a) Holders of certain current Illinois teaching certificates shall receive corresponding standard teaching certificates when they next renew any of their current certificates.
  - 1) Certificates subject to exchange are listed in Appendix C to this Part.
  - 2) No certificate-holder shall be penalized in the exchange of certificates. Each endorsement held by a certificate-holder prior to February 15, 2000, shall be recorded on the appropriate certificate received pursuant to this subsection (a). Qualifications accepted for particular teaching assignments prior to February 15, 2000, shall continue to be acceptable for those assignments, unless Section 25.100(l) of this Part applies.
- b) Out-of-state candidates who qualify for Illinois teaching certificates pursuant to Section 25.425 of this Part and who pass the applicable examinations shall receive either initial or standard teaching certificates, and those who receive initial

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certificates shall be subject to the requirements of subsection (d) of this Section in terms of their subsequent receipt of standard teaching certificates. An out-of-state applicant who does not qualify for an initial or standard certificate may qualify to receive a provisional certificate subject to the provisions of Section 21-10 of the School Code [105 ILCS 5/21-10].

- 1) Standard certificates will be issued to candidates who present evidence of at least four years of teaching experience on a valid certificate issued by a state, territory, or possession of the United States, unless a candidate elects to receive an initial certificate to afford himself or herself time to complete the requirements of Subpart K of this Part.
  - 2) Initial certificates will be issued to qualified candidates with fewer than four years of teaching experience. A recipient of an initial certificate pursuant to this subsection (b)(2) shall be eligible to apply for a comparable standard certificate when he or she has accumulated a total of four years' teaching experience on a valid certificate and may either count his or her teaching time outside Illinois or elect to wait until he or she has accumulated four years' teaching on the Illinois initial certificate.
  - 3) Certificates will be endorsed in accordance with the provisions of Section 25.425 of this Part~~according to the coursework presented and the examination(s) passed.~~
- c) A candidate completing an approved Illinois teacher preparation program on or after February 15, 2000, may qualify for an initial teaching certificate by passing the applicable examinations as set forth in Section 25.20, 25.30, 25.40, or 25.80 of this Part, or in Section 25.22, 25.32, 25.42, or 25.82 of this Part, as applicable.
- d) An individual who has completed four years of teaching on an initial certificate (or on another certificate that was issued in conjunction with an initial certificate) may qualify for a comparable standard certificate as set forth in Subpart K of this Part.
- 1) All endorsements shall be carried forward from an initial to the comparable standard certificate.
  - 2) A candidate who does not complete four years of teaching within twelve years after his or her initial certificate is issued may receive another initial certificate by taking and passing the initial certification examinations required at that time and meeting all other requirements then in force for

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that certificate. However, if an individual assumes employment on an administrative or school service personnel certificate before completing four years of teaching, the 12-year period shall toll (i.e., the 12-year "clock" shall be stopped) during that period of employment.

- 3) A candidate who has taught for four years on an initial certificate but has not met the requirements of Subpart K of this Part may not receive another comparable initial teaching certificate. For example, a holder of an initial elementary certificate will not be eligible to receive another initial elementary certificate. However, such an individual may receive a reinstated certificate, valid for one year, during which he or she may complete the option chosen as a means of qualifying for the standard teaching certificate. No initial certificate-holder may receive a reinstated certificate more than once pursuant to this subsection (d)(3).
- 4) When an individual completes four years of teaching experience on an initial certificate, that certificate shall become invalid on the following June 30.
- e) A holder of an Illinois teaching certificate who has teaching experience on a valid certificate as required by Section 21-11.2 of the School Code [105 ILCS 5/21-11.2] may receive an additional certificate of another type as set forth in Section 25.35 of this Part. Once an individual has received a standard teaching certificate, any other subsequently issued early childhood, elementary, secondary, special K-12, or special preschool-age 21 certificate shall also be a standard certificate, with the exception of any master certificate for which the individual also qualifies.
- f) "Four years of teaching experience" means the equivalent of four years' full-time employment, i.e., eight semesters of scheduled full-time teaching, which may, however, be accumulated in any combination of increments. That is, it need not be accumulated through full-time teaching.
- g) "Evidence of teaching experience" means a letter signed by the chief administrator or other designated official of the employing school district or nonpublic school documenting the nature and duration of the candidate's teaching. Experience gained while teaching in a home school shall not be applicable to the fulfillment of this requirement.
- h) For purposes of this Section, "valid certificate" means a certificate equivalent to an Illinois master, standard, initial, or provisional early childhood, elementary, secondary, or special certificate.

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- i) Upon application, a holder of certification issued by the National Board for Professional Teaching Standards (NBPTS) shall be issued a comparable Illinois master certificate ~~as shown in Appendix D to this Part~~. Endorsements comparable to those held by the individual shall appear on the master certificate. The State Board shall make available the list of NBPTS certifications for which Illinois master credentials are available and shall update that list as the NBPTS expands its areas of certification.

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

### Section 25.20 Requirements for the Elementary Certificate

This Section is replaced by Section 25.22 of this Part.

- a) Each applicant shall ~~either~~:
- 1) have completed an approved Illinois teacher preparation program for the elementary certificate (see Subpart C of this Part); or
  - 2) have completed a comparable program in another state or country or hold an elementary or comparable certificate issued by another state or country (see Sections 25.425 and 25.495 of this Part); or
  - 3) hold a valid certificate of another type issued by Illinois, submit his or her credentials for evaluation as provided in Section 21-11.2 of the School Code [105 ILCS 5/21-11.2], and, if the evaluation demonstrates that the candidate has not met any of the requirements of subsections (b) through (d) of this Section or has not completed the semester hours of study listed in this subsection (a)(3), remove the applicable deficiency or deficiencies as provided in Section 25.35 of this Part.
    - A) Educational psychology 2
    - B) Methods and techniques of teaching on the elementary level 2
    - C) History and/or philosophy of education 2
    - D) Methods of teaching reading 2

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- |    |   |   |
|----|---|---|
| E) | Coursework addressing <i>the psychology of, the identification of, and the methods of instruction for the exceptional child, including without limitation the learning disabled</i> (Section 21-2a of the School Code [105 ILCS 5/21-2a]) |   |
| F) | Pre-student teaching clinical experiences equivalent to 100 clock hours   |   |
| G) | Student teaching (grades K-9)   | 5 |
| H) | Electives to total 16 semester hours  | 3 |
- b) Each applicant shall have completed pre-student teaching clinical experiences (see Section 25.610 of this Part), except that applicants with teaching experience at the K-9 level, as verified by the employer, need not complete pre-student teaching clinical experience.
- c) Each applicant shall have completed student teaching in conformance with the requirements of Section 25.620 of this Part, except that applicants presenting the required credit in student teaching and evidence of teaching experience, as verified by the employer, need not complete another student teaching experience.
- d) Each applicant shall be required to pass the test of basic skills and the applicable test of subject matter knowledge (see Subpart I of this Part). Each individual submitting an application on or after October 1, 2003, shall also be required to pass the assessment of professional teaching (APT) relevant to the elementary certificate, which shall be based upon the standards set forth in 23 Ill. Adm. Code 24 (Standards for All Illinois Teachers). Beginning July 1, 2004, the test of subject matter knowledge shall be based upon the applicable standards set forth in 23 Ill. Adm. Code 26 (Standards for Certification in Early Childhood Education and in Elementary Education).

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.22 Requirements for the Elementary Certificate (2004)**

- a) Each applicant shall:
- 1) have completed an approved Illinois teacher preparation program for the elementary certificate, including coursework addressing the psychology of,

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*the identification of, and the methods of instruction for the exceptional child, including without limitation the learning disabled (Section 21-2a of the School Code [105 ILCS 5/21-2a]) (see Subpart C of this Part); or*

- 2) have completed a comparable program in another state or country or hold an elementary or comparable certificate issued by another state or country (see Section 25.425 of this Part); or
  - 3) hold a valid certificate of another type issued by Illinois, submit his or her credentials for evaluation under Section 21-11.2 of the School Code [105 ILCS 5/21-11.2], and complete such additional coursework and/or experiences as may be required pursuant to Section 25.37 of this Part.
- b) Each applicant shall have completed 32 semester hours in elementary education or a major in the field, as identified by the accredited institution on the individual's official transcript.
  - c) Each applicant shall have completed pre-student teaching field experiences (see Section 25.610 of this Part). However, applicants with teaching experience at the K-9 level, as verified by the employer, need not complete pre-student teaching clinical experience, except as may be required under Section 25.37 of this Part.
  - d) Each applicant shall have completed student teaching in conformance with the requirements of Section 25.620 of this Part. However, applicants presenting the required credit in student teaching and evidence of teaching experience, as verified by the employer, need not complete another student teaching experience, except as may be required under Section 25.37 of this Part.
  - e) Each applicant shall be required to pass the tests required for the certificate as specified in Sections 25.720 and 25.725 of this Part.
  - f) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code [105 ILCS 5/21-10].
  - g) The requirements of this Section shall not apply to an elementary certificate that is issued along with a secondary certificate in place of a special certificate as provided in Appendix C to this Part.

(Source: Added at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.30 Requirements for the Secondary Certificate**

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[This Section is replaced by Section 25.32 of this Part.](#)

- a) Each applicant shall ~~either~~:
- 1) have completed an approved Illinois teacher preparation program for the secondary certificate (see Subpart C of this Part); or
  - 2) have completed a comparable program in another state or country or hold a secondary or comparable certificate issued by another state or country (see Sections 25.425 and 25.495 of this Part); or
  - 3) hold a valid certificate of another type issued by Illinois, submit his or her credentials for evaluation as provided in Section 21-11.2 of the School Code, and, if the evaluation demonstrates that the candidate has not met any of the requirements of subsections (b) through (e) of this Section or has not completed the semester hours of study listed in this subsection (a)(3), remove the applicable deficiency or deficiencies as provided in Section 25.35 of this Part.
    - A) Educational psychology, including human growth and development 2
    - B) Methods and techniques of teaching on the secondary level or in a teaching field 2
    - C) History and/or philosophy of education 2
    - D) Coursework addressing *the psychology of, the identification of, and the methods of instruction for the exceptional child, including without limitation the learning disabled* (Section 21-2a of the School Code [105 ILCS 5/21-2a])
    - E) Pre-student teaching clinical experiences equivalent to 100 clock hours
    - F) Student teaching (grades 6-12) 5
    - G) Electives to total 16 semester hours 5

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- b) Each applicant shall have completed pre-student teaching clinical experiences (see Section 25.610 of this Part), except that applicants with teaching experience at the 6-12 level, as verified by the employer, need not complete pre-student teaching clinical experience.
- c) Each applicant shall have completed student teaching in conformance with the requirements of Section 25.620 of this Part, except that applicants presenting the required credit in student teaching and evidence of teaching experience, as verified by the employer, need not complete another student teaching experience.
- d) One major area of specialization, totaling 32 semester hours or as otherwise identified by the accredited institution on the individual's official transcript, shall be required.
- e) Each applicant shall be required to pass the test of basic skills and the applicable test of subject-matter knowledge (see Subpart I of this Part). Each individual submitting an application on or after October 1, 2003, shall also be required to pass the assessment of professional teaching (APT) relevant to the secondary certificate, which shall be based upon the standards set forth in 23 Ill. Adm. Code 24 (Standards for All Illinois Teachers). Beginning July 1, 2004, the test of subject matter knowledge shall be based upon the applicable standards set forth in 23 Ill. Adm. Code 27 (Standards for Certification in Specific Teaching Fields).

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.32 Requirements for the Secondary Certificate (2004)**

- a) Each applicant shall:
  - 1) have completed an approved Illinois teacher preparation program for the secondary certificate, including coursework addressing *the psychology of, the identification of, and the methods of instruction for the exceptional child, including without limitation the learning disabled* (Section 21-2a of the School Code) (see Subpart C of this Part); or
  - 2) have completed a comparable program in another state or country or hold a secondary or comparable certificate issued by another state or country (see Section 25.425 of this Part); or
  - 3) hold a valid certificate of another type issued by Illinois, submit his or her credentials for evaluation under Section 21-11.2 of the School Code, and

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complete such additional coursework and/or experiences as may be required pursuant to Section 25.37 of this Part.

- b) Each applicant shall have completed pre-student teaching field experiences (see Section 25.610 of this Part). However, applicants with teaching experience at the 6-12 level, as verified by the employer, need not complete pre-student teaching field experience, except as may be required under Section 25.37 of this Part.
- c) Each applicant shall have completed student teaching in conformance with the requirements of Section 25.620 of this Part. However, applicants presenting the required credit in student teaching and evidence of teaching experience, as verified by the employer, need not complete another student teaching experience, except as may be required under Section 25.37 of this Part.
- d) A total of 32 semester hours in an area of specialization, or a major as identified by the accredited institution on the individual's official transcript, shall be required.
- e) Each applicant shall be required to pass the tests required for the certificate as specified in Sections 25.720 and 25.725 of this Part.
- f) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.
- g) The requirements of this Section shall not apply to a secondary certificate that is issued along with an elementary certificate in place of a special certificate as provided in Appendix C to this Part.

(Source: Added at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.35 Acquisition of Subsequent Certificates; Removal of Deficiencies**

The provisions of this Section shall apply until replaced by Section 25.37 of this Part when an individual who already holds one or more Illinois teaching certificates wishes applies to receive an additional certificate pursuant to Section 21-11.2 of the School Code.

- a) The applicant shall submit to the State Board of Education, through the office of a regional superintendent of schools:
  - 1) a completed application form;

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- 2) an official transcript of any college credits not already on file with the Certification Board;
  - 3) a letter, signed by the superintendent of the employing district or other authorized official, documenting at least three months' full-time teaching experience on a valid Illinois elementary, secondary, special, or early childhood certificate; and
  - 4) the application fee required by Section 21-12 of the School Code.
- b) A deficiency statement shall be issued when an applicant does not qualify for the requested certificate. An applicant who receives a deficiency statement shall present it to an institution that operates a teacher preparation program approved pursuant to Subpart C of this Part. With the assistance of the State Board of Education, the institution shall:
- 1) compare the applicant's deficiency to the coursework it offers that corresponds to the NCATE standards for professional education (see Section 25.115 of this Part) or that addresses the content area, as applicable; and
  - 2) advise the applicant as to the coursework needed to remedy the deficiency.
- c) An applicant may remove deficiencies and qualify for the certificate on the original fee, provided that he or she completes the requirements and passes the applicable tests in keeping with Sections 25.427 and 25.720 of this Part .

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.37 Acquisition of Subsequent Teaching Certificates (2004)**

The provisions of this Section shall apply when an individual who already holds one or more Illinois early childhood, elementary, secondary, or special teaching certificates wishes to receive an additional teaching certificate of one of those types pursuant to Section 21-11.2 of the School Code.

- a) The candidate shall submit his or her official transcripts and evidence of teaching experience to an Illinois institution of higher education operating a program approved pursuant to Subpart C of this Part that prepares candidates for the certificate sought.

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- b) The institution may, at its discretion, compare the coursework and clinical experiences already completed by the applicant to the standards for the certificate sought and, based on this comparison, may identify for the candidate a "focused program" consisting of coursework and experiences that he or she must complete in order to meet those standards.
- 1) In formulating such a program, the institution shall ensure that the candidate has broad and deep knowledge of the subject matter, develops the knowledge and skills that are needed to work with students in the age and grade ranges encompassed by the certificate sought, and is knowledgeable about pedagogical approaches that are suitable for that age group.
  - 2) The institution may revise an individual's focused program to include additional or fewer components as it may deem appropriate based upon the results of internal performance assessments that form part of the unit assessment system (see Section 25.140 of this Part) or other assessments that are directly related to the standards for the certificate sought.
  - 3) Each institution shall make available a description of the method to be used by the educational unit in assessing the degree to which the work previously completed by candidates for focused programs has addressed relevant standards and in identifying the coursework and experiences these candidates will be required to complete in order to qualify for subsequent certificates. An institution that uniformly requires all candidates seeking subsequent teaching certificates or subsequent teaching certificates of a particular type under this Section to complete certain coursework or field experiences, or to complete a full program without acknowledgment of prior courses or experiences, shall publish and make available a written statement to this effect, describing those requirements.
- c) A candidate who completes a focused program shall be considered as having completed the institution's approved program for the certificate sought and shall be eligible to be recommended for certification by entitlement, signifying that the candidate has met all applicable standards.

(Source: Added at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.40 Requirements for the Special Certificate**

This Section is replaced by Section 25.42 of this Part.

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- a) Each applicant shall ~~either~~:
- 1) have completed an approved Illinois teacher preparation program for the special certificate (see Subpart C of this Part); or
  - 2) have completed a comparable program in another state or country or hold a special or comparable certificate issued by another state or country (see Sections 25.425 and 25.495 of this Part); or
  - 3) hold a valid certificate of another type issued by Illinois, submit his or her credentials for evaluation as provided in Section 21-11.2 of the School Code, and, if the evaluation demonstrates that the candidate has not met any of the requirements of subsections (b) through (e) of this Section or has not completed the semester hours of study listed in this subsection (a)(3), remove the applicable deficiency or deficiencies as provided in Section 25.35 of this Part.
    - A) Educational Psychology, including Human Growth and Development 2
    - B) Methods and Techniques of Teaching in the area of specialization 2
    - C) History and/or Philosophy of Education 2
    - D) Pre-student Teaching Clinical Experiences at the Elementary and Secondary Levels Equivalent to 100 Clock Hours in the Area of Specialization
    - E) Coursework addressing *the psychology of, the identification of, and the methods of instruction for the exceptional child, including without limitation the learning disabled* (Section 21-2a of the School Code [105 ILCS 5/21-2a])
    - F) Student Teaching in Area of Specialization and at the grade level of the certificate 5
    - G) Electives to Total 16 Semester Hours (may include additional coursework in the areas enumerated in this

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subsection (a)(3) and/or in guidance, tests and measurements, methods of teaching reading, and instructional materials)

- b) Each applicant shall have completed pre-student teaching clinical experiences (see Section 25.610 of this Part), except that applicants with teaching experience in the field of specialization, as verified by the employer, need not complete pre-student teaching clinical experience.
- c) Each applicant shall have completed student teaching in conformance with the requirements of Section 25.620 of this Part, except that applicants presenting the required credit in student teaching and evidence of teaching experience, as verified by the employer, need not complete another student teaching experience.
- d) One major area of specialization, totaling 32 semester hours or as otherwise identified by the accredited institution on the individual's official transcript, shall be required.
- e) Each applicant shall be required to pass the test of basic skills and the applicable test of subject matter knowledge (see Subpart I of this Part). Each individual submitting an application on or after October 1, 2003, shall also be required to pass the assessment of professional teaching (APT) relevant to the special certificate, which shall be based upon the standards set forth in 23 Ill. Adm. Code 24 (Standards for All Illinois Teachers). Beginning July 1, 2004, the test of subject matter knowledge shall be based upon the relevant standards set forth in 23 Ill. Adm. Code 27 (Standards for Certification in Specific Teaching Fields).

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.42 Requirements for the Special Certificate (2004)**

- a) Each applicant shall:
  - 1) have completed an approved Illinois teacher preparation program for the special certificate, including coursework addressing the psychology of, the identification of, and the methods of instruction for the exceptional child, including without limitation the learning disabled (Section 21-2a of the School Code) (see Subpart C of this Part); or

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- 2) have completed a comparable program in another state or country or hold a special or comparable certificate issued by another state or country (see Section 25.425 of this Part); or
- 3) hold a valid certificate of another type issued by Illinois, submit his or her credentials for evaluation under Section 21-11.2 of the School Code, and complete such additional coursework and/or experiences as may be required pursuant to Section 25.37 of this Part.
- b) Each applicant shall have completed pre-student teaching field experiences (see Section 25.610 of this Part). However, applicants with teaching experience in the field of specialization, as verified by the employer, need not complete pre-student teaching field experience, except as may be required under Section 25.37 of this Part.
- c) Each applicant shall have completed student teaching in conformance with the requirements of Section 25.620 of this Part. However, applicants presenting the required credit in student teaching and evidence of teaching experience, as verified by the employer, need not complete another student teaching experience, except as may be required under Section 25.37 of this Part.
- d) A total of 32 semester hours in an area of specialization, or a major as identified by the accredited institution on the individual's official transcript, shall be required.
- e) Each applicant shall be required to pass the tests required for the certificate as specified in Sections 25.720 and 25.725 of this Part.
- f) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

(Source: Added at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.80 Requirements for the Early Childhood Certificate**

This Section is replaced by Section 25.82 of this Part.

- a) Each applicant shall ~~either~~:
  - 1) have completed an approved Illinois teacher preparation program for the early childhood certificate (see Subpart C of this Part); or

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- 2) have completed a comparable program in another state or country or hold an early childhood or comparable certificate issued by another state or country (see Sections 25.425 and 25.495 of this Part); or
- 3) hold a valid certificate of another type issued by Illinois, submit his or her credentials for evaluation as provided in Section 21-11.2 of the School Code, and, if the evaluation demonstrates that the candidate has not met any of the requirements of subsections (b) through (d) of this Section or has not completed the semester hours of study listed in this subsection (a)(3), remove the applicable deficiency or deficiencies as provided in Section 25.35 of this Part.
- A) Child growth and development with emphasis on the young child 3
- B) History and philosophy of early childhood education 3
- C) Types of instructional methods, including types of activity/learning centers, individualization, educational play, and media and their utilization in extending the child's understanding of art, music, literature, reading instruction, mathematics, natural and social science 4
- D) Methods of teaching reading, with emphasis on the young child 2
- E) Techniques and methodologies of teaching language arts, mathematics, science and social studies at the primary level 4
- F) The development and acquisition of language in young children 2
- G) Child, family and community relationships 3
- H) Coursework addressing *the psychology of, the identification of, and the methods of instruction for the exceptional child, including without limitation the learning disabled* (Section 21-2a of the School Code)

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- |    |   |   |
|----|---|---|
| I) | Pre-student teaching clinical experiences equivalent to 100 clock hours, including experience with infants/toddlers, preschool/kindergarten children, and primary school students |   |
| J) | Student teaching  | 5 |
| K) | Electives in professional education   | 3 |
- b) Each applicant shall have completed pre-student teaching clinical experiences (see Section 25.610 of this Part), except that applicants with teaching experience at the PreK-3 level, as verified by the employer, need not complete pre-student teaching clinical experience.
- c) Each applicant shall have completed student teaching in conformance with the requirements of Section 25.620 of this Part, except that applicants presenting the required credit in student teaching and evidence of teaching experience, as verified by the employer, need not complete another student teaching experience.
- d) Each applicant shall be required to pass the test of basic skills and the applicable test of subject matter knowledge (see Subpart I of this Part). Each individual submitting an application on or after October 1, 2003, shall also be required to pass the assessment of professional teaching (APT) relevant to the early childhood certificate, which shall be based upon the standards set forth in 23 Ill. Adm. Code 24 (Standards for All Illinois Teachers). Beginning July 1, 2004, the test of subject matter knowledge shall be based upon the applicable standards set forth in 23 Ill. Adm. Code 26 (Standards for Certification in Early Childhood Education and in Elementary Education).

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.82 Requirements for the Early Childhood Certificate (2004)**

- a) Each applicant shall:
- 1) have completed an approved Illinois teacher preparation program for the early childhood certificate, including coursework addressing the psychology of, the identification of, and the methods of instruction for the exceptional child, including without limitation the learning disabled (Section 21-2a of the School Code) (see Subpart C of this Part); or

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- 2) have completed a comparable program in another state or country or hold an early childhood or comparable certificate issued by another state or country (see Section 25.425 of this Part); or
- 3) hold a valid certificate of another type issued by Illinois, submit his or her credentials for evaluation under Section 21-11.2 of the School Code, and complete such additional coursework and/or experiences as may be required pursuant to Section 25.37 of this Part.
- b) Each applicant shall have completed pre-student teaching field experiences (see Section 25.610 of this Part). However, applicants with teaching experience at the PreK-3 level, as verified by the employer, need not complete pre-student teaching field experience, except as may be required under Section 25.37 of this Part.
- c) Each applicant shall have completed student teaching in conformance with the requirements of Section 25.620 of this Part. However, applicants presenting the required credit in student teaching and evidence of teaching experience, as verified by the employer, need not complete another student teaching experience, except as may be required under Section 25.37 of this Part.
- d) Each applicant shall have completed 32 semester hours in early childhood education or a major in the field, as identified by the accredited institution on the individual's official transcript.
- e) Each applicant shall be required to pass the tests required for the certificate as specified in Sections 25.720 and 25.725 of this Part.
- f) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

(Source: Added at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.95 Majors, Minors, and Separate Fields for the Illinois High School Certificate**  
**(Repealed)**

~~a)Principles and Definitions 1)No one college course may be counted in full toward more than one teaching area. The credit for a course may be divided between two or more areas. 2)An area or subject in which teachers are not commonly provided regular employment in public high schools of Illinois will be accepted as a teaching area (either major or minor) if it can be shown by the applicant to be taught as a subject in at least one~~

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~~Illinois public high school. The term "applicant" means either the individual who is seeking a certificate or the institution which may be recommending him. 3)A major for teacher certification purposes consists of at least 32 semester hours and must prepare the individual to teach at least one of the subjects included in the major. If the current requirements of the State Board of Education do not mention the subject, then the requirements for a similar area will be applied. 4)A minor for teacher certification purposes must prepare the individual to teach at least one of the subjects included in the field. If the current requirements of the State Board of Education do not mention the subject, then the requirements for a similar area will be applied. 5)One major and one minor, or three minors, as defined in this statement, are required for an Illinois High School Certificate. 6)The following teaching areas: language arts, biological sciences, physical sciences, social science, physical education, and foreign language, or their subdivisions, may be used to meet both the major or minor requirements for a certificate. Credit applicable for a major or minor cannot be counted for both. b)Teaching Fields A teaching minor shall be defined as a university-sanctioned major or minor provided that neither shall be less than 24 semester hours. This in no way conflicts with the current major field requirement for certification of 32 semester hours. This definition of subject area is contingent upon resuming the practice of endorsing subject fields on certificates and coordinating Recognition and Supervision requirements for teaching area preparation with certification standards. 1)A Language Arts major, composed of 26 semester hours and 6 semester hours in Rhetoric and/or Composition, must have 16 semester-hour minors (with one exception)\* in: A)Speech B)Journalism C)Dramatics \*D)English (20 semester hours) Language Arts must serve as a 16-semester-hour minor with one of the above subjects, (b)(1)(A) through (D), as a major of at least 32 semester hours. A Speech major or minor must include courses in Dramatics. A Dramatics major or minor must include courses in Speech. Any Rhetoric and/or Composition course not counted for the major must be counted for the minor. 2)A Biological Science major, composed of 32 semester hours, must have 16-semester-hour minors in: A)Botany B)Zoology C)Physiology D)Biology Biological Science must serve as a 16-semester-hour minor with one of the above subjects, (b)(2)(A) through (D), as a major of at least 32 semester hours. 3) — A Physical Science major, composed of 32 semester hours, must have 16-semester-hour minors in: A)Astronomy B)Chemistry C)Physics D)Geology E)Physical Geography Physical Science must serve as a 16-semester-hour minor with one of the above subjects, (b)(3)(A) through (E), as a major of at least 32 semester hours. 4)A Social Science major, composed of 32 semester hours, must have 16-semester-hour minors in: A)History B)Economics C)Political Science D)Sociology E)Political Geography Social Science must serve as a 16-semester-hour minor with one of the above subjects, (b)(4)(A) through (E), as a major of at least 32 semester hours. 5)A Physical Education major, composed of 32 semester hours, must have 16-semester-hour minors in: A)Health B)Safety and Driver Education C)Recreation D)Dance Physical Education must serve as a 16-semester-hour minor with one of the above subjects, (b)(5)(A) through (D), as a~~

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~~major of at least 32 semester hours. 6)A Foreign Language major, composed of 32 semester hours in one language, must have a 20-semester-hour minor in a different Foreign Language. One semester hour must be allowed for each unit of high school Foreign Language not to exceed four semester hours. If such credit is accepted by an institution of higher learning, and is noted on the official transcript, the amount of credit accepted by the institution will be accepted for teacher certification. Such credit must be in the same Foreign Language as used for a major and/or minor. 7)Minors A)16-Semester-Hour Minors i)Library Science ii)Safety and Driver Education B)20-Semester-Hour Minors i)Art ii)Business Education iii)Foreign Language (subject to subsection (b)(6) of this Section) iv)Health Education v)Instructional Materials vi)Mathematics\* vii)Music viii)Physical Education ix)Psychology \*One semester hour may be allowed for each unit of high school Mathematics not to exceed four semester hours. If such credit is accepted by an institution of higher learning, and is noted on the official transcript, the amount of credit accepted by the institution will be accepted for teacher certification. C)24-Semester-Hour Minors i)Agriculture ii)English, Speech, Dramatics, or Journalism (including 6 semester hours in Rhetoric and/or Composition) if used with a major not classified as English Language Arts iii)Family and Consumer Sciences iv)Industrial Technology Education v)Biological Science, Botany, Zoology and Physiology if used with a major not classified as Biological Science vi)Physical Science, Astronomy, Chemistry, Geology, Physical Geography, and Physics if used with a major not classified as Physical Science vii)Social Science, History, Economics, Geography, Political Science, and Sociology if used with a major not classified as Social Science viii)General Science including at least 8 semester hours Physical and 8 semester hours Biological e)Definition of "Professional Courses" The department in which a course is offered in a given institution shall not be the determining factor in deciding whether the course is a professional education course. The question is whether this course is commonly offered by other departments, schools or colleges of education.~~

(Source: Repealed at 28 Ill. Reg. 8556, effective June 1, 2004)

### **Section 25.99 Endorsing Teaching Certificates**

This Section is replaced by Section 25.100 of this Part. Elementary and secondary teaching certificates will be endorsed with the subject areas a person is qualified to teach upon demonstration that the coursework presented for examination meets the requirements set forth in 23 Ill. Adm. Code 1: Subpart G, Staff Qualifications (Public Schools Evaluation, Recognition and Supervision).

- a) Coursework presented for endorsement shall be counted toward a specific subject qualification if the course content meets the standards established for the subject as listed in Subpart G of 23 Ill. Adm. Code 1.

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- b) Coursework presented for endorsement will be counted in each subject area to which it applies.
- c) Applicants for certificates presenting a 32 semester hour major field of specialization, for which qualifications are not specified in Subpart G of 23 Ill. Adm. Code 1, shall have the certificate endorsed with that major field of specialization.
- d) Applicants for certification who have completed approved programs or who qualify for certification by transcript evaluation shall be evaluated for all endorsement areas and issued a certificate with all endorsements for which they qualify in accordance with subsections (a) and (b) of this Section.
- e) Individuals seeking to endorse previously issued certificates or obtain additional endorsements may apply for such endorsements, on forms provided by the State Board of Education, in accordance with the provisions of Section 21-12 of the School Code [105 ILCS 5/21-12].
  - 1) Applications must be submitted through the office of a Regional Superintendent of Schools and accompanied by a \$30 nonrefundable fee made payable to the State Teacher Certification Board.
  - 2) Applicants qualifying for an endorsement shall receive a duplicate of their original certificate with the endorsement and date of the endorsement affixed.
  - 3) Deficiency statements shall be issued when an applicant does not qualify for the requested endorsements. Applicants may remove their deficiencies and qualify for endorsements on their original fee, provided that they qualify within one year after the date of the deficiency statement. Subsequent requests for the same endorsement(s) shall be accompanied with another fee.
- f) An individual who chooses to "split" a special or special preschool-age 21 certificate and receive both an elementary and a secondary certificate instead, as provided in Section 21-4 of the School Code [105 ILCS 5/21-4] and Appendix C to this Part, may qualify for endorsement in "self-contained general education" on the elementary certificate by presenting evidence of having completed the coursework described in 23 Ill. Adm. Code 1.710 (Minimum Requirements for Elementary Teachers). Such an individual shall also be required to pass the

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subject matter knowledge test for elementary education and, if he or she has not already passed the test of basic skills and received a certificate based on it, that test as well.

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.100 Endorsing Teaching Certificates (2004)**

Beginning July 1, 2004, the structure of endorsements available on Illinois certificates will be changed. Appendix E to this Part provides a list of the endorsements that will become available at that time, other than the endorsements in special education that are the subject of federal court orders of February 27 and August 15, 2001, in the matter of Corey H., et al., v. Board of Education of the City of Chicago, et al. Appendix E shows for each new endorsement the related endorsements that were previously issued and will be discontinued or replaced. Any semester hours of credit presented toward fulfillment of the requirements of this Section may be earned in on-line or electronically-mediated courses, provided that college credit is awarded for the coursework by a regionally accredited institution of higher education.

- a) Subject-area "designations" shall be required in conjunction with some endorsements, as shown in Appendix E to this Part. Except in the case of foreign language, a certificate-holder shall be authorized to teach all the subjects encompassed by a particular endorsement, regardless of the designation or designations received in conjunction with that endorsement. However, a certificate-holder may not teach honors courses, as these are defined by the employing district, or Advanced Placement courses in a subject for which he or she does not hold the specific designation. For example, a secondary science teacher with a biology designation may not teach honors physics or chemistry.

- b) Endorsement(s) at Time of Issuance

Pursuant to Section 21-1b of the School Code [105 ILCS 5/21-1b], all certificates initially issued under this Article...shall be specifically endorsed by the State Board of Education for each subject the holder of the certificate is legally qualified to teach.

- 1) For each application for certification received on or before September 30, 2004, the certificate issued shall be endorsed in keeping with the program completed and the related test passed by the candidate, as well as for any additional subject in which the candidate completed the required coursework.

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- 2) For each application received on or after October 1, 2004, the certificate issued shall be endorsed in keeping with the program completed and the related content-area test or test of subject matter knowledge passed by the candidate and, except as provided in subsections (g), (h), (i), (j), and (k) of this Section, for:
- A) any additional area in which the individual has completed a major area of concentration, totaling 32 semester hours or as otherwise identified by a regionally accredited institution on the individual's official transcript; and
  - B) any additional area in which the individual presents evidence of having accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, and has passed the applicable content-area test (or test of subject matter knowledge); and
  - C) any additional area for which the individual has met the applicable requirements of subsection (e) of this Section.
- 3) An individual who passes a test of subject matter knowledge prior to July 1, 2004, and applies for the related certificate no later than five years after the date on which the test was taken shall receive an endorsement valid only for the specific subjects covered under the prior system, unless the institution that offered the program completed by the candidate certifies to the State Board of Education that the candidate completed a program that met the applicable standards set forth at 23 Ill. Adm. Code 27 (Standards for Certification in Specific Teaching Fields). An endorsement under the new structure will be issued to an individual who either passes the applicable new content-area test or completes a program based upon the applicable standards for the content area.
- 4) To account for the differing stages of preparation attained by candidates who were already enrolled in approved programs as of July 1, 2004, each institution may, through June 30, 2006, recommend to the State Board of Education the issuance of one or more endorsements under the structure in effect prior to July 1, 2004, to a candidate who has completed the coursework required for those endorsements and, in the judgment of the

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institution's certification officer, did not have a sufficient opportunity to complete the requirements for the comparable new endorsements instead.

- c) Pursuant to Section 21-4 of the School Code [105 ILCS 5/21-4], an individual who is eligible to receive a special certificate may elect to receive both an elementary and a secondary certificate, each endorsed as the special or special preschool-age 21 certificate would have been endorsed. An individual who elects to hold a special certificate may add endorsements to it by submitting an application pursuant to Section 21-12 of the School Code and demonstrating that he or she has met the applicable requirements of subsection (f)(3) of this Section.
- d) Endorsements issued under the system used prior to July 1, 2004, shall continue to be valid only for the specific subjects covered. An individual who wishes to teach other subjects in the same field shall be required to apply for the relevant new endorsement in keeping with Section 21-12 of the School Code and meet the applicable requirements of this Section.
- e) Each endorsement or designation indicated by an asterisk in Appendix E to this Part has no corresponding content-area test. The provisions of this subsection (e) shall apply to the issuance of these endorsements and designations.
- 1) For an applicant who is receiving an Illinois teaching certificate, the institution that offered the approved program completed by the applicant shall indicate that the applicant has met the standards applicable to the endorsement or the particular designation.
- 2) An applicant prepared out of state, or an applicant who is already certified in Illinois and is seeking to add a new endorsement or designation in one of these subjects, other than an endorsement in safety and driver education, shall:
- A) present verification from an institution with an approved teacher preparation program that he or she is prepared in the area covered by the endorsement or designation sought; or
- B) present evidence of completion of nine semester hours of coursework in the area covered by the endorsement or designation sought; or

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- C) present evidence of at least one year's teaching experience on a valid certificate in the area covered by the endorsement or designation sought.
- 3) An applicant prepared out of state or an applicant who is already certified in Illinois and is seeking to add a new endorsement in safety and driver education shall be subject to the requirements set forth at 23 Ill. Adm. Code 1.730(q).
- f) Addition of Endorsements to Previously Issued Certificates  
Individuals seeking to endorse previously issued certificates shall apply for such endorsements, using a format specified by the State Board of Education, in accordance with the provisions of Section 21-12 of the School Code [105 ILCS 5/21-12].
- 1) An applicant who qualifies for an endorsement shall receive a new copy of the original certificate with the endorsement and date of the endorsement affixed.
- 2) Applications received through June 30, 2005, shall, at the request of the applicant, be reviewed against the requirements in place immediately prior to July 1, 2004, and deficiency statements shall be issued when an applicant does not qualify for the requested endorsements. Each deficiency statement shall be honored by the State Board of Education for a period of one year from the date of issue, except in the case of reading as provided in subsection (i)(1)(C) of this Section. Applicants will receive the endorsements only if they remove the identified deficiencies within one year after the date of the deficiency statement. Subsequent applications for the same endorsements shall be accompanied by another fee and shall be subject to any new requirements.
- 3) Except as provided in subsections (g), (h), (i), (j), and (k) of this Section, for applications received on or after July 1, 2005, an endorsement will be issued to each applicant who:
- A) has completed a major area of concentration, totaling 32 semester hours or as otherwise identified by a regionally accredited institution on the individual's official transcript; or
- B) presents evidence of having accumulated 24 semester hours of college credit demonstrably related to the subject area, either as a

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subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, and has passed the applicable content-area test (or test of subject matter knowledge); or

C) has met the applicable requirements of subsection (e) of this Section.

g) Special provisions shall apply to the addition of endorsements in self-contained general education. An individual who holds a secondary, special K-12, or special preschool-age 21 certificate, or an individual who holds an elementary certificate endorsed in some other field by virtue of having "split" a special or special preschool-age 21 certificate, may qualify for the endorsement in self-contained general education on that certificate only by completing an approved program for the elementary certificate in accordance with Section 25.37 of this Part and passing the elementary/middle grades test. Fulfillment of these requirements qualifies the individual for an elementary certificate with this endorsement. However, an individual with an early childhood or a secondary certificate may choose whether to receive the elementary certificate or to add the endorsement to his or her existing certificate, thereby restricting his or her capacity for assignment to the grade levels encompassed by that certificate. An individual who elects to receive a separate certificate pursuant to this subsection (g) shall be required to pass the test of basic skills and/or the applicable assessment of professional teaching if passage of one or both of these tests would be required for receipt of a standard certificate as explained in Section 25.720 of this Part.

h) Special provisions shall apply to the issuance of endorsements in the sciences and social sciences.

1) An individual seeking to add an endorsement and a designation in either of these fields who does not already hold that endorsement with one of its other available designations shall be required to pass the content-area test for the designation sought and either:

A) be recommended for the endorsement and the designation by an institution with an approved program in the subject area based on having completed coursework sufficient to address the applicable content-area standards; or

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- B) present evidence of having accumulated 32 semester hours of college coursework in the field, from one or more regionally accredited institutions, that meets the following requirements:
- i) at least 12 semester hours of credit must have been earned in the subject area of the designation sought; and
  - ii) some portion of the coursework completed must have addressed at least two additional designations within the field.
- 2) The requirement stated in subsection (h)(1) of this Section shall apply whenever an individual seeks to add his or her first endorsement in one of these fields.
- 3) An individual may receive a subsequent designation in the same field if he or she has:
- A) passed the applicable content-area test; or
  - B) completed a major in the content area of the designation.
- 4) An individual who holds an endorsement in the sciences or social sciences under the structure that was in effect prior to July 1, 2004, may receive an endorsement and a designation in that field under the new structure by passing the content-area test for the designation sought. He or she may then qualify for additional designations in the field pursuant to subsection (h)(3) of this Section.
- i) Special provisions shall apply to the issuance of endorsements for reading teachers and reading specialists. A reading teacher is one whose assignment involves teaching reading to students, while a reading specialist is one whose assignment involves the provision of technical assistance and/or professional development to other teachers and may also include teaching reading to students.
- 1) Reading Teacher  
An individual who holds or receives an Illinois early childhood, elementary, secondary, or special certificate shall be eligible to receive this endorsement on that certificate (and on any other certificate held or subsequently earned) when he or she presents evidence of:

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- A) having passed the applicable content-area test (or test of subject matter knowledge) and having been recommended for the endorsement by virtue of completing an approved reading teacher's preparation program based on the standards set forth at 23 Ill. Adm. Code 27.110 that requires at least 24 semester hours of graduate or undergraduate coursework in reading, including a practicum, at an institution that is recognized to offer teacher preparation programs in Illinois; or
- B) having passed the applicable content-area test (or test of subject matter knowledge) and having completed 24 semester hours of graduate or undergraduate coursework in reading, including a practicum, at one or more regionally accredited institutions of higher education, provided that all the following areas were addressed:
- i) foundations of reading,
  - ii) content-area reading,
  - iii) assessment and diagnosis of reading problems,
  - iv) developmental and remedial reading instruction and support,
  - v) developmental and remedial materials and resources, and
  - vi) literature appropriate to students across all grade ranges; or
- C) having completed, on or before June 30, 2005, the 18 semester hours of college coursework in reading described at 23 Ill. Adm. Code 1.740(a), in which case passage of the content-area test or test of subject matter knowledge shall not be required and no deficiency statement shall extend the timeline for completion of the coursework beyond June 30, 2005.
- 2) Reading Specialist  
The reading specialist's endorsement shall require two years of teaching experience. An individual who holds an Illinois early childhood, elementary, secondary, or special certificate shall be eligible to receive this endorsement on that certificate or on a separate special K-12 certificate

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when he or she presents evidence of having completed the required teaching experience and:

- A) having completed a K-12 reading specialist's program approved pursuant to Subpart C of this Part that includes a practicum and leads to the issuance of a master's or higher degree; and
  - B) having been recommended for the endorsement by the institution offering the program; and
  - C) having passed the content-area test for reading specialist.
- 3) An individual who elects to receive a separate special K-12 certificate pursuant to subsection (i)(2) of this Section shall be required to pass the test of basic skills and/or the applicable assessment of professional teaching if passage of one or both of these tests would be required for receipt of a standard certificate as explained in Section 25.720 of this Part.
- j) Special provisions shall apply to the addition of endorsements and designations in foreign languages.
- 1) An endorsement and a designation for a foreign language may be added to an existing certificate when an individual has completed a major area of concentration in the language, totaling 32 semester hours or as otherwise identified by a regionally accredited institution on the individual's official transcript.
  - 2) An endorsement and a designation for a foreign language may be added to an existing certificate when an individual presents evidence of having accumulated 20 semester hours of college credit in the language, either as a subset of an approved program at an Illinois institution or from one or more regionally accredited institutions of higher education, and has passed the applicable content-area test (or test of subject matter knowledge). The 20 semester hours may be calculated by including semester hours of study that were waived by the institution offering the coursework based on the individual's prior learning, provided that the individual presents verification issued by the institution to this effect (i.e., a statement on the official transcript or a letter signed by the certification officer identifying the number of hours involved).

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- 3) Each additional designation for a foreign language shall be subject to the requirements of this subsection (j).
- 4) Sections 25.85 and 25.86 of this Part set forth additional provisions for certification in foreign languages under specified circumstances.
- k) The requirements of 23 Ill. Adm. Code 1.720 (Requirements for Teachers of Middle Grades), rather than the requirements of this Section, shall apply to credentials and assignments in the middle grades, including reading assignments in the middle grades. The requirements of 23 Ill. Adm. Code 1.780, 1.781, and 1.782, rather than the requirements of this Section, shall apply to credentials and assignments in the areas of bilingual education and English as a Second (New) Language.
- l) Each individual who is first assigned to teach a particular subject on or after July 1, 2004, based on completion of the minimum requirements for college coursework in that subject that are set forth at 23 Ill. Adm. Code 1.737(b), 1.745(b)(3), or 1.755(c), as applicable, but who has not met the requirements of this Section for an endorsement in that subject area shall have three years after the date of first assignment to meet those requirements and receive the relevant endorsement. An individual who does not do so shall become ineligible to teach the subject in question in any subsequent semester, unless he or she later receives the endorsement.

(Source: Added at 28 Ill. Reg. 8556, effective June 1, 2004)

SUBPART C: APPROVING PROGRAMS THAT PREPARE PROFESSIONAL  
EDUCATORS IN THE STATE OF ILLINOIS

**Section 25.115 Recognition of Institutions, Accreditation of Educational Units, and Approval of Programs**

In order for an Illinois institution of higher education to offer one or more programs that prepare professional educators, that institution must be recognized, and the educational unit responsible for such program(s) must be accredited, by the State Board of Education in consultation with the State Teacher Certification Board. "Educational unit" means the institution or college, school, department, or other administrative body within the institution that is primarily responsible for the initial and continuing preparation of teachers and other education professionals. Specific preparation programs offered by recognized institutions must also be individually approved by the State Board of Education in consultation with the State Teacher Certification Board. When authorized by the State Superintendent, written materials required pursuant to this Subpart C may

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be submitted in electronic form.

- a) An institution shall be recognized if it:
  - 1) is approved as a degree-granting institution by the Illinois Board of Higher Education, if the institution is subject to provisions of the Institution of Learning Powers Act [110 ILCS 50];
  - 2) sponsors a course of study leading to an appropriate baccalaureate or higher degree and awards the degree; and
  - 3) conducts or proposes to conduct at least one approved program that will prepare professional educators.
- b) An educational unit shall be accredited if the institution meets the standards enumerated in "Professional Standards for the Accreditation of Schools, Colleges, and Departments of Education" (2002), published by the National Council for the Accreditation of Teacher Education (NCATE), 2010 Massachusetts Avenue, N.W., Suite 500, Washington, D.C. 20036-1023 (no later amendments to or editions of these standards are incorporated by this Section).
- c) A preparation program shall be approved if it meets the applicable content standards established by the State Board of Education and the standards set forth at 23 Ill. Adm. Code 24 (Standards for All Illinois Teachers) or 23 Ill. Adm. Code 29.100 (Illinois Professional School Leader Standards), as applicable, except as provided in Section 25.135 of this Part.
- d) The accreditation of an educational unit and the approval of its programs shall be subject to review every five years until completion of its first review in light of the standards incorporated by subsection (b) of this Section. Accreditation Review shall be conducted as provided in Sections 25.125 and 25.127 of this Part and decisions regarding continued accreditation and approval shall be made as provided in those Sections, except as provided in Section 25.130, 25.135, or 25.136 of this Part. Once an institution has completed an Accreditation Review under the standards referenced in subsection (b) of this Section and fulfilled any requirements imposed under Section 25.125(j) of this Part, its Accreditation Reviews shall be scheduled at seven-year intervals.
- e) ~~Each Between October 1 and November 30 of each year, each~~ accredited educational unit shall annually submit to the State Superintendent of Education, in a format defined by the State Superintendent and according to a timeline

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announced at least six months in advance:

- 1) ~~an annual~~ report ~~that which~~ describes any significant changes in the unit or its program(s), updates any information previously provided ~~as if~~ needed, and provides other information requested by the State Superintendent of Education; and/or documents how the unit has addressed any applicable standard(s) identified during the most recent review of the unit and its programs as not met or met with areas of weakness; and
  - 2) as relevant to the institution, a report on all programs provided by the institution that have been approved as an alternate route to certification under Section 25.67 of this Part; and
  - 3) institutional data that describe the results of unit and program assessments and the actions taken or planned to address identified areas of concern on Institutional Data Report, on forms provided by the State Board of Education, that displays information about the candidates, staff, and resources of the institution's programs.
- f) If relevant to the institution, the report required under subsection (e) of this Section shall include a description of how the unit has addressed any applicable standard(s) identified during the most recent review of the unit and its programs as "not met" or "met with areas for improvement". However, for institutions that have been assigned "Continuing Accreditation with Conditions" or "Probation", this description shall not be required in those years in which the institution is required to submit a special report or is subject to a focused or full visit as discussed in Section 25.127 of this Part. The State Teacher Certification Board shall be notified at its February meeting of any institution that has failed to submit a report required by subsection (e) of this Section.
- g) No later than April 7 of each year, each institution shall report to the State Board of Education, using a form supplied by the Board, on its program completers' pass rates on the examinations required for initial certification pursuant to this Part and other information required by Title II of the Higher Education Act [20 USCA 1027]. Further, each institution shall make this information readily available to the public on an annual basis and shall include it in or with publications routinely sent to potential applicants, guidance counselors, and prospective employers of the institution's program completers.

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

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**Section 25.125 Accreditation Review of the Educational Unit**

The requirements of this Section shall apply to Accreditation Reviews that take place on or after July 1, 2003. The review visits conducted pursuant to this Section shall occur between March 1 and May 31 and between September 1 and November 30 and shall be scheduled for the mutual convenience of the affected institution and the review teampanel.

- a) No later than February 1 (for a spring review) or September 1 (for a fall review) of the year before the year when its Accreditation Review will be held, the institution shall submit to the State Superintendent of Education five copies of each of the two reports specified in this subsection (a). However, in the case of an institution that is also seeking initial accreditation from NCATE, these reports shall be submitted six months earlier than otherwise required by this subsection (a).
  - 1) The institution shall submit a report providing an overview of the unit's conceptual framework(s), which shall include a description of each framework, its development, and any changes that have been made since the institution's previous Accreditation Review. The discussion of the framework(s) shall address each of the "structural elements" found in the standards referred to in Section 25.115(b) of this Part.
  - 2) The institution shall submit a composite report describing how the unit's teacher preparation programs address the standards set forth at 23 Ill. Adm. Code 24 (Standards for All Illinois Teachers) and how the unit's preparation programs for school administrators address the Illinois Professional School Leader Standards set forth at 23 Ill. Adm. Code 29.100 (see Standards for Administrative Certification).
- b) A panel established by the State Superintendent shall review the overview of the unit's conceptual framework(s) no more than 30 days after the overview is submitted. No later than 30 days after the panel completes its review, the State Board of Education shall notify the institution either that the description of its conceptual framework(s) is adequate or that certain structural elements were not adequately addressed and will undergo additional scrutiny by the review team during the visit described in subsection (e) of this Section.
- c) No later than 60 days before its review visit, the institution shall submit to the State Superintendent the number of copies specified in light of the review team's size, and to NCATE (if applicable) the number of copies required by NCATE, of

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a report presented in a format prescribed by the State Board of Education and incorporating:

- 1) an overview of the institution;
  - 2) an overview of the unit's conceptual framework(s);
  - 3) evidence that it is meeting each of the standards referred to in Section 25.115(b) of this Part; and
  - 4) evidence that it is meeting the standards established by the State Board of Education (see 23 Ill. Adm. Code 24, Standards for All Illinois Teachers, and 23 Ill. Adm. Code 29, Standards for Administrative Certification, as applicable).
- d) A review team shall be empanelled to conduct an on-site review to verify the information provided by the institution as required by subsection (c) of this Section. The review team shall be constituted as provided in subsection (d)(1) or (d)(2) of this Section, depending upon whether the institution is also seeking to achieve or retain accreditation of its educational unit by NCATE.
- 1) **Institutions Seeking State Accreditation Only**  
From a pool of individuals who have been trained in the applicable standards and procedures, the State Superintendent shall empanel a team to conduct the on-site review and shall appoint the team's chair. A staff member of the State Board of Education shall serve as a consultant to ensure that applicable standards, procedures, rules, and statutes are addressed.
  - 2) **Institutions Also Seeking to Achieve or Retain NCATE Accreditation**  
From a pool of individuals who have been trained in the applicable standards and procedures, the State Superintendent shall select members to serve on a joint review team with representatives of NCATE's Board of Examiners to conduct the on-site review. The review team shall be co-chaired by a member appointed by the State Superintendent and a member of NCATE's Board of Examiners. A staff member of the State Board of Education shall serve as a consultant to ensure that applicable standards, procedures, rules, and statutes are addressed.
- e) The review team shall visit the institution and verify the degree to which the educational unit ~~and its programs meet~~**meets** the standards referred to in Section

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25.115(b) of this Part.

- f) The review team shall prepare a draft report during the on-site visit, incorporating an overview of the unit and its conceptual framework(s), summarizing data on the performance of candidates and graduates, and taking into account the recommendations arising from the review of program reports as outlined in Section 25.127 of this Part. This draft report shall be provided to the institution within 30 business days after the conclusion of the visit for the purpose of allowing the institution 30 days to correct any factual errors. The team chair or co-chairs shall review the institution's suggested revisions and make appropriate corrections in consultation with the State Board staff member who is serving pursuant to subsection (d) of this Section. The final report shall be submitted to the institution within 30 days after the State Board's receipt of the institution's suggested corrections.
- g) Within 30 days after receipt of the final report, the institution shall submit to the State Superintendent either a letter stating agreement with the report's findings or a rejoinder to those findings that meets the following requirements:
  - 1) The rejoinder must indicate the grounds for disagreement with one or more of the team's findings and include documentation to support the institution's position.
  - 2) All documentation must describe conditions that existed at the time of the on-site review. (Changes made by the unit after the visit will not be considered.)
  - 3) All documentation must relate directly to the standards and procedures that applied at the time of the on-site visit.
- h) Staff of the State Board of Education shall convey to the State Teacher Certification Board the institutional report, the review team's report, the institution's letter of agreement or rejoinder, a response to that rejoinder provided by the team's chair or co-chairs, and the results of the review of the program report(s), as well as any other relevant documentation that was available to the review team.
- i) After consideration of the information submitted pursuant to subsection (h) of this Section, the Certification Board shall convey to the State Board of Education a recommendation regarding the accreditation of the educational unit as appropriate to the circumstances, in keeping with the provisions of subsection (j) of this

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Section. The Certification Board shall also convey recommendations regarding approval of the unit's individual programs (see Section 25.127 of this Part).

- j) The possible outcomes of Accreditation Review shall align with those used in the NCATE system of review, so that Illinois institutions desiring both national accreditation through NCATE and the State recognition, accreditation, and program approval required pursuant to this Subpart C will not be caused to duplicate their efforts or undergo duplicate reviews.
- 1) If the educational unit has met all the applicable standards, the State Teacher Certification Board shall recommend that the State Board of Education continue the accreditation of the educational unit (which may include the identification of areas for improvement of weakness), thereby authorizing the institution to conduct its approved program(s) and to recommend candidates for certification by entitlement.
  - 2) If the educational unit has failed to meet one or more of the applicable standards, the State Teacher Certification Board shall recommend that the State Board of Education assign accreditation of the educational unit with conditions, thereby authorizing the institution to conduct its approved program(s) and to recommend candidates for certification by entitlement. An institution to which accreditation with conditions has been assigned shall, within 30 days after receipt of the State Board's decision, provide written notification to the candidates enrolled in the unit's programs to this effect.
    - A) If the State Teacher Certification Board believes that the unit can make adjustments so as to satisfy the conditions expressed within six months, the Board shall recommend that the State Board of Education request submission of documentation that addresses the unmet standard(s) as well as any other areas for improvement weaknesses within that time. However, the affected unit may choose to undergo a focused visit pursuant to subsections (j)(2)(C) and (D) subsection (j)(2)(B) of this Section instead.
    - B) ~~If the State Teacher Certification Board believes that the conditions expressed cannot be satisfied within six months, the Board shall recommend that the State Board of Education require a focused visit addressing the unmet standard(s) and any additional area(s) of weakness within two years after the semester when the conditions were issued.~~ C) If documentation is submitted pursuant

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to subsection (j)(2)(A) of this Section, the State Board of Education shall either continue the institution's accreditation, if the conditions expressed have been satisfied, or require a focused visit addressing the unmet standard(s) and any additional area(s) of weakness, which shall occur within one year after the semester in which the documentation was submitted. ~~i) Each focused visit shall be conducted by a team established by the State Superintendent of Education and trained in the review process. ii) The team conducting a focused visit shall forward to the State Teacher Certification Board a report indicating whether the conditions expressed have been satisfied. iii) After reviewing the team's report, the State Teacher Certification Board shall recommend that the State Board of Education continue or revoke the unit's accreditation.~~

- C) If the State Teacher Certification Board believes that the conditions expressed cannot be satisfied within six months, the Board shall recommend that the State Board of Education require a focused visit addressing the unmet standard(s) and any additional area(s) for improvement within two years after the semester when the conditions were issued.
- D) Each focused visit shall be conducted by a team established by the State Superintendent of Education and trained in the review process. The team conducting a focused visit shall forward to the State Teacher Certification Board a report indicating whether the conditions expressed have been satisfied.
- E) After reviewing the team's report, the State Teacher Certification Board shall recommend that the State Board of Education continue or revoke the unit's accreditation.
- F) ~~D)~~ A unit to which continued accreditation is granted as a result of a six-month report or a focused visit shall next be due for Accreditation Review according to its original schedule (see Section 25.115(d) of this Part).

- 3) If the educational unit has failed to meet one or more of the applicable standards and exhibits areas for improvement~~weaknesses~~ that may limit its candidates' ability to meet the standards for certification, the State Teacher Certification Board shall recommend that the State Board of Education

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assign accreditation of the educational unit with probation. An institution to which accreditation with probation has been assigned shall, within 30 days after receipt of the State Board's decision, provide written notification to the candidates enrolled in the unit's programs to this effect. If accreditation with probation is assigned, the unit must schedule an on-site visit within two years after the semester in which the decision was rendered. As part of this visit, the unit must address all the standards in effect at the time of the review that resulted in probation.

- A) An on-site review required pursuant to this subsection (j)(3) shall be subject to the requirements of subsections (a) through (g) of this Section.
- B) Following the on-site review, the State Teacher Certification Board shall review the team's report and, based on its assessment of the degree to which the unit has achieved compliance with the applicable standards, shall recommend to the State Board of Education that it either continue or revoke the institution's recognition and the educational unit's accreditation.
- C) A unit whose accreditation has been continued pursuant to this subsection (j)(3) shall next be subject to Accreditation Review according to its original schedule ([see Section 25.115\(d\) of this Part](#)).
- k) The provisions of subsection (j) of this Section notwithstanding, an institution not accredited by NCATE may decide to seek NCATE accreditation at any time, thus becoming subject to NCATE's initial review cycle. (If NCATE accreditation is sought other than in conjunction with a scheduled Accreditation Review, an Accreditation Review shall be conducted as described in this Section, and the schedule for subsequent Accreditation Reviews shall be altered accordingly.)
- l) Actions following upon the recommendation of the State Teacher Certification Board shall be as described in Section 25.160 of this Part. Revocation of recognition and accreditation shall be subject to the provisions of Section 25.165(b) of this Part.
- m) [If NCATE requires a focused visit and the State Board of Education does not, a State Board staff member shall serve as a non-voting observer during the on-site review and report to the State Teacher Certification Board and the State Board of Education as appropriate.](#)

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(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.127 Review of Individual Programs**

- a) No later than February 1 (for a spring review) or September 15 (for a fall review) of the year before the year when its Accreditation Review will be held, the institution shall submit five copies of either a full or an interim report for each of its programs, including any alternative program established pursuant to Section 21-5b, 21-5c, or 21-5d of the School Code. These reports shall be submitted either to the State Superintendent or to NCATE, as provided in subsection (e) of this Section.
- 1) A full report is due for a program if:
    - A) a report for the program has never been reviewed before as part of the State program approval process;
    - B) the program was not reviewed by a content-area review panel in the course of the institution's immediately preceding Accreditation Review;
    - C) the program's content has been altered or changes have been made in the way in which the program addresses the relevant content-area standards established by the State Board of Education;
    - D) the data reported by the institution on its recent institutional report cards required pursuant to Title II of the Higher Education Act reveal declining levels of performance by the institution's candidates; or
    - E) the content standards for the program have been changed and the change was effective no fewer than 18 months prior to the date for the Accreditation Review.
  - 2) An interim report is due for a program if the program was found to meet the applicable standards as part of the institution's most recent Accreditation Review.
- b) Each full program report shall be submitted in a format prescribed by the State Board of Education and shall contain:

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- 1) an overview of the knowledge base, philosophy of preparation, and goals and objectives of the program and a description of how they relate to the conceptual framework(s) of the educational unit;
- 2) a description of the course of study, including field experiences, student teaching, and internships for candidates;
- 3) a description of how the program meets either:
  - A) the applicable content-area standards established by the State Board of Education, or
  - B) the national standards applied by the relevant specialty professional association, if the report is to be reviewed by such an association pursuant to subsection (d) of this Section;
- 4) a description of the assessment system used to evaluate candidates in relation to applicable standards at the time of entry into the program, prior to beginning field experience, at the conclusion of student teaching, and upon program completion, as well as a summary of assessment results that includes all the following that are available and an explanation of any element not available:
  - A) candidates' results on the certification tests required pursuant to this Part,
  - B) data on the performance of program completers in the first year of teaching practice,
  - C) results of assessments of candidates' student teaching or internships, and
  - D) any other data that support the institution's analysis of its candidates' teaching knowledge, skill, and performance;
- 5) the program's faculty and its organizational location within the professional education unit; and
- 6) the number of program completers over the most recent three years.

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- c) Each interim report shall be submitted in a format prescribed by the State Board of Education and shall contain:
- 1) a description of substantive changes, evaluations, and improvements in the program since the institution's most recent Accreditation Review;
  - 2) a description of how each area for improvement~~weakness~~ identified in the most recent program review has been addressed; and
  - 3) data on the performance of candidates and graduates of the program, summarized and cross-referenced to the applicable standards.
- d) The State Board of Education shall recognize "Specialized Professional Associations" ("SPAs") that are affiliated with NCATE for purposes of program review in accordance with the provisions of this subsection (d).
- 1) Each program conducted by an Illinois institution that is accredited by NCATE will be reviewed by a panel convened under the auspices of the relevant SPA if such a SPA exists and is recognized by the State Board of Education (see subsection (l) of this Section).
  - 2) The State Board of Education shall review the content-area standards of each SPA and determine the degree to which those standards are aligned with the comparable standards established by the State Board. The State Board shall identify any applicable Illinois content-area standards that are not addressed by the standards applied by the relevant SPA and shall require supplementary evidence from the institution regarding these standards (see subsection (f) of this Section).
  - 3) Any other certification program conducted by an institution accredited by NCATE, any addendum to a program report submitted pursuant to subsection (f) of this Section, and each program conducted by an institution not accredited by NCATE will be reviewed by a panel convened by the State Superintendent of Education. The members of each panel shall be chosen from a pool of individuals with expertise in the respective content area and shall have been trained in the program review process.
- e) The State Board of Education shall notify each institution no later than two years prior to its scheduled Accreditation Review as to which of its program reports are to be submitted to the State Superintendent and which, if any, are to be directed to

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NCATE. The State Board of Education will not include in its review of an institution's programs any new program that is approved for operation after the date for submission of the institution's program reports.

- f) Each institution shall submit the reports required pursuant to this Section to NCATE if they are to be reviewed by SPAs and to the State Superintendent of Education if they are to be reviewed by a panel convened by the Superintendent.
- g)† As part of the notification provided under subsection (e) of this Section, the State Board shall identify for each affected institution any applicable Illinois content-area standards that are not addressed by the standards applied by the relevant SPA. For each affected program, the institution shall submit to the State Superintendent a concurrent addendum to the program report, which shall be submitted in a format prescribed by the State Board and shall describe how the program meets the State standards in question.
- h)g) No later than 30 days after the State Superintendent or NCATE receives a program report, the responsible staff shall notify the affected institution as to whether the report is complete. An institution may provide additional material to complete a program report within 30 days after receiving a notification to the effect that it is incomplete.
- i)† No later than June 15 (for a spring visit) or February 1 (for a fall visit), each review panel shall submit a preliminary critique for each program reviewed, either to NCATE or to the State Superintendent of Education, as applicable. Each preliminary critique shall indicate any standards the panel believes are not met by a particular program and shall provide the panel's rationale for that determination. Each preliminary critique shall be forwarded to the affected institution no later than June 30 or February 15, as applicable.
- j)† No later than September 15 or April 15, as applicable, an institution may submit evidence that its program meets the applicable standards, in the form of a responserejoinder to a panel's preliminary critique. Each response rejoinder shall be submitted either to NCATE or to the State Superintendent, as applicable, and shall be forwarded to the responsible panel no later than September 30 or April 30, as applicable.
- k)† No later than January 15 or September 1, as applicable, each panel shall complete its reconsideration of each affected program and submit a final critique, either to NCATE or to the State Superintendent, as applicable.

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- ~~l)k)~~ NCATE and the State Superintendent shall ensure that each final critique is received by the affected institution no later than 60 days prior to the scheduled date of the institution's review visit.
- ~~m)~~ Each institution whose programs have been reviewed by a SPA shall provide or make available to the State Board of Education all reports sent by the institution to the SPA and by the SPA to the institution. The State Board shall keep this information as part of the institution's permanent file.
- ~~n)h)~~ An institution may notify the State Superintendent if it does not receive required materials from NCATE or a SPA within the timelines set forth in this Section. The State Board of Education shall withdraw its recognition of any SPA that has failed to comply with the timelines set forth in this Section in more than 20 percent of the reviews it has conducted and fails to supply the State Superintendent with evidence that it has sufficient resources available to resume meeting applicable deadlines in time for the next program review cycle.
- ~~o)m)~~ As part of the accreditation process described in Section 25.125 of this Part, the State Teacher Certification Board shall convey to the State Board of Education a recommendation regarding each preparation program offered by the affected educational unit.
- 1) The Certification Board may recommend approval of programs that meet the applicable content standards; or
  - 2) The Certification Board may recommend provisional approval of programs whose program reports are found to exhibit less than full compliance with the applicable content standards. If provisional approval is granted, staff of the State Board of Education may monitor the program's improvement as deemed necessary until submission of the report called for in subsection (p) of this Section and shall report any significant lack of progress to the State Teacher Certification Board, which may recommend that the State Board of Education require an accelerated submission date for that report.
- ~~p)n)~~ No later than 18 months after provisional approval of a program is granted by the State Board of Education, the institution shall submit to the State Superintendent a revised program report, which shall be reviewed as provided in this Section. Staff of the State Board of Education shall thereupon convey to the State Teacher Certification Board the report of the review panel. After consideration of this report, the Certification Board shall convey its recommendation that the State

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Board of Education:

- 1) Continue the approval of the affected program, thereby authorizing the institution to continue offering it; or
- 2) Revoke the program's approval, thereby prohibiting the institution from continuing to offer it.

~~g)~~ Actions following upon the recommendation of the State Teacher Certification Board shall be as described in Section 25.160 of this Part. Discontinuation of a program pursuant to revocation of its approval shall be subject to the requirements of Section 25.165(b) of this Part.

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

## SUBPART D: SCHOOL SERVICE PERSONNEL

**Section 25.200 Relationship Among Credentials in Subpart D**

Each school service personnel certificate held by an individual shall bear only one of the endorsements discussed in this Subpart D. Each of these endorsements requires separate certification.

(Source: Added at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.210 Requirements for the Certification of School Social Workers**

This Section is replaced by Section 25.215 of this Part.

- a) Effective January 1, 1996, the school social work endorsement will be issued only to persons holding a master's or higher degree in social work, including a minimum of 55 graduate-level semester hours of coursework, supervised field experience, and school social work internship, from a graduate school of social work accredited by the Council on Social Work Education.
- b) School social workers must hold a school service personnel certificate based on completion of an approved program that provides consideration across the curriculum to racial, cultural, gender, and ethnic diversity, as well as an examination of the social worker's professional code of ethics.
- c) Required Content Areas and Courses

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	Graduate-Level Hours Required
1) Human Behavior and the Social Environment	4
2) Social Welfare Policy	4
3) Social Work Theory, Methods, and Practice, including Individual, Family, Group, Consultation, and Community Intervention Methods	2
4) Research Methodology	2
5) Characteristics of Exceptional Children	2
6) Social Work Practice in the Public Schools, including:	2
A) Interventive Methods with Individuals, Families, and Groups, and consultation with school personnel and the school community	
B) School Laws, Rules, and Regulations, and Public Policy Pertaining to School Social Work Practice	
C) Organizational and Administrative Concepts and Processes Related to Schools	
d) Supervised Field Experience School social workers must complete a supervised field experience comprising a minimum of 400 contact hours that are supervised by a field instructor holding a master's or higher degree in social work.	
e) School social workers must complete a school social work internship comprising a minimum of 600 contact hours in a school setting.	
1) The internship must be supervised by a field instructor holding a master's or higher degree in social work and a school service personnel certificate endorsed for school social work, or equivalent certification.	
2) The internship must provide for the development and demonstration of professional skills, including, but not limited to:	

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- A) Communication, interviewing, and observation skills
- B) Social Developmental, Adaptive Behavior, and Cultural Background assessments
- C) Effective intervention with culturally diverse populations
- D) Home-School-Community liaison
- E) Application of theory to specific practice modalities –
  - Crisis Intervention
  - Prevention and Early Intervention
  - Consultation
  - Collaboration and Participation
  - Multidisciplinary Team Work
  - Case Management
  - Individual, Group, and Family Intervention
  - Community Resource Development
  - Advocacy
- F) Evaluation of Practice
- G) Evaluation of Program

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.215 Certification of School Social Workers (2004)**

- a) Each candidate for the school service personnel certificate endorsed for school social work shall hold a master's degree in social work with a specialization in school social work awarded by a graduate school of social work accredited by the Council on Social Work Education.
- b) Each candidate shall have completed an Illinois program approved for the preparation of school social workers pursuant to Subpart C of this Part or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country (see Section 25.425 of this Part).

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- c) Each candidate shall have completed both 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 a school social work internship of at least 600 contact hours in a school setting.
- d) Each candidate shall be required to pass the applicable content-area test (see Section 25.710 of this Part), as well as the test of basic skills if its passage would be required for receipt of a standard certificate pursuant to Section 25.720(a) of this Part. (See also 23 Ill. Adm. Code 23.140.)
- e) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

(Source: Added at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.220 Requirements for the Certification of Guidance Personnel**

The requirements contained in subsections (a) and (b) of this Section shall remain in force through August 31, 1993. Thereafter, the requirements set forth in subsections (c), (d), and (e) of this Section shall take effect until this Section is replaced by Section 25.225 of this Part.

- a) Requirements:
  - 1) Guidance specialists must hold or be qualified for a standard teaching certificate.
  - 2) Guidance specialists must hold a master's degree.
  - 3) Guidance specialists must have completed an approved program in guidance from a recognized college or university consisting of 32 semester hours of coursework. An approved program shall include supervised school-based practicum experience. Coursework should be from the eight areas of competency listed below. Appropriate courses in the areas listed in subsections (A), (B), (C), (D), (E) and (F) below are a minimum requirement. Not more than six semester hours shall be acceptable at the undergraduate level.
    - A) Principles and techniques of guidance.
    - B) Appraisal techniques.

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- C) Human growth and development.
  - D) Principles and practices in counseling.
  - E) Occupational, educational, personal and social information.
  - F) Mental hygiene and/or personality dynamics.
  - G) Organization of guidance services.
  - H) Research.
- b) All Counselors who presently hold a specialist's certificate would be eligible to obtain a School Service Personnel Certificate with a Guidance Specialist endorsement.
- c) Guidance specialists must hold or be qualified for a standard teaching certificate.
- d) Guidance specialists must hold a master's degree from a recognized teacher education institution.
- e) Guidance specialists must hold a school service personnel certificate based on completion of an approved program in guidance from a recognized college or university, consisting of 39 semester hours of coursework at the graduate level. Courses in all of the following content areas are required, and the required credit hours may be earned through completion of titled courses, seminars, or practica covering the areas described.
- 1) Human Growth and Development (3 Hours)  
Includes studies that provide a broad understanding of the nature and needs of individuals at all developmental levels. Emphasis is placed on psychological, sociological, and physiological approaches. Also included are such areas as human behavior (normal and abnormal), personality theory, and learning theory.
  - 2) Social and Cultural Foundations (3 Hours)  
Includes studies of change, ethnic groups, subcultures, changing roles of women, sexism, urban and rural societies, population patterns, cultural mores, use of leisure time, and differing life patterns. Such disciplines as the behavioral sciences, economics, and political science are involved.

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- 3) The Helping Relationship (6 Hours)  
Includes philosophic bases of helping relationships; counseling theory, supervised practice, and application; consultation theory, supervised practice, and application; and an emphasis on development of counselor and client (or consultee) self-awareness and self-understanding.
- 4) Groups (3 Hours)  
Includes theory and types of groups as well as descriptions of group practices, methods, dynamics, and facilitative skills. This area also includes supervised practice.
- 5) Life Style and Career Development (3 Hours)  
Includes such areas as vocational choice theory, relationship between career choice and life style, sources of occupational and educational information, computerized guidance services, financial aid, college admissions, approaches to career decision-making processes, and career development exploration techniques.
- 6) Appraisal of the Individual (3 Hours)  
Includes the development of a framework for understanding the individual, including methods of data-gathering and interpretation, individual and group testing, case study approaches, and the study of individual differences. Ethnic, cultural, and gender-related factors are also considered.
- 7) Research and Evaluation (3 Hours)  
Includes such areas as statistics, research design, and the development of research and demonstration proposals. It also includes understanding legislation relating to the development of research, programs, and demonstration proposals, as well as the development and evaluation of program objectives.
- 8) Professional Orientation (3 Hours)  
Includes goals and objectives of professional organizations, code of ethics, legal considerations, standards of preparation, certification, licensing, and role identity of counselors and other school service personnel.
- 9) Environmental Studies (6 Hours)  
Includes the study of the school environment in which the student is planning to work. This area encompasses history, philosophy, trends, purposes, ethics, legal aspects, standards, and roles within the institution.

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Issues such as chemical dependency, sexuality, and the effects of single-parent homes and blended families must be covered, as well as the needs of special populations, such as bilingual children or children with physical or mental disabilities.

- 10) Supervised Experiences (6 Hours)
  - A) Appropriate supervised experiences provide for the integration and application of knowledge and skills gained in didactic study.
    - i) Supervised experiences must take place in settings that are compatible with the career goal of becoming a school counselor.
    - ii) Supervised experiences must include observation and direct work with individuals and groups within an appropriate work setting.
    - iii) Supervised experiences must provide opportunities for professional relationships with staff members in the work settings.
  - B) Supervised experiences must include laboratory, practicum, and internship activities with an appropriate, school-aged population.
  - C) Laboratory experiences, providing both observation and participation in specific activities, must be offered throughout the preparatory program.
  - D) At least 3 semester hours must be earned in a supervised counseling practicum providing interaction with individuals and groups of an appropriate, school-aged population. The practicum must include a minimum of 100 clock hours, 40 hours of which must involve direct service work with school-aged children.
  - E) At least 3 semester hours must be earned in a postpracticum internship that provides an actual on-the-job experience in a school setting. The internship must be a sustained, continuous, structured and supervised experience lasting for a substantial period of time in which the candidate engages in the performance of various aspects of the counseling role and is gradually introduced to the

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full range of responsibilities associated with that role.

- i) The internship shall be waived for an applicant who holds a comparable out-of-state school service personnel certificate and has had two years' experience as a school counselor.
- ii) For applicants with less than two years of teaching experience, the internship must include a minimum of 600 clock hours, 240 hours of which must involve direct service with an appropriate clientele.
- iii) For applicants with two or more years of teaching experience, the internship must include a minimum of 300 clock hours, 200 of which must involve direct service contact with an appropriate clientele.
- iv) "Appropriate clientele" means school-aged children, parents, teachers, and other parties interested in students' welfare.

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.225 Certification of School Counselors (2004)**

- a) Each applicant for the school service personnel certificate endorsed for school counseling shall hold a master's degree awarded by a regionally accredited institution of higher education in school counseling, another counseling or related field (e.g., social work or psychology), or an educational field. (See subsection (h) of this Section.)
- b) Each applicant shall have completed an Illinois program approved for the preparation of school counselors pursuant to Subpart C of this Part or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country (see Section 25.425 of this Part).
- c) Each candidate shall have completed a supervised counseling practicum of at least 100 clock hours that provided interaction with individuals and groups of school age and included at least 40 hours of direct service work. Except as provided in subsection (e) of this Section, each applicant shall have completed a structured and supervised internship that is part of an approved program.

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- 1) The internship shall be of a length that is determined by the approved program to be adequate to enable candidates to meet the standards set forth at 23 Ill. Adm. Code 23.110 but shall entail at least 600 hours and last no less than one semester, during which the candidate shall engage in the performance of various aspects of the counseling role and shall be gradually introduced to the full range of responsibilities associated with that role. However, the internship for an individual with at least two years of teaching experience may, at the discretion of the institution offering the approved program, consist of no fewer than 400 hours. In each case at least 240 hours of the internship shall involve direct service work with individuals and groups of school age.
- 2) The internship shall occur in a school setting except that, at the discretion of the institution, a maximum of one-third of the hours required may be credited for experiences in other related settings such as hospitals or day care settings that, in the judgment of the institution, expose the candidate to the needs of school-aged children and prepare the candidate to function as a school counselor.
- 3) An institution may recommend certification of a candidate who was enrolled in an approved program prior to July 1, 2004, and has completed an internship meeting the requirements applicable at the time of his or her enrollment.
- d) Except as provided in subsections (e) and (f) of this Section, each applicant shall either:
  - 1) hold or be qualified to hold a teaching certificate; or
  - 2) have completed, as part of an approved program, coursework addressing:
    - A) the structure, organization and operation of the educational system, with emphasis on P-12 schools;
    - B) the growth and development of children and youth, and their implications for counseling in schools;
    - C) the diversity of Illinois students and the laws and programs that have been designed to meet their unique needs; and
    - D) effective management of the classroom and the learning process.

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- e) An applicant who holds another state's certification in school counseling shall not be subject to the requirements of subsection (c) or subsection (d) of this Section if he or she presents evidence of at least two years' full-time experience as a school counselor.
- f) An applicant who has completed an approved school counseling program in another state that includes an internship meeting the requirements of subsection (c) of this Section shall not be subject to the requirements of subsection (d) of this Section.
- g) Each candidate shall be required to pass the applicable content-area test (see Section 25.710 of this Part), as well as the test of basic skills if its passage would be required for receipt of a standard certificate pursuant to Section 25.720(a) of this Part. (See also 23 Ill. Adm. Code 23.110.)
- h) An applicant who holds a master's degree in any field other than school counseling, or who holds a bachelor's degree only, shall be required to complete the equivalent of all requirements of an approved school counseling preparation program. The Illinois institution offering the program shall review the individual's educational and experiential background and identify any of the standards set forth at 23 Ill. Adm. Code 23.110 or other applicable requirements of this Section that the individual's preparation has not addressed. Upon successful completion of the coursework and experiences offered by the institution that address the identified standards, the applicant shall be eligible to be recommended for certification by entitlement.
- i) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

(Source: Added at 28 Ill. Reg. 8856, effective June 1, 2004)

**Section 25.227 Interim Certification of School Counselor Interns (2004)**

- a) An individual who wishes to participate in an internship enabling him or her to meet the requirements described in Section 25.225 of this Part may obtain interim certification as a school counselor intern. Each applicant for this certification shall either:
- 1) have completed, as part of an approved program, all the coursework described in Section 25.225(d)(2) of this Part; or

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- 2) hold a master's degree in a field of counseling other than school counseling and be working toward completion of all requirements necessary for certification as a school counselor as described in Section 25.225(h) of this Part.
- b) Each applicant shall be in good health and of sound moral character and shall be a citizen of the United States or be legally present in the United States and possess legal authorization for employment.
- c) Each applicant shall submit the required fee along with an application to the State Board of Education and a transcript indicating compliance with subsection (a) of this Section.
- d) Interim certification as a school counselor intern shall be valid for three years, subject to Section 21-22 of the School Code, and shall not be renewable.

(Source: Added at 28 Ill. Reg. 8556, effective June 1, 2004)

### **Section 25.230 Requirements for the Certification of School Psychologists**

This Section is replaced by Section 25.235 of this Part.

#### Educational Requirements:

- a) Must have graduated with a master's degree or higher degree in psychology or educational psychology with specialization in school psychology, including a minimum of ~~sixty (60)~~ semester hours of coursework, field experiences, and internship at the graduate level. All academic work listed in subsection (b) of this Section is required and may be met through completion of titled courses, seminars, or practica. The requirements designated by asterisks must be met at the graduate level, while completion of the other areas is acceptable at either the graduate or the undergraduate level. Graduate credit may also be earned for academic work in related fields such as special education and educational psychology.

b) Content Areas and Courses	Graduate Semester Hours
1) Educational Foundations	3

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- A) Exceptional individuals
  - B) Regular and/or Special Education Methods
  - C) Foundations/Supervision/Administration of Regular and/or Special Education\*
- 2) Psychological Foundations 9
- A) Learning/Cognitive Processes\*
  - B) Child/Developmental Psychology\*
  - C) Child Psychopathology/Behaviorally Disturbed
  - D) Biological Bases of Behavior (e.g., neurological, physiological, and biochemical)
  - E) Personality
- 3) Professional School Psychology 2
- School Psychology\*
- 4) Assessment (Ages 0-21) 8
- A) Individual Nondiscriminatory Intellectual Assessment\*
  - B) Nondiscriminatory Personality Assessment (Personal/Social/Adaptive Behaviors)\*
  - C) Nondiscriminatory Psychoeducational Assessment\*
- 5) Intervention (from 2 of the following) 6

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- A) Behavior Management/Modification
  - B) Counseling and/or Psychotherapeutic Methods
  - C) Consultation
- 6) Statistics/Measurement/Research 3
- A) Statistical Methods
  - B) Research Methods
  - C) Psychological Measurement/Tests and Measurement
- 7) Field Experiences (must include a minimum of 250 clock hours in a school setting and/or child study center) 2
- Practicum\*
- 8) Internship 4
- The internship shall be a full school year in duration and include at least 1200 clock hours under the direction of an intern supervisor as defined in Section 25.610 of this Part.
- c) Must have had at least one year of supervised professional psychological experience with children of school age, preferably in a school setting and under the supervision of an individual qualified as a supervising psychologist.
- 1) Interpretation of Terms
    - A) "One year" means a school year as defined by Section 10-19 of ~~the~~The School Code [\[105 ILCS 5/10-19\]](#). Periods of less than three consecutive months may not be included.
    - B) "Full time" means full time as defined by the board of education in the system in which the individual is employed but in no case less than ~~twenty-five (25)~~ hours per week.

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- C) "Supervised experience" means full time work, acquired after the satisfactory completion of all academic requirements except thesis and/or internship for the master's degree or higher degree with school children of all ages, including work with exceptional children under the supervision of a school psychologist or other psychologist who would qualify as a school psychologist and who has had a minimum of three years of experience in the psychological assessment of children of school age.
- 2) Additional Qualifications Required
- A) Proficiency in individual psychological examination of children including educational diagnostic techniques, ability to plan and carry out a diagnosis adequate for each particular case; ability to handle staff conferences, interpret data, and write adequate reports; proficiency in counseling and other functions that may be needed to supplement the psychological assessment of children.
- B) Ability and willingness to work according to high standards of competence and comply with the code of ethics of recognized professional associations.
- C) Good character, good health, citizen of the United States and at least ~~nineteen~~(19) years of age, in accordance with Section 21-1 of ~~the~~The School Code [[105 ILCS 5/21-1](#)].

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.235 Certification of School Psychologists (2004)**

- a) Each candidate for the school service personnel certificate endorsed for school psychology shall hold a master's degree in psychology or educational psychology with a specialization in school psychology.
- b) Except as provided in subsection (d) of this Section, each candidate shall have completed an Illinois program approved for the preparation of school psychologists pursuant to Subpart C of this Part and accredited by the National Association of School Psychologists or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country (see Section 25.425 of this Part).

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- c) Each candidate shall have completed both a supervised field experience of at least 250 hours in a school setting and/or child study center and an internship of at least 1200 contact hours and lasting a full school year under the direction of an intern supervisor.
- d) An applicant who has completed a program in another state that is not accredited by the National Association of School Psychologists shall be required to enroll in an approved school psychology preparation program. The Illinois institution offering the program shall review the individual's educational background and identify any of the standards set forth at 23 Ill. Adm. Code 23.130 that the individual's preparation has not addressed. Upon successful completion of the coursework offered by the institution that addresses the identified standards, the applicant shall be eligible to be recommended for certification by entitlement.
- e) Each candidate shall be required to pass the applicable content-area test (see Section 25.710 of this Part), as well as the test of basic skills if its passage would be required for receipt of a standard certificate pursuant to Section 25.720(a) of this Part. (See also 23 Ill. Adm. Code 23.130.)
- f) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

(Source: Added at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.240 Standard for School Nurse Endorsement**

This Section is replaced by Section 25.245 of this Part.

- a) Baccalaureate degree.
- b) Licensed as a registered professional nurse in Illinois.
- c) A total minimum of 30 undergraduate or graduate semester hours selected from the following list. Starred areas are mandatory.
  - 1) Introduction to Public Health Nursing Theory and Practice\*
  - 2) Human Growth and Development\*
  - 3) Introduction to Community Health Problems\*

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- 4) Educational Psychology\*
  - 5) Introductory Sociology\*
  - 6) Educational Foundations\*
  - 7) The Exceptional Child\*
  - 8) Nutrition
  - 9) Communicative Skills
  - 10) Social Case Skills
  - 11) Mental Health
  - 12) School Administration
  - 13) Guidance and Counseling
  - 14) Curriculum Design
  - 15) Health Education
  - 16) Diversified Occupations – Health Careers
  - 17) Child or Adolescent Psychology
- d) One year internship under supervision of a fully qualified school nurse or two years of successful experience as a school nurse prior to effective date of this endorsement.
- e) Nurses presently holding a Standard Teacher Nurse Consultant Certificate shall, upon application, be issued a School Service Personnel Certificate with a School Nurse endorsement if they are certified prior to the effective date of this endorsement.

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.245 Certification of School Nurses (2004)**

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- a) Each candidate for the school service personnel certificate endorsed for school nursing shall hold a bachelor's degree.
- b) Each candidate shall be licensed as a registered professional nurse in Illinois pursuant to the Nursing and Advanced Practice Nursing Act [225 ILCS 65].
- c) Each candidate shall have completed an Illinois program approved for the preparation of school nurses pursuant to Subpart C of this Part or shall have been recommended for certification by such a program.
  - 1) Each out-of-state candidate shall submit his or her official transcripts to an Illinois institution of higher education operating an approved program. The institution may, at its discretion, compare the coursework and clinical experiences already completed by the applicant to the standards for the school nurse certificate (see 23 Ill. Adm. Code 23.120) and, based on this comparison, may identify for the candidate a "focused program" consisting of coursework and experiences that he or she must complete in order to meet those standards. If the institution determines that the individual's preparation is sufficient to meet the applicable standards, the institution may recommend the individual for certification without requiring additional preparation.
  - 2) In formulating a focused program, the institution shall ensure that the candidate has broad and deep knowledge of the subject matter and develops the necessary knowledge and skills. The institution may revise an individual's focused program to include additional or fewer components as it may deem appropriate based upon the results of internal performance assessments that form part of the unit assessment system (see Section 25.140 of this Part) or other assessments that are directly related to the standards for the school nurse certificate.
  - 3) An institution that uniformly requires all out-of-state candidates seeking certification in school nursing to complete certain coursework or field experiences, or to complete a full program without acknowledgment of prior courses or experiences, shall publish and make available a written statement to this effect, describing those requirements.
  - 4) An out-of-state candidate who completes a focused program shall be considered as having completed the institution's approved program in school nursing and shall be eligible to be recommended for certification

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by entitlement, signifying that the candidate has met all applicable standards.

- d) Each candidate shall have met the requirements of either subsection (d)(1) or subsection (d)(2) of this Section.
- 1) Completion of an internship that:
- A) was determined by the approved program to be sufficient in length for the candidate to meet the standards set forth at 23 Ill. Adm. Code 23.120, but in no case consisted of fewer than 300 hours of experiences; and
- B) was supervised by a certified school nurse with at least two full school years of full-time experience as a school nurse and at least one full school year of full-time experience with the current employer.
- 2) Completion of two years of experience as a school nurse prior to July 1, 1972.
- e) Each candidate shall be required to pass the applicable content-area test (see Section 25.710 of this Part), as well as the test of basic skills if its passage would be required for receipt of a standard certificate pursuant to Section 25.720(a) of this Part. (See also 23 Ill. Adm. Code 23.120.)
- f) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

(Source: Added at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.252 Certification of Non-Teaching Speech-Language Pathologists**

Certain individuals may qualify for a school service personnel certificate with a non-teaching speech-language pathologist's endorsement, as provided in Section 14-1.09b of the School Code [105 ILCS 5/14-1.09b].

- a) Each applicant shall hold one of the licenses identified in Section 14-1.09b(b)(1) of the School Code [105 ILCS 5/14-1.09b(b)(1)].

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- b) Each applicant shall hold a master's or doctoral degree earned through completion of a program that meets the requirements of Section 14-1.09b(b)(2) of the School Code [105 ILCS 5/14-1.09b(b)(2)].
- c) Each applicant shall meet the requirements of Section 14-1.09b(b)(3) of the School Code [105 ILCS 5/14-1.09b(b)(3)] by:
- 1) having completed an Illinois program approved pursuant to Subpart C of this Part that leads to certification as a speech-language pathologist; or
  - 2) having completed a program in another state or country that is comparable to the Illinois programs described in subsection (c)(1) of this Section or holding a comparable certificate issued by another state or country (see Section 25.425 of this Part); or
  - 3) having completed an Illinois program of preparation in speech-language pathology that was not approved pursuant to Subpart C of this Part but was offered by a regionally accredited institution (see also subsection (d) of this Section); or
  - 4) having completed a program in another state or country that is comparable to the Illinois programs described in subsection (c)(3) of this Section (see also subsection (d) of this Section).
- d) For purposes of subsection (c) of this Section, a comparable out-of-state program is one that leads to qualification as either a teaching or a non-teaching speech-language pathologist, and a comparable out-of-state certificate is one authorizing employment in the public schools in either capacity.
- e) Prior to submitting an application to the State Board of Education, an applicant who wishes to qualify for the school service personnel certificate based on the requirements of subsection (c)(3) or (c)(4) of this Section and whose professional preparation was completed prior to July 1, 2002, shall submit his or her transcripts and descriptive material for each relevant course completed to an Illinois institution that offers a program of preparation for speech-language pathologists that is approved pursuant to Subpart C of this Part.
- 1) Professional personnel of the institution familiar with its approved program shall review the evidence submitted by the applicant and may request such additional information as may be needed in order to determine whether he or she has completed:

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- A) coursework leading to an understanding of the needs of students with various disabilities and an awareness of appropriate procedures for directing learning; and
  - B) a supervised field experience involving diagnostic and therapeutic work with school-aged children leading to an understanding of the specific problems, methods, and procedures relevant to serving school-aged children.
- 2) If the individual has completed coursework and field experience fulfilling the requirements of subsection (e)(1) of this Section, the institution shall issue a letter of recommendation for the certificate, which shall be submitted to the State Board of Education along with the individual's application.
- 3) If the individual lacks required coursework and/or field experience, the institution shall identify the courses and/or practica it offers that the individual must complete in order to qualify for the certificate. Upon the individual's successful completion of any such requirements, the institution shall recommend the individual for certification.
- f) Prior to submitting an application to the State Board of Education, an applicant who wishes to qualify for the school service personnel certificate based on the requirements of subsection (c)(3) or (c)(4) of this Section and whose professional preparation was completed on or after July 1, 2002, shall submit his or her transcripts and descriptive material for each relevant course completed to an Illinois institution that offers a program of preparation for speech-language pathologists that is approved pursuant to Subpart C of this Part.
- 1) Professional personnel of the institution familiar with its approved program shall analyze the applicant's preparation and may request such additional information as may be needed to determine whether the individual has achieved an understanding of the aspects of practice addressed in the content-area standards for speech-language pathologists (see the policies of the State Board of Education related to certification in special education under the federal court order of February 27, 2001, in the matter of Corey H., et al., v. Board of Education of the City of Chicago, et al.) with respect to:
- A) planning and intervention;

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- B) the learning environment;
  - C) service delivery;
  - D) professional conduct and ethics; and
  - E) facilitation and advocacy.
- 2) If the individual's preparation has covered the aspects enumerated in subsection (f)(1) of this Section, the institution shall issue a letter of recommendation for the certificate, which the individual shall submit to the State Board of Education along with his or her application.
- 3) If the individual's preparation has not covered all the aspects enumerated in subsection (f)(1) of this Section, the institution shall identify the coursework and/or field experience that the applicant must complete in order to do so. Upon the individual's successful completion of any such coursework or field experience, the institution shall issue a letter of recommendation for the certificate.
- g) Each candidate shall be required to pass the applicable content-area test (see Section 25.710 of this Part), as well as the test of basic skills if its passage would be required for receipt of a standard certificate pursuant to Section 25.720(a) of this Part.
- h) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

(Source: Added at 28 Ill. Reg. 8556, effective June 1, 2004)

SUBPART E: REQUIREMENTS FOR THE CERTIFICATION OF  
ADMINISTRATIVE AND SUPERVISORY STAFF

**Section 25.300 Relationship Among Credentials in Subpart E**

Each of the credentials discussed in this Subpart requires separate certification.

(Source: Added at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.311 Administrative Certificate (Repealed)**

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~~Except as provided in Section 21-5d of the School Code [105 ILCS 5/21-5d], the Administrative certificate requires:~~

- ~~a) a master's degree awarded by a regionally accredited institution of higher learning;~~
- ~~b) completion of a program approved for one of the endorsements specified in Section 25.322 through 25.355 of this Part at a recognized Illinois teacher education institution and recommendation by that institution; or satisfaction of the conditions specified in Section 25.425 of this Part; and~~
- ~~c) passage of the relevant test of subject matter knowledge as specified in Section 25.710 of this Part.~~

(Source: Repealed at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.333 General Administrative Endorsement**

~~This Section is replaced by Section 25.335 of this Part.~~

- a) This endorsement is required for the following positions: principal, assistant principal, assistant or associate superintendent, and other similar or related positions as indicated in 23 Ill. Adm. Code 1.Appendix B.
- b) Minimum Requirements of Graduate-Level Study

1) Areas of Study	Semester Hours
A) Instructional Leadership	12
Must include work which provides skills in:	
i) promoting academic achievement;	
ii) implementing school improvement;	
iii) long-range planning;	
iv) program evaluation; and	
v) personnel evaluation.	

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## B) Management of Public Schools 9

Must include work which provides skills in:

- i) personnel management;
- ii) school governance;
- iii) school law;
- iv) school finance; and
- v) interpersonal communication.

## C) Schools and Public Policy 4-6

Must include work which provides skills in:

- i) establishing effective school/community communication and involvement; and
- ii) analysis of political and social context of schools.

## D) Clinical Experience appropriate to the endorsement or prior experience in a role requiring this endorsement while holding a certificate of comparable validity.

- 2) Two years of full-time teaching experience or school service personnel experience.

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.335 General Administrative Endorsement (2004)**

This endorsement is required for principals, assistant principals, assistant or associate superintendents, and staff filling other similar or related positions as indicated in 23 Ill. Adm. Code 1.Appendix B. (See also 23 Ill. Adm. Code 29.120.)

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- a) Each candidate for the general administrative endorsement shall hold a master's degree awarded by a regionally accredited institution of higher education that encompasses the coursework in educational administration and supervision required by Section 21-7.1(e)(2) of the School Code [105 ILCS 5/21-7.1(e)(2)].
- b) Each candidate shall have completed an Illinois program approved for the preparation of administrators pursuant to Subpart C of this Part or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country (see Section 25.425 of this Part).
- c) Each candidate shall have *two years' full-time teaching or school service personnel experience in public schools, schools under the supervision of the Department of Corrections, schools under the administration of the Department of Human Services, or nonpublic schools recognized by the State Board of Education or meeting comparable out-of-state recognition standards (Section 21-7.1(e)(2) of the School Code).*
- d) Each candidate shall be required to pass the applicable content-area test (see Section 25.710 of this Part), as well as the test of basic skills if its passage would be required for receipt of a standard certificate pursuant to Section 25.720(a) of this Part.
- e) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

(Source: Added at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.344 Chief School Business Official Endorsement**

This Section is replaced by Section 25.345 of this Part.

- a) This endorsement is required for chief school business officials.
- b) Minimum Requirements of Graduate-Level Study
- |    |                            |                |
|----|----------------------------|----------------|
| 1) | Areas of Study             | Semester Hours |
| A) | School Business Management | 12             |
- Must include work in data processing.

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- B) School Organization and Administration 3
- Must include work in school/community relations, personnel management, and organizational planning and development.
- C) School Finance and Fiscal Planning 6
- D) Clinical Experiences appropriate to the endorsement or prior experience while holding a certificate of comparable validity.

- 2) Two years' school business management experience.

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.345 Chief School Business Official (2004)**

This endorsement is required for chief school business officials. (See also 23 Ill. Adm. Code 29.110.)

- a) Each candidate for the chief school business official's endorsement shall hold a master's degree awarded by a regionally accredited institution of higher education.
- b) Each candidate, other than a candidate whose master's degree was earned in business administration, finance, or accounting (Section 21-7.1(e)(3) of the School Code [105 ILCS 5/21-7.1(e)(3)]), shall:
- 1) have completed an Illinois program approved for the preparation of school business officials pursuant to Subpart C of this Part or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country (see Section 25.425 of this Part); and
  - 2) have two years' administrative experience in school business management (Section 21-7.1(e)(3) of the School Code).
- c) Each candidate shall be required to pass the applicable content-area test (see Section 25.710 of this Part), as well as the test of basic skills if its passage would be required for receipt of a standard certificate pursuant to Section 25.720(a) of this Part.

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- d) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

(Source: Added at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.355 Superintendent Endorsement**

This Section is replaced by Section 25.360 of this Part.

- a) This endorsement is required for superintendents of school districts.
- b) Minimum Requirements of Graduate-Level Study
- | 1) | Areas of Study  | Semester Hours |
|----|---|----------------|
| A) | Governance of Public Schools<br>Must include work in intergovernmental relationships in education and school/community relationships.   | 6              |
| B) | Management of Public Schools<br>Must include work in school improvement (i.e., the modification of curriculum and practice based upon research in effective teaching and learning) in addition to that required for the general administrative endorsement. | 6              |
| C) | Educational Planning<br>Must include work in organizational development.  | 6              |
| D) | Additional graduate credit  | 12             |
| E) | Clinical Experiences appropriate to the endorsement or prior experience in a role requiring this endorsement while holding a certificate of comparable validity.  |                |
| 2) | Two years' school supervisory or administrative experience and possession of the general supervisory or general administrative certificate  |                |

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or comparable out-of-state certificate.

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.360 Superintendent (2004)**

This endorsement is required of school district superintendents. (See also 23 Ill. Adm. Code 29.130.)

- a) Each candidate for the superintendent's endorsement shall hold a master's degree awarded by a regionally accredited institution of higher education.
- b) Each candidate shall have completed an Illinois program approved for the preparation of superintendents pursuant to Subpart C of this Part or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country (see Section 25.425 of this Part).
- c) Each candidate shall have *at least two years' administrative or supervisory experience in schools*, on at least a half-time basis, on a general supervisory, general administrative, or all-grade supervisory endorsement on an administrative certificate, or a comparable out-of-state credential. (See Section 21-7.1(e)(4) of the School Code [105 ILCS 5/21-7.1(e)(4)]; the superintendent's endorsement shall not be issued as an individual's first endorsement on the administrative certificate unless issued on the basis of a comparable out-of-state credential.)
- d) Each candidate shall be required to pass the applicable content-area test (see Section 25.710 of this Part), as well as the test of basic skills if its passage would be required for receipt of a standard certificate pursuant to Section 25.720(a) of this Part.
- e) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

(Source: Added at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.365 Director of Special Education**

This endorsement shall be required for directors and assistant directors of special education beginning July 1, 2005. This endorsement is available to certain individuals based on qualifications earned on or before June 30, 2005, in accordance with subsection (e) of this

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Section. All other candidates shall be subject to the requirements of subsections (a) through (d) of this Section. (See also 23 Ill. Adm. Code 29.140.)

- a) Each candidate for the director of special education endorsement shall hold a master's degree awarded by a regionally accredited institution of higher education.
- b) Each candidate shall have completed an Illinois program approved for the preparation of directors of special education pursuant to Subpart C of this Part or a comparable approved program in another state or country or hold a comparable certificate issued by another state or country (see Section 25.425 of this Part).
- c) Each candidate shall have two years' full-time teaching experience or school service personnel experience in a field other than school nursing in public schools, schools under the supervision of the Department of Corrections, schools under the administration of the Department of Human Services, or nonpublic schools recognized by the State Board of Education or meeting comparable out-of-state recognition standards.
- d) Each candidate shall be required to pass the applicable content-area test (see Section 25.710 of this Part), as well as the test of basic skills if its passage would be required for receipt of a standard certificate pursuant to Section 25.720 of this Part.
- e) Certain individuals may receive the director of special education endorsement as specified in this subsection (e).
  - 1) An individual who has received a letter of approval as an administrator of special education from the State Board of Education at any time may receive an endorsement for director of special education by submitting an application for the endorsement accompanied by the applicable fee and a copy of his or her letter of approval.
  - 2) An individual who holds an administrative certificate and the teaching or school service personnel experience required by subsection (c) of this Section but who has never been approved as an administrator of special education may receive endorsement for director of special education at any time by submitting an application for the endorsement accompanied by the applicable fee and evidence of having completed 30 semester hours of coursework, distributed among all the areas listed in subsections (e)(2)(A) through (e)(2)(E) of this Section. These requirements must have been met on or before June 30, 2005.

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- A) Survey of exceptional children.
- B) Special methods courses covering at least three areas of disability.
- C) Educational and psychological diagnosis and remedial techniques.
- D) Guidance and counseling.
- E) Supervision of programs for children with disabilities.
- f) Nothing in this Section is intended to preclude the issuance of a provisional certificate under Section 21-10 of the School Code.

(Source: Added at 28 Ill. Reg. 8556, effective June 1, 2004)

SUBPART F: GENERAL PROVISIONS

**Section 25.405 Military Service**

- a) The provisions of this Section shall apply to any individual who:
  - 1) holds a teaching, school service personnel, or administrative certificate; and
  - 2) is unavailable for employment on that certificate due to military service, including service in any reserve capacity.
- b) For any individual subject to this Section, the period of validity of any certificate held shall be tolled during the period of his or her unavailability.
  - 1) The time remaining on any certificate held, and the time when the individual can continue to hold any type of certificate held, shall be the same when he or she becomes available for employment on the certificate as was the case when he or she became unavailable under this Section.
  - 2) An individual subject to this Section shall not owe a fee for any period of time when his or her certificate's validity is tolled pursuant to this Section.
  - 3) An individual subject to this Section shall give written notification to the appropriate regional superintendent of schools that he or she has been

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called to active military service and shall enclose a copy of the military order. Upon return from active duty, the individual shall provide written notification of his or her availability and shall enclose a copy of the release order. This information shall be used to establish the tolling period.

~~The Teacher Certification Board has ruled that holders of teacher's certificates who are serving in the Armed Forces will have the same status after they are discharged from the service as they had when they entered the service.~~

(Source: Amended at 28 Ill. Reg.8556, effective June 1, 2004)

**Section 25.415 Credit in Junior College (Repealed)**

~~The Teacher Certification Board has ruled that no individual may present for purposes of certification more than nine (9) semester hours of professional education from junior colleges.~~

(Source: Repealed at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.425 Individuals Prepared in Out-of-State Institutions**

An applicant who holds or is eligible to hold another state's or another country's teacher, school service personnel, or administrative certificate may be granted a corresponding Illinois certificate if he or she meets all the generally applicable requirements of Article 21 of the School Code (e.g., age; good character; or citizenship or legal presence) and the requirements for the certificate sought, as specified in the applicable Sections of this Part.~~upon the following conditions: a)All statutory requirements and professional education and area of specialization requirements as defined for each certificate in this Part in effect in Illinois at the time application is made are met and verified through a transcript evaluation of credits, if the individual comes from a state with which reciprocity has not been established pursuant to Section 25.495 of this Part. b)All non-educational requirements (e.g., age, citizenship or declaration of intent, good character, experience for administrative certification) are met. c)The institution in which the program and degree the applicant completed was recognized by the state agency in the state in which the institution is located and qualified the person for eligibility for certification in that state, in accordance with Section 25.495 of this Part.~~

- a)d) The certificate sought must be comparable to the out-of-state certificate for which the applicant is eligible. ~~is comparable to the Illinois certificate for which application is made.~~ A comparable Illinois certificate is that which is most nearly like that of the other state (e.g., a K-6 certificate from another state most nearly approximates the Illinois elementary (K-9) certificate).~~shall be determined on the~~

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~~basis of: 1)the degree to which the grade level of certification in Illinois is most nearly like that of the other state (e.g., a K-6 certificate in another state most nearly approximates the Illinois K-9 certificate and therefore would be comparable); and/or 2)the subject area for which a certificate is endorsed or an area of school service or administration in Illinois is most nearly like that of the other state (e.g., a principal's certificate in another state most nearly approximates the Illinois General Administrative endorsement on the Administrative Certificate and therefore would be comparable.) See Section 25.245 of this Part for requirements applicable to out-of-state applicants for certification in school nursing.~~

- b) Each out-of-state applicant for an Illinois teaching certificate must have met certification requirements that are similar to Illinois requirements.
- 1) For those who have completed traditional preparation programs, these requirements include college coursework in professional education, including pre-student teaching clinical experiences or equivalent experience, student teaching or equivalent experience, and a major in a subject area that is relevant to the area of certification.
  - 2) For those who have completed alternative certification programs, these requirements include graduation from a regionally accredited institution with a bachelor's degree, an intensive course of study approved by that state for this purpose, and student teaching or another structured teaching experience that forms part of the approved alternative program.
- c) An individual may receive additional endorsements by meeting the applicable requirements of Section 25.100 of this Part.
- d)e) A candidate whose credentials were earned at an institution outside the United States shall submit the documents prepared by the foreign institution to a service whose evaluations are accepted by the State Board pursuant to subsection (e) ~~one of the evaluation services listed in subsection (f)~~ of this Section.
- 1) After reviewing the documents submitted, the service shall provide to the State Superintendent of Education ~~secretary of the State Teacher Certification Board~~ a statement identifying the degree held by the individual and indicating whether or not the individual has been prepared as an educator ~~teacher~~. The ~~services~~ services shall also provide a list of the courses completed, with the credits earned equated to semester hours.

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- 2) The transcript provided by the service pursuant to subsection ~~(d)(1)(e)(1)~~ of this Section shall be reviewed to determine whether the individual qualifies for a certificate; if so, he or she shall receive such a certificate with all endorsements indicated by the coursework completed.
- 3) If the review of the individual's transcript indicates that he or she does not qualify for a certificate, he or she shall receive a notification of the deficiencies for the certificate.

~~e)f)~~ Evaluation~~The evaluation~~ services shall be that are approved to review foreign credentials for purposes of Illinois certification ~~are: if they demonstrate experience working on behalf of either the National Association of Foreign Student Affairs or the American Association of Collegiate Registrars and Admissions Officers. However, the State Board of Education may discontinue acceptance of evaluations from any service based on evidence of material inconsistencies in reviews. The State Board shall maintain an up-to-date list of all organizations whose reviews are being accepted and shall make this list readily available.~~ ~~1) Consultancy on International Education (CIE) P.O. Box 2792 Champaign, Illinois 61825-2792 Telephone 217/359-9602 2) Educational Credential Evaluators, Inc. P.O. Box 514070 Milwaukee, Wisconsin 53202 Telephone 414/289-3400 3) World Education Services, Inc. P.O. Box 11623 Chicago, Illinois 60611-0623 Telephone 312/222-0882 4) International Education Research Foundation, Inc. P.O. Box 66940 Los Angeles, California 90066 Telephone 310/390-6276~~ g) Subject areas of endorsement shall be determined in accordance with the applicable provisions of Sections 25.43, 25.45, 25.99, 25.210, 25.220, 25.230, 25.240, 25.322, 25.333, 25.344, and 25.355 of this Part.

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

### Section 25.427 Three-Year Limitation

An evaluation for purposes of issuing a certificate (rather than an additional endorsement on a previously held certificate) will be binding on the State Board of Education for only three ~~(3)~~ years after it is given. At the close of that time, the evaluation and all relevant material will be discarded unless a certificate has been issued. However, should an individual apply for a certificate of a type for which a previously requested evaluation is still pending pursuant to this Section, the earlier application shall be invalidated and the relevant materials discarded immediately.

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

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**Section 25.430 Institutional Approval (Repealed)**

~~The Illinois State Teacher Certification Board accepts as a policy that it will approve only degree-granting institutions with accepted teacher education programs for institutional approval for teacher certification in Illinois. It furthermore will approve as a policy the acceptance of credit hours earned in other institutions recognized by the State Board of Education for fulfilling certification or teaching field requirements provided the total hours are limited in a less than bachelor's degree-granting institution to a total of sixty (60) semester hours and that professional education deficiencies earned in these non-approved institutions shall not exceed nine (9) semester hours.~~

(Source: Repealed at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.440 Master of Arts NCATE (Repealed)**

~~The Certification Board accepts a Master of Arts in Teaching Program by accredited NCATE institutions as meeting the requirements for the regular certificate, provided the minimum statutory requirements are met.~~

(Source: Repealed at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.444 Illinois Teaching Excellence Program**

The annual payments and incentives established under Section 21-27 of the School Code [105 ILCS 5/21-27] shall be subject to the requirements of this Section and shall be contingent upon the appropriation of sufficient funds (see subsection (f) of this Section). For purposes of this Section, "outside the regular school term" means during hours when school is not in session or on days when school is not in session.

- a) An individual who holds an Illinois master certificate pursuant to Section 21-2(d) of the School Code shall be eligible for an annual payment as called for in Section 21-27(1) of the School Code for each year during which:
  - 1) he or she is employed by a school district or other public entity providing elementary or secondary education in a position whose functions are specifically authorized by a teaching certificate and include the provision of instruction to students; and
  - 2) he or she works for no less than the equivalent of half the school year, as verified by the employer at or near the conclusion of the school year using a form specified by the State Board of Education.

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- b) In addition to the payment received pursuant to subsection (a) of this Section, an individual who holds an Illinois master certificate pursuant to Section 21-2(d) of the School Code shall be eligible for an annual incentive payment under Section 21-27(2) of the School Code for each year during which:
- 1) he or she is employed by a school district or other public entity providing elementary or secondary education in a position whose functions are specifically authorized by a teaching certificate and include the provision of instruction to students;
  - 2) he or she works for no less than the equivalent of half the school year, as verified by the employer at or near the conclusion of the school year using a form specified by the State Board of Education; and
  - 3) *he or she agrees in writing, using a form prescribed by the State Board of Education, to provide, outside the regular school term, at least 60 hours of mentoring to classroom teachers that consists of:*
    - A) *high-quality professional development for new and experienced teachers; and/or*
    - B) *assistance to candidates for certification by the National Board for Professional Teaching Standards in completing that certification process. (Section 21-27(2) of the School Code)*
- c) Requirements for Professional Development and Assistance to NBPTS Candidates
- 1) As verification of his or her eligibility for the applicable incentive payment, the holder of the master certificate who provides professional development to new or experienced teachers under subsection (b) of this Section shall submit a written log of the assistance provided to each recipient on a form supplied by the State Board of Education demonstrating that he or she addressed one or more of the areas of teaching practice enumerated in this subsection (c)(1), consistent with the standards set forth in 23 Ill. Adm. Code 24 (Standards for All Illinois Teachers) and as relevant to the classroom-based needs of the recipient teacher(s):
    - A) knowledge of content and pedagogy;

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- B) assessment of students' learning and provision of timely and effective feedback to them;
  - C) classroom management strategies;
  - D) development of instructional goals;
  - E) design and delivery of instruction;
  - F) reflection on and analysis of recipient teachers' practice and their success in assisting students to reach instructional goals.
- 2) As verification of his or her eligibility for the applicable incentive payment, the holder of the master certificate who assists others in preparing for certification by the National Board for Professional Teaching Standards under subsection (b) of this Section shall submit a written log of the assistance provided to each recipient on a form supplied by the State Board of Education. This record shall identify the activities performed from among those listed as allowable by the State Board based upon their relationship to specific requirements candidates must meet for NBPTS certification.
- d) In addition to the payment received pursuant to subsection (a) of this Section, an individual who holds an Illinois master certificate pursuant to Section 21-2(d) of the School Code shall be eligible for an annual incentive payment under Section 21-27(3) of the School Code for each year during which:
- 1) he or she is employed by a school district or other public entity providing elementary or secondary education in a position whose functions are specifically authorized by a teaching certificate and include the provision of instruction to students;
  - 2) he or she works for no less than the equivalent of half the school year, as verified by the employer at or near the conclusion of the school year using a form specified by the State Board of Education; and
  - 3) *he or she agrees in writing, using a form prescribed by the State Board of Education, to provide, outside the regular school term, at least 60 hours of mentoring to classroom teachers in schools on the Academic Early Warning List or in schools in which 50% or more of the students receive*

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*free or reduced-price lunches, or both.* (Section 21-27(3) of the School Code)

- e) Requirements for Mentoring
- 1) Mentoring provided in accordance with subsection (d) of this Section shall be conducted either:
    - A) as part of and in conformance with a mentoring program formally established by a school district; or
    - B) under the terms of a written agreement among the mentor teacher, the building administrator, mentor coordinator, or other responsible official of the school district employing one or more recipient teachers, and those recipients, that describes the goals of the mentoring, the duration of the mentor teacher's involvement, and the amount of time expected to be devoted to each recipient teacher.
  - 2) Mentoring may be provided to recipients either individually or in groups, provided that:~~A) the mentor must address one or more of the areas of teaching practice enumerated in subsection (c)(1) of this Section as relevant to the classroom-based needs of each recipient teacher; and B) the mentor must meet with each recipient teacher at least once in the recipient teacher's school, unless the recipient receives services as a member of a group, in which case the mentor must meet with each recipient at least twice, provided that these meetings may take place in any schools that meet the requirements of subsection (d)(4) of this Section where members of the group perform their teaching.~~
  - 3) An individual who provides mentoring under subsection (d) of this Section shall notify his or her employing district (if different from that of the recipient teacher or teachers) to this effect and, as verification of his or her eligibility for the applicable incentive payment, shall submit to the State Board of Education a written log that:
    - A) meets the requirements of subsection (c)(1) of this Section; and
    - B) discusses how the mentoring was related to the academic needs of the recipient teachers' students.

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- f) Insufficient Appropriations  
When the funding available in any fiscal year is inadequate to cover all the payments described in this Section, payments will be prioritized.
- 1) All annual stipends described in subsection (a) of this Section shall be paid before any other payments are made.
- 2) The incentive payments described in subsection (d) of this Section shall take precedence over those described in subsection (b) of this Section.

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.445 College Credit for High School Mathematics and Language Courses**  
**(Repealed)**

~~One semester hour of college credit may be allowed for each unit of high school mathematics and each unit of foreign language not to exceed four (4) semester hours.~~

(Source: Repealed at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.460 Provisional Special and Provisional High School Certificates** **(Repealed)**

~~A Provisional Special and Provisional High School Certificate may be issued to an applicant who presents evidence of having earned at least a bachelor's degree in a recognized institution of higher learning and who has a regular teaching certificate in another state, and who meets the academic requirements in the teaching field(s) taught in the public schools as established by the State Board of Education.~~

(Source: Repealed at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.464 Short-Term Authorization for Positions Otherwise Unfilled**

Subject to the provisions of this Section, a school district, cooperative, or joint agreement may receive short-term approval to employ an individual who does not hold the qualifications required for a vacant teaching position, other than a special education teaching position, when the employing entity has been unable to recruit a fully qualified candidate for that position.

- a) The employing entity shall file with the regional superintendent:
- 1) a description of the vacant position, including the subject area and the grade level;

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- 2) evidence of inability to fill the position with a fully qualified individual, including a list of the candidates who applied, a list of those who were interviewed, and the reason each was not interviewed or was not selected, as applicable;
  - 3) a statement that the employing entity has not honorably discharged anyone in the past year who was fully qualified for the position;
  - 4) the name and Social Security number of the individual the entity wishes to employ for the position, as well as a list of the certificate number(s) and type(s) held by that individual;
  - 5) a written assurance that the district will provide the teacher to be employed with mentoring and high-quality professional development each year in the subject area to be taught;
  - 6) a written assurance from an institution of higher education that operates a program approved pursuant to Subpart C of this Part that leads to certification in the subject area to be taught that the individual who will be employed is enrolled in courses that are designed to meet the standards applicable to that subject area; and
  - 7) a statement of intent, signed and dated by the individual who will be employed, stipulating that he or she will complete all requirements for an endorsement in the subject to be taught (see Section 25.100 of this Part) within three school years after the issuance of authorization under this Section.
- b) Short-term authorization pursuant to this Section shall be issued only when the individual identified by the employing entity:
- 1) holds an initial, standard, or master certificate that is valid for the grade level of the proposed assignment;
  - 2) has successfully completed at least nine semester hours of college coursework in the subject area to be taught; and
  - 3) has filed the statement of intent called for in subsection (a)(7) of this Section.

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- c) When the requirements of this Section have been met, the State Superintendent of Education shall issue to the employing entity a letter granting short-term authorization for the named individual to teach in the specific position for which the application was made.
- 1) Such a letter shall constitute an authorization to the employing entity and not a credential issued to the individual. As such it shall not be transferable to any other individual, employing entity, or teaching assignment.
- 2) Each employing entity that receives an authorization pursuant to this Section shall maintain the State Superintendent's letter on file and make it available for inspection by representatives of the State Board of Education upon request.
- d) Short-term teaching authorization issued pursuant to this Section shall be issued with respect to a specific school year and shall expire on June 30 of the third school year following the date of issuance.
- e) After the end of the validity of authorization received under this Section, the individual shall not be eligible to teach in the subject area for which approval was granted unless he or she has received an endorsement for that subject.

(Source: Added at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.465 Credit (Repealed)**

~~Credit may not be counted in both subject matter and professional education.~~

(Source: Repealed at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.470 Meaning of Experience on Administrative Certificates (Repealed)**

~~The experience for the superintendent endorsement on the Administrative Certificate is interpreted to mean at least half-time employment as a supervisor or administrator.~~

(Source: Repealed at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.480 Credit for Certification Purposes (Repealed)**

~~An institution may grant credit for certification purposes only based on an examination to~~

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~~establish proficiency for placement. When such credit is shown on the student's transcript, it may be accepted for teacher certification purposes.~~

(Source: Repealed at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.493 Part-Time Teaching Interns**

- a) The entitlement officer of the college or university with ~~ana State Teacher Certification Board~~ approved program leading to a master's degree of which a part-time teaching internship is a component, such as the Master of Arts in Teaching (MAT) program, shall submit a list of the students and the districts in which the part-time teaching internship is to occur to the ~~State Superintendent of Education~~Secretary of the State Teacher Certification Board. Upon verification of the approved program, the ~~Superintendent~~Secretary of the Board shall transmit a letter to the district superintendent authorizing the school board to employ such interns.
- b) The colleges shall verify the student's bachelor's degree as one from a recognized institution of higher learning and shall specify the exact nature of the part-time teaching internship assignment in reporting to the ~~State Superintendent~~Secretary of the Board.
- c) Only those students who are enrolled in programs leading to a master's degree approved by the State ~~Teacher Certification~~ Board of Education shall be eligible for employment as part-time teaching interns, and an individual's part-time teaching must be done in a field for which he or she is being prepared.

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.495 Approval of Out-of-State Institutions and Programs (Repealed)**

- a) ~~The State Board of Education, in consultation with the State Teacher Certification Board, may from time to time enter into reciprocal agreements with other states that entitle candidates who complete approved programs in those states and meet all other applicable Illinois requirements to receive certification in Illinois.~~
  - 1) ~~In order for its candidates to receive reciprocal consideration from Illinois, another state shall have adopted a system for the approval of teacher preparation programs that includes the following elements:~~
    - A) ~~adoption of state standards for program approval;~~
    - B) ~~a requirement that each provider of teacher preparation programs submit to the responsible state agency evidence that its programs~~

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- ~~meet or exceed applicable standards; and~~
- ~~C) evaluation of each approved program, including periodic on-site visits by a program evaluation team, no less frequently than once every seven years.~~
- ~~2) A state to whose candidates Illinois extends reciprocal consideration shall make its standards for the approval of teacher preparation programs available upon request by the Illinois State Board of Education or State Teacher Certification Board.~~
- ~~3) A state to whose candidates Illinois extends reciprocal consideration shall permit representatives of the Illinois State Board of Education or State Teacher Certification Board to observe on-site visits to preparation programs seeking approval.~~
- b) ~~When a candidate from a state with which reciprocity has been established pursuant to subsection (a) of this Section applies for an Illinois certificate, he or she shall be required to submit an official transcript from the approved program (and from the program in which a bachelor's degree was earned, if different from the approved program). Each such individual shall also be required to pass the test(s) required under Section 25.11 (b) of this Part unless he or she holds certification issued by the National Board for Professional Teaching Standards.~~
- e) ~~For purposes of this Section, the term "state" includes the District of Columbia and the protectorates and territories administered by the United States.~~

(Source: Repealed at 28 Ill. Reg. 8556, effective June 1, 2004)

SUBPART G: THE UTILIZATION OF PARAPROFESSIONALS ~~TEACHER AIDES~~ AND OTHER NONCERTIFIED PERSONNEL

**Section 25.510 Paraprofessionals; Teacher Aides**

- a) ~~Definition of Terms 1) The terms "paraprofessionals" and term "teacher aides" shall be used to refer to the noncertificated personnel authorized by Section 10-22.34 of the School Code [105 ILCS 5/10-22.34] to below and employed to assist in instruction. The terms "paraprofessional" and "teacher aide" shall be considered synonymous. 2) "Immediate or direct supervision and control" shall refer to the teacher's responsibility for continuous management of the teacher aide's activities. 3) "Instructional judgment" shall refer to the teacher's responsibility for making the determination of a student's scholastic activities. 4) "Continuously aware" shall denote the requirement that the teacher have full knowledge of the teacher aide's activities and shall be able to control or modify them at any time.~~

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- b) ~~Utilization of Teacher Aides 1) A Teacher Aide shall be under the direct supervision and control of a fully certificated teacher when assisting with the instruction. Areas of instruction requiring such supervised assistance shall include, though are not necessarily limited to, classrooms, laboratories, shops, playgrounds, organized physical education period, libraries — if utilized as instructional settings, and such other educational settings where instructional judgment requires the supervision of a fully certificated teacher. 2) Teacher Aides shall not be utilized as substitutes for or replacement of certificated teachers, and they shall not have equivalent responsibilities. Certificated teachers shall exercise professional judgment when assigning duties, such duties not to infringe upon the "instructional judgment" reserved for teachers. c) Approval of Paraprofessionals Teacher Aides~~

- 1) Service as a paraprofessional requires a statement of approval issued by the State Board of Education, in consultation with the State Teacher Certification Board. Paraprofessionals first employed in programs for students with disabilities on or before June 30, 2005, shall be subject to this requirement as of July 1, 2007.
- 2) Each individual who is required to hold a statement of approval shall submit an application to the State Superintendent of Education, accompanied by evidence that he or she meets the requirements of subsection (c) of this Section. Each individual who wishes to serve as a paraprofessional in a targeted assistance program and is paid with federal funds provided under Title I, Part A, or in a school-wide program that is supported with such funds shall submit an application for approval accompanied by evidence that he or she meets the requirements of subsection (d) of this Section. Each applicant who qualifies Teacher Aides shall be issued a statement of approval, which shall indicate whether it applies to programs supported with federal Title I, Part A, funds attesting to their satisfactory fulfillment of qualifications, such statement to be issued by the State Teacher Certification Board. 2) No one shall act as a Teacher Aide without a statement of approval. 3) All requirements affecting utilization of noncertificated personnel are waived for candidates participating in clinical experiences as part of a preparation program when the following conditions are met: A) The candidate is an enrolled student at a recognized Illinois teacher education institution; B) The candidate engages in clinical experience as part of an approved teacher education program; and C) Agreements involving public schools as clinical sites incorporate the requirements in Section 10-22.34 of The School Code: i) When noncertificated candidates assist in instruction, they must be under

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~~the immediate supervision of a teacher holding a valid certificate and who is directly engaged in teaching the subject matter or conducting other learning activities; and ii) The cooperating teacher must constantly evaluate the candidate's activities and be able to control or modify them.~~

~~c)d) Qualifications for Teacher Aides Each paraprofessional shall be of good character and shall be a citizen of the United States or legally present and authorized for employment. Each paraprofessional shall be subject to that portion of Section 24-5 of the School Code [105 ILCS 5/24-5] that requires physical fitness and freedom from communicable disease, including evidence of freedom from tuberculosis. Each paraprofessional shall hold a high school diploma or its recognized equivalent. To receive approval to serve as a teacher aide, an individual shall:~~

- ~~1) present evidence of having completed 30 semester hours of college credit at a regionally accredited institution of higher education; or~~
- ~~2) complete a training program for paraprofessionals that has been approved either by the Illinois Community College Board or by the State Board of Education in consultation with the State Teacher Certification Board; or~~
- ~~3) pass the ParaPro test offered by the Educational Testing Service (ETS) with at least the score identified by the State Board of Education in consultation with the State Teacher Certification Board; or~~
- ~~4) pass the Work Keys test offered by ACT with at least the score identified by the State Board of Education in consultation with the State Teacher Certification Board and present verification by the employing district or other entity that:
  - ~~A) the individual's classroom performance was observed as part of a formal evaluation that yielded a satisfactory rating; or~~
  - ~~B) the individual's classroom performance was observed prior to employment and the district's representative has concluded that the individual was effective in performing the assigned duties.~~~~

~~d) In addition to meeting the requirements of subsection (c) of this Section, each paraprofessional employed to assist with instruction in a targeted assistance program and paid with federal funds provided under Title I, Part A, or employed in a school-wide program that is supported with such funds is subject to the~~

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additional requirements of Section 1119 of the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110; see also 34 CFR 200.58 (2003), no later editions of or revisions to these regulations are included). No paraprofessional may be assigned to serve in such a capacity after the deadline established in federal law for the group of which he or she is a member unless he or she holds a statement of approval that is specific for this purpose. To qualify for this purpose, an individual shall either have completed two years of study at an institution of higher education, hold an associate's or higher degree, or successfully complete a formal State or local assessment.

- 1) Completion of "two years of study at an institution of higher education" means completion of at least 60 semester hours of college coursework at an accredited institution of higher education.
- 2) "Formal State assessment" means:
  - A) either of the tests discussed in subsections (c)(3) and (c)(4) of this Section; or
  - B) possession of a statement of approval issued under subsection (c)(1) or (c)(2) of this Section and presentation to the State Superintendent of Education of evidence that the individual has accumulated 300 Professional Training Points (PTPs).
    - i) Work experience as a paraprofessional in a public or nonpublic school shall be credited at the rate of 30 PTPs per year, up to a maximum of 150 PTPs. The required evidence of completion for this experience shall be a letter signed by the chief administrator or other designated official of the employing district, other public entity, or nonpublic school documenting the nature and duration of the individual's employment.
    - ii) College coursework shall be credited at the rate of 15 PTPs per semester hour. The required evidence of completion for college coursework shall be official transcripts issued by the institution(s) at which it was completed.
    - iii) Completion of the Paraprofessional Test Preparation Curriculum developed by the Illinois Community College

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Board in partnership with the Illinois State Board of Education shall be credited as 15 PTPs. The required evidence for completion of this curriculum shall be a certificate of completion issued to the individual.

- iv) Additional training activities shall be credited at the rate of one PTP per hour of the individual's direct participation, provided that training activities shall be creditable only if they address or enhance the paraprofessional's ability to assist in the academic content areas of reading/language arts, writing, or mathematics or in reading readiness, writing readiness, or mathematics readiness. The required evidence of completion for each training activity that occurred prior to July 1, 2004, shall include a description of the event, including its subject, date, location, and provider if known; and, if available, a program, outline, or completion form supplied by the provider to indicate the individual's attendance at the event. The required evidence of completion for each training activity that occurred on or after July 1, 2004, shall include a description of the event, including its subject, date, location, and provider; a program or outline if available; and a completion form supplied by the provider to indicate the individual's attendance at the event. In all cases the required evidence shall include a signed statement by the individual indicating the length of his or her participation and verifying that the activity addressed one of the areas required by this subsection (d)(2)(B)(iv).
- 3) "Formal local assessment" means a local assessment that conforms to the guidelines established in section C-5 of the Draft Non-Regulatory Guidance of November 15, 2002, published on the subject of Title I Paraprofessionals by the United States Department of Education, Office of Elementary and Secondary Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202. To secure approval to serve as Teacher Aide either of the following qualifications shall be met: 1) Successful completion of a Teacher Aide training program approved by the State Superintendent of Education, in consultation with the State Teacher Certification Board. Persons may secure approval to serve as Teacher Aides by evidencing successful completion of at least thirty (30) semester hours of college credit in a recognized institution of higher education. 2) A

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~~Teacher Aide is subject to that portion of Section 24-5 of The School Code which requires physical fitness and freedom from communicable disease including annual evidence of freedom from tuberculosis.~~

e) Revocation of Approval Administration of Teacher Aides

- 1) When the State Superintendent of Education receives information indicating that an individual who holds approval as a teacher aide or paraprofessional has been designated as a "sex offender" as defined in Section 2 of the Sex Offender Registration Act [730 ILCS 150/2] or as a "child sex offender" as defined in Section 11-9.3 of the Criminal Code of 1961 [720 ILCS 5/11-9.3], or has been named as a perpetrator in an indicated report filed pursuant to the Abused and Neglected Child Reporting Act [325 ILCS 5/Art.1], the State Superintendent may revoke an individual's approval after the individual has had an opportunity for a hearing before the State Teacher Certification Board pursuant to 23 Ill. Adm. Code 480 (Hearings Before the State Teacher Certification Board). The State Superintendent's decision shall be considered an "administrative decision" for purposes of the Administrative Review Law [735 ILCS 5/Art. III].
- 2) When the State Superintendent of Education receives information indicating that an individual who holds approval as a teacher aide or paraprofessional has been convicted of any sex offense or narcotics offense as defined in Section 21-23a of the School Code [105 ILCS 5/21-23a] or has been convicted of first degree murder, attempted first degree murder, or a Class X felony, the State Superintendent shall forthwith revoke the individual's approval. The State Superintendent's decision shall be considered an "administrative decision" for purposes of the Administrative Review Law. -1) Each school district shall submit a list of all Teacher Aides employed by that district to the State Superintendent of Education each year with the "School District Annual Report and Application for Recognition." 2) Improper use of a Teacher Aide by a school may affect the recognition status of that school. 3) Each school district shall maintain a file for each Teacher Aide, including his/her functions. Included in that file shall be the statement of approval and evidence that an Aide has met the other qualifications established for Teacher Aides.

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

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**Section 25.520 Other Noncertificated Personnel**

~~Other noncertificated personnel may be utilized by school districts in accordance with Section 10-22.34 and Section 10-22.34a of The School Code.~~

- a) ~~In accordance with Sections 10-22.34 and 10-22.34a of the School Code [10 ILCS 5/10-22.34 and 10-22.34a], noncertificated Such~~ personnel may be employed or utilized on a volunteer basis, and may be utilized for school activities not directly connected with the academic program of the schools. Such areas of utilization include:
- ~~1)a)~~ Clerical duties, as in an office or library;
  - ~~2)b)~~ Chaperones or sponsors;
  - ~~3)e)~~ Playgrounds, during free play and not during part of an organized physical education period.
- b) ~~In accordance with Section 10-22.34(d) of the School Code [105 ILCS 5/10-22.34(d)], school districts may utilize noncertificated persons who are completing their clinical experiences and/or student teaching.~~
- 1) ~~All requirements affecting utilization of noncertificated personnel are waived for candidates participating in clinical experiences as part of a preparation program when the following conditions are met:~~
    - A) ~~The candidate is an enrolled student at a recognized Illinois teacher education institution;~~
    - B) ~~The candidate engages in clinical experience as part of an approved teacher education program; and~~
    - C) ~~Agreements involving public schools as clinical sites incorporate the requirements in Section 10-22.34 of the School Code:~~
      - i) ~~When noncertificated candidates assist in instruction, they must be under the immediate supervision of a teacher holding a valid certificate and who is directly engaged in teaching the subject matter or conducting other learning activities; and~~

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- ii) The cooperating teacher must constantly evaluate the candidate's activities and be able to control or modify them.
- 2) Noncertificated personnel enrolled in a student teaching course at a college or university are not required to be under the constant supervision of a teacher, provided that such activity has the prior approval of the representative of the higher education institution, that teaching plans have been previously discussed with and approved by the supervising teacher, and such teaching is performed in accordance with Section 25.620 of this Part (see Section 10-22.34 of the School Code [105 ILCS 5/10-22.34]).

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

## SUBPART H: CLINICAL EXPERIENCES

**Section 25.610 Definitions**

"Clinical Experiences": That part of the professional preparation program enabling candidates preparing for certificated roles to acquire practical experience along with theoretical knowledge prior to entering into the full responsibilities of the role for which they are seeking certification. These practical and structured experiences include pre-student teaching field experiences and student teaching and insure gradual and sequential introduction to, and eventual assumption of, the full range of experiences associated with a certificated role. At appropriate times the candidate shall demonstrate mastery of skills skill and techniques necessary for effective performance as a beginning practitioner and to enable evaluation by qualified personnel. The sequence of experiences brings the candidate into contact with a variety of populations and educational situations, including public school settings, encountered by practitioners.

"Clinical Practice". Student teaching or internships that provide candidates with an intensive and extensive culminating activity. Candidates are immersed in the learning community and are provided opportunities to develop and demonstrate competence in the professional roles for which they are preparing.

"College Supervisor": That person employed by the institution of higher education to supervise candidates engaged in clinical experiences.

"Cooperating Teacher": That person employed by a school district directly engaged in teaching pupils in a school and who is immediately responsible for a student engaged in clinical experiences.

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"Directed Observation:" A clinical experience involving observation of practitioners working under the direction of representatives of schools or teacher education institutions. This experience is planned, guided and evaluated by a mentor or supervisor and can occur in a variety of educational settings and situations.

"Field Experiences". A variety of early and ongoing field-based opportunities in which candidates may observe, assist, tutor, instruct, and/or conduct research. Field experiences may occur in off-campus settings such as schools, community centers, or homeless shelters.

"Intern Supervisor:" That person employed by a school district directly engaged in school service personnel work in a school building and who is immediately responsible for a school service personnel intern.

"Internship:" A sustained, continuous, structured and supervised experience lasting for a substantial period of time in which the candidate engages in performance of various aspects of the role and is gradually introduced to the full range of responsibilities associated with the role. Internships take place in all types of situations and settings. The use of internship is usually restricted to school service personnel and administrative programs.

"Practicum:" A type of clinical experience characterized by intensive work with students, in a group or one on one, which is carefully designed as part of an approved program; is supervised by a designated representative of the institution offering the program; and provides evidence that the candidate for the endorsement is able to apply the knowledge and skills relevant to that endorsement area. A term equivalent to internship.

"Student Teaching:" A form of internship established by Illinois statute calling for close and competent supervision. It entails preparation for full responsibility in an instructional setting. In the course of the experience, the candidate shall demonstrate mastery of skills and techniques including, but not limited to, planning, organization, evaluation, parent relations and competence in subject matter areas. The experience is carried out under diligent and systematic supervision by college and local school personnel. (Student teaching is referred to as "clinical practice" by NCATE.)

"Supervised Participation:" A wide range of experiences in which the candidate assists or engages in purposeful interaction with students and school personnel

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under the guidance and evaluation of qualified personnel. These experiences are carried out under continuous supervision by appropriate personnel who can appropriately modify the candidate's behavior.

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

## SUBPART J: RENEWAL OF STANDARD AND MASTER CERTIFICATES

**Section 25.835 Review of and Recommendation Regarding Application for Renewal**

- a) The LPDC shall review each application that conforms with the requirements of Section 25.830 of this Part and, within 30 days after receiving it, use a form supplied by the State Board of Education to provide 30 days' written notification to the certificate-holder of the recommendation it will forward to the regional superintendent of schools. Such notification shall include a copy of the summary form referred to in Section 25.830(b) of this Part, signed by the chair of the LPDC and indicating whether the quantity and distribution of credit displayed thereon demonstrate that the certificate-holder has met the requirements of his or her approved plan. If the recommendation will be for nonrenewal of the affected certificate(s), such notification shall include a return receipt.
- b) At any time before the recommendation is to be forwarded to the regional superintendent, the certificate-holder may submit a written request to appear before the committee or a written request that the LPDC reconsider its intention to forward an unfavorable recommendation.
- c) If requested to do so, the LPDC shall:
  - 1) permit the certificate-holder to appear before it to justify his or her contention that the certificate(s) held should be renewed; or
  - 2) reconsider its recommendation.
- d) The committee shall forward a recommendation to the regional superintendent, on a form provided by the State Board of Education, no later than 30 days after receipt of the certificate-holder's request pursuant to subsection (b) of this Section. The committee shall provide concurrent notification to the certificate-holder that:
  - 1) states the recommendation and the rationale for it;

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- 2) indicates the date on which the recommendation was forwarded to the regional superintendent; and
  - 3) includes a return receipt if the recommendation is for nonrenewal.
- e) Upon receipt of notification by the LPDC that a recommendation has been forwarded to the regional superintendent, the certificate-holder shall pay to the regional superintendent the fee required pursuant to Section 21-16(b) of the School Code [105 ILCS 5/21-16(b)].
- f) The certificate-holder may appeal to the responsible RPDC for consideration of his or her application for renewal if the LPDC does not respond within any of the timelines set forth in subsections (a) and (d) of this Section.
- g) Within 14 days after receiving notice that a recommendation for nonrenewal has been forwarded, the certificate-holder may appeal the recommendation to the RPDC. Such an appeal shall be transmitted on a form supplied by the State Board of Education, shall include a return receipt, and may include any supporting documentation the certificate-holder deems relevant.
- h) Within seven business days after receipt of such an appeal, the RPDC shall request the LPDC's record of review. The LPDC's record shall be forwarded to the RPDC within seven business days and shall include:
- 1) the individual's approved plan for continuing professional development and any amendments that have been made thereto;
  - 2) any evidence of completion for activities submitted by the certificate-holder that has been maintained by the LPDC, and the summary form that shows how credits were awarded; and
  - 3) copies of any determinations made by the LPDC not to award credit as claimed by the certificate-holder and any evidence that supports such determinations.
- i) Within 45 days after receiving such an appeal, the RPDC shall make a recommendation to the regional superintendent in keeping with the requirements of Section 21-14(g)(2) of the School Code [105 ILCS 5/21-14(g)(2)]. The RPDC shall use a form provided by the State Board of Education for this purpose and shall include the rationale for its recommendation. To assist it in arriving at its recommendation, the RPDC may require the submission of

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additional information or may request that the certificate-holder appear before it. The RPDC shall also forward to the regional superintendent the LPDC's record of review, as well as any supporting documentation supplied by the certificate-holder.

- j) Within 14 days after receiving the last recommendation required under subsections (a) through (i) of this Section, the regional superintendent shall forward his or her recommendation to the State Teacher Certification Board along with the information required pursuant to Section 21-14(g)(1) of the School Code [105 ILCS 5/21-14(g)(1)]. Forms supplied by the State Board of Education shall be used for this purpose. A copy of the recommendation shall be sent to the certificate-holder concurrently. If the recommendation is not to renew the certificate(s) held, or if the application indicates the individual is or may be out of compliance with Section 10-65 of the Illinois Administrative Procedure Act [5 ILCS 100/10-65] with regard to child support payments, the certificate-holder's copy shall be sent by certified mail, return receipt requested; and the regional superintendent shall return the registration fee therewith.
- 1) The regional superintendent shall forward to the Secretary of the State Teacher Certification Board a list that identifies each certificate-holder with respect to whom the regional superintendent is concurring with an LPDC's recommendation for certificate renewal. This list shall be prepared on a form supplied by the State Board of Education.
  - 2) If the regional superintendent is recommending certificate renewal despite a local or regional committee's recommendation for nonrenewal, the regional superintendent shall forward to the Secretary of the State Teacher Certification Board:
    - A) the LPDC's record of review;
    - B) the RPDC's recommendation and the material called for in subsection (i) of this Section, if any; and
    - C) the regional superintendent's rationale for recommending renewal.
  - 3) If the regional superintendent is recommending nonrenewal (regardless of local and/or regional recommendations) the regional superintendent shall forward to the Secretary of the State Teacher Certification Board:
    - A) the LPDC's record of review;

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- B) the RPDRC's recommendation and the material called for in subsection (i) of this Section, if any; and
  - C) the regional superintendent's rationale for recommending nonrenewal.
- k) Within 14 days after receipt of notice that the regional superintendent has recommended nonrenewal of his or her certificate(s), the certificate-holder may appeal that recommendation to the State Teacher Certification Board, using a form provided by the State Board of Education.
- 1) The appeal must state the reasons why the recommendation of the regional superintendent should be reversed and must be sent by certified mail, return receipt requested.
    - A) Appeals shall be addressed to:

State Teacher Certification Board Secretary  
100 North First Street  
Springfield, Illinois 62777
    - B) No electronic or facsimile transmissions will be accepted.
    - C) Appeals postmarked later than 14 calendar days following receipt of the nonrenewal notice will not be processed.
  - 2) In addition to the appeal form, the certificate-holder may submit the following material when the appeal is filed:
    - A) evidence that he or she has satisfactorily completed activities set forth in his or her approved certificate renewal plan;
    - B) any other relevant documents.
  - l) Grounds for a recommendation that a certificate not be renewed shall be limited to the certificate-holder's failure to satisfactorily complete the activities set forth in an approved certificate renewal plan, i.e., to accumulate sufficient units of credit for activities distributed as required among the purposes enumerated in Section 21-14 of the School Code.

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(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.848 General Responsibilities of LPDCs**

- a) Each LPDC shall post the schedule of its meetings.
- b) Each LPDC shall comply with the applicable timelines set forth in this Subpart J and shall maintain records demonstrating such compliance.
- c) Each LPDC shall acknowledge in writing its receipt of an application for renewal of an individual's certificate(s) if such an acknowledgment is requested by the certificate-holder pursuant to Section 25.830(d) of this Part.
- d) Each LPDC shall request from the exclusive representative the appointment of such alternates for its teacher members as may be necessary to ensure that no certificate-holder reviews his or her own plan for continuing professional development, evidence of completion of activities, or application for certificate renewal or the plan, evidence, or application of another individual who supervises or evaluates, or is supervised or evaluated by, him or her. If another LPDC is operating within the same school district, such alternates shall be chosen from among the teacher members of that LPDC.

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.850 General Responsibilities of Regional Superintendents**

- a) Each regional superintendent of schools shall designate an employee who will be responsible for making all forms required pursuant to this Subpart J available to certificate-holders, members of local and regional professional development committees, and others who need to use them. Each regional superintendent of schools shall also designate an employee who will be responsible for tracking the receipt and distribution of the written materials called for in this Subpart J that are submitted to or through the regional office. Nothing shall preclude the same individual from fulfilling both the functions specified in this subsection (a).
- b) Each regional superintendent shall determine the number of regional professional development review committees needed in the region.
  - 1) The number of committees that will operate in a region shall be at the regional superintendent's discretion, so long as the committees established are able to accomplish the functions assigned to them in accordance with

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the timelines set forth in this Subpart J.

- 2) Each regional superintendent may distribute responsibility among RPDRCs according to district, building, grade level, type of certificate, subject matter area, or any other factor the regional superintendent deems appropriate.
- 3) Each regional superintendent shall ensure that sufficient alternate members are available to the region's RPDRC or RPDRCs to ensure that no member reviews any matter raised by an individual for whom he or she is either a supervisor or a subordinate and to avoid other potential conflicts of interest.
- c) Each regional superintendent shall publicize the way in which certificate-holders can contact the RPDRCs. In each case, the address of the regional superintendent's office shall be identified as the address of the RPDRC. If a schedule for RPDRC meetings is set, the regional superintendent shall publicize that schedule.
- d) Each regional superintendent shall provide written information to members of the RPDRCs concerning the method for reimbursement of their expenses, identification of reimbursable items, and rates of reimbursement.
- e) Each regional superintendent shall receive, review, respond to, and keep on file the plans of the teachers for which he or she serves as the LPDC (i.e., nonpublic school teachers, teachers in State-operated schools, and substitute and inactive teachers who elect to maintain their certificates as valid and active).
  - 1) A regional superintendent may identify one or more designees to assist him or her in functioning as an LPDC and may further designate individuals or committees to provide him or her with advice and recommendations on related matters.
  - 2) No designee appointed by the regional superintendent to assist in serving as an LPDC may serve on an RPDRC that considers matters related to the same type(s) of certificates.
- f) Each regional superintendent shall review all recommendations for certificate renewal or nonrenewal and, using a form supplied by the State Board of Education, shall forward those recommendations to the State Teacher Certification Board along with an indication of his or her concurrence or non-

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concurrence. The regional superintendent shall forward the documentation specified in Section 25.835(i) of this Part as applicable in each case.

- g) If any individual's application indicates that he or she may be or is out of compliance with Section 10-65 of the Illinois Administrative Procedure Act with regard to child support payments, the regional superintendent shall separate any such application or applications from those pertaining to certificates that are recommended for renewal and shall forward them to the Secretary of the State Teacher Certification Board whenever he or she forwards the remainder of the materials called for in subsection (f) of this Section, calling the Secretary's attention to the potential noncompliance.
- h) Each regional superintendent shall notify all LPDCs and RPDCs in his or her region of the State priorities referred to in Section 25.810 of this Part.
- i) Based upon information provided by the certificate-holders in his or her region, each regional superintendent shall enter data into the centralized registry indicating the valid and active or valid and exempt status of each certificate for each semester of its validity.

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

SUBPART K: REQUIREMENTS FOR RECEIPT OF  
THE STANDARD TEACHING CERTIFICATE

**Section 25.900 Applicability of Requirements in this Subpart**

Pursuant to Section 21-2(c) of the School Code [105 ILCS 5/21-2(c)], the requirements of this Subpart K shall apply beginning on July 1, 2003, to each holder of an Illinois initial or initial alternative teaching certificate, or an equivalent certificate issued by another state, who has completed four years of teaching and is seeking a standard teaching certificate. An individual who has fulfilled the requirements of this Subpart K and received one standard certificate as a result shall be deemed to have satisfied the requirements of this Subpart K with respect to any subsequent early childhood, elementary, secondary, special K-12, or special preschool-age 21 certificate.

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.920 Requirements for Coursework Related to the National Board for Professional Teaching Standards (NBPTS)**

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Completion of at least four semester hours of graduate-level coursework related to the requirements for certification by the NPBTS as a means of qualifying for the standard teaching certificate shall be subject to the requirements of this Section.

- a) Only coursework offered by *an accredited institution of higher education, by such an institution in partnership with a teachers' association or union or with a regional office of education, or by another entity authorized to issue college credit* shall qualify for this purpose. (Section 21-2(c)(2)(C) of the School Code [105 ILCS 5/21-2(c)(2)(C)])
- b) An eligible entity that offers or plans to offer coursework that will result in candidates' eligibility for the standard teaching certificate shall submit to the State Superintendent of Education a syllabus, course description, or other material demonstrating that the coursework addresses the five "core propositions" that guide the National Board's certification initiatives: ~~the need for high and rigorous standards; reliance on performance-based assessments; acknowledgment of the complexity of teaching; the importance of quality assurance and professional accountability; and the potential for influencing change within the educational system.~~
  - 1) Teachers are committed to students and their learning.
  - 2) Teachers know the subjects they teach and how to teach those subjects to students.
  - 3) Teachers are responsible for managing and monitoring students' learning.
  - 4) Teachers think systematically about their practice and learn from experience.
  - 5) Teachers are members of learning communities.
- c) The State Board of Education, in consultation with the State Teacher Certification Board, shall approve coursework for this purpose if the syllabus demonstrates that its successful completion will involve observation, review, and analysis of each participant's teaching practice in light of applicable standards, as well as demonstration of professional expertise on the part of each participant in reflecting on his or her own practice.
  - 1) These required elements may be provided either by means of the activities described in Section 25.915(c)(1) through (c)(4) of this Part or by using

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another sequence of activities that is designed to provide beginning teachers with direct feedback from experienced teachers and a structure for reviewing their own teaching in light of this feedback and in light of their students' performance.

- 2) The grades issued to participants in the coursework shall reflect the instructor's assessment of the participants' performance in reviewing, analyzing, and reflecting on their own practice, rather than the instructor's assessment of the participants' performance as teachers.
- d) As evidence of completion, the candidate for a standard certificate shall submit to the responsible LPDC a grade report or official transcript issued by the institution or other entity offering the coursework, indicating that the individual passed the course or courses.
- e) No course that has not been approved pursuant to subsections (b) and (c) of this Section shall be advertised as leading to eligibility for the standard teaching certificate under this Section.
- f) An eligible Illinois entity that offered coursework relevant to this Section prior to July 1, 2003, may apply to the State Superintendent, based on the submission of material meeting the requirements of subsection (b) of this Section, for verification that the coursework met the requirements of this Section so that individuals who have completed it may fulfill the requirements of this Subpart K on that basis. An individual who wishes to use coursework completed in another state to fulfill the requirements of this Section shall submit to the State Superintendent of Education a course description or syllabus. Based upon a comparison of the course's content with the requirements of this Section and Section 21-2(c)(2)(C) of the School Code, the State Superintendent shall determine whether the out-of-state course is equivalent and notify the candidate as to whether the course will be accepted.

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

**Section 25.945 Procedural Requirements**

- a) In order to qualify for a standard teaching certificate, a holder of an initial teaching certificate shall choose one of the methods described in Section 25.905 of this Part. ~~Prior to completing four years of teaching experience, No later than two years after receiving an initial certificate or January 1, 2004, whichever occurs later,~~ he or she shall provide written notification of the method chosen to

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the local professional development committee (LPDC) established pursuant to Section 25.845 of this Part that is responsible for the type of certificate held or, if applicable, to the regional superintendent who is considered to be the LPDC for holders of standard certificates in similar employment pursuant to Section 25.815(a) of this Part.

- b) The responsible LPDC shall respond within 60 days after receiving written notification from an individual as to whether the method he or she has chosen is acceptable as a means of qualifying for a standard teaching certificate. If the individual has chosen a method not in conformance with Section 21-2(c) of the School Code and this Subpart K, the committee's response shall inform the individual of the nature of the method's nonconformance so that he or she may select a method that, upon successful completion, will contribute towards the acquisition of a standard teaching certificate.
- c) *A person must complete his or her chosen requirement before the expiration of his or her initial teaching certificate and must submit evidence of having done so to the Local Professional Development Committee. [105 ILCS 5/21-2(c)(5)]* The required evidence of completion shall be as specified in Sections 25.910, 25.915, 25.920, 25.925, 25.930, 25.935, and 25.940 of this Part, as applicable to the requirement chosen.
- d) *Within 30 days after receipt of a person's evidence of completion, the LPDC shall forward the evidence of completion to the responsible regional superintendent of schools, along with the LPDC's recommendation, based on that evidence, as to whether the person is eligible to receive a standard teaching certificate. Concurrently, the LPDC shall provide a copy of this recommendation to the affected person. [105 ILCS 5/21-2(c)(5)]*
- e) Upon receipt of notification by the LPDC that a recommendation has been forwarded to the regional superintendent, the certificate-holder shall submit to the regional superintendent his or her application for a standard certificate, along with the fee required pursuant to Section 21-12 of the School Code [105 ILCS 5/21-12].
- f) *The regional superintendent of schools shall review the evidence of completion submitted by a person and, based upon compliance with all of the requirements for receipt of a standard teaching certificate, including the completion of four years of teaching, shall forward to the State Board of Education a recommendation for issuance or non-issuance. Concurrently, the regional superintendent shall notify the affected person of the recommendation forwarded.*

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[105 ILCS 5/21-2(c)(5)] Using a format prescribed by the State Board of Education, the regional superintendent shall forward his or her recommendation regarding a particular individual, as well as the LPDC's recommendation, within 30 days after receiving the LPDC's recommendation regarding that person. The regional superintendent shall be responsible for retaining the evidence of completion submitted with respect to applicants for standard certification in accordance with the requirements of the Local Records Act [50 ILCS 205].

- g) If the regional superintendent's recommendation with regard to any person is to deny issuance of the standard teaching certificate:
- 1) the regional superintendent shall state his or her rationale for the recommendation;
  - 2) the individual's copy of the regional superintendent's notification shall be sent by certified mail, return receipt requested; and
  - 3) the regional superintendent shall return the application fee with the notification.
- h) *Upon review of regional superintendents' recommendations, including any rationales provided pursuant to subsection (g)(1) of this Section, and the respective applications for certification, the State Board of Education shall issue standard teaching certificates to those who qualify and shall notify in writing, via certified mail, return receipt requested, persons affected by the denial of standard teaching certificates. [105 ILCS 5/21-2(c)(5)] Each notification shall include a rationale for the State Board's refusal to issue a standard certificate.*
- i) Within 14 days after receipt of notice that the State Board of Education has denied him or her a standard teaching certificate based on failure to meet the requirements of this Subpart K, a certificate-holder may appeal that decision to the State Teacher Certification Board, using a form made available by the State Board of Education.
- 1) Each appeal shall state the reasons why the State Board's decision should be reversed and shall be sent by certified mail, return receipt requested.
    - A) Appeals shall be addressed to:  
  
State Teacher Certification Board  
Secretary

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100 North First Street  
Springfield, Illinois 62777

- B) No electronic or facsimile transmissions will be accepted.
  - C) Appeals postmarked later than 14 calendar days after receipt of notifications of denial will not be processed.
- 2) In addition to the appeal form, the certificate-holder may submit the following material when the appeal is filed:
- A) evidence that he or she has satisfactorily completed one of the options outlined in this Subpart K as a means of qualifying for the standard teaching certificate; and
  - B) any other relevant documents.
- j) Upon receipt of an appeal, the State Teacher Certification Board shall request the record of review from the State Superintendent of Education for consideration at its next available meeting. In reviewing the appeal, the Certification Board may hold an appeal hearing or may make its determination based upon the record of review, which shall consist of:
- 1) the individual's application for a standard certificate;
  - 2) the rationale for the State Board's refusal to issue a standard certificate;
  - 3) the available evidence of completion;
  - 4) the appeal form; and
  - 5) any additional information submitted by the individual to support the appeal.
- k) If the Certification Board holds an appeal hearing, it may request the certificate-holder to appear before it, in which case no less than ten days' notice of the date, time, and place of the hearing shall be given to the affected individual.
- l) The certificate-holder shall submit to the State Teacher Certification Board such additional information as the Certification Board determines is necessary to decide the appeal.

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- m) The State Teacher Certification Board shall notify the certificate-holder of its decision regarding the issuance of a standard certificate by certified mail, return receipt requested, no later than 30 days after reaching a decision.
- n) The decision of the State Teacher Certification Board regarding an appeal is a final administrative decision and shall be subject to administrative review as set forth in Section 21-24 of the School Code [105 ILCS 5/21-24].

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

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**Section 25.APPENDIX C Exchange of Certificates**

Existing Certificate	Description	Exchanged for:
02 Early Childhood	To Age 6 excluding K	Standard Early Childhood (0 to 6, excluding K)
04 Early Childhood	Age 0-Grade 3	Standard Early Childhood (0 to grade 3)
06 Kindergarten-Primary	K-3	Standard Early Childhood (K-3)
45 Life Kindergarten	K-3	Standard Early Childhood (K-3)
Elementary Certificates:		
03 Standard Elementary	K-9	Standard Elementary
42 Life Elementary	1-8	Standard Elementary
High School Certificates:		
09 Standard High School	6-12	Standard Secondary
11 Vocational	7-12 Field Endorsed	Standard Secondary
14 Junior College	9-14 Field Endorsed	Standard Secondary
47 Life High School	6-12	Standard Secondary
49 Life Junior College	9-14 Field Endorsed	Standard Secondary
Special Certificates:		
10 Standard Special	K-12 Field Endorsed	Standard Special or both Standard Elementary and Standard Secondary
17 Special Exceptional Children	K-14 Field Endorsed	Standard Special or both Standard Elementary and Standard Secondary
48 Life Special	K-14 Field Endorsed	Standard Special or both Standard Elementary and Standard Secondary
50 Life School Librarian	K-14 Library	Standard Special or both Standard Elementary and Standard Secondary

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Individuals who receive Standard Special, Elementary and/or Secondary certificates will receive on those certificates the same endorsements they currently hold.

Holders of Standard Special Certificates may exchange them for either a Standard Special or both a Standard Elementary and Standard Secondary. If they choose the Standard Elementary and Standard Secondary Certificates, they will receive on those certificates only the endorsements they hold. That is, they will not be qualified to teach self-contained general education classrooms ~~(unless they have also completed an approved program for the elementary certificate and have passed the elementary/middle grades content-area test hold the endorsement described in Section 25.99(f) of this Part, but will receive on those certificates only the endorsements they hold.~~ (For example, a holder of a special certificate endorsed for a particular subject area may teach only in that subject area, and a holder of a certificate endorsed for serving students with a specific disability may serve only in a classroom serving such students.) They will have the option of adding onto the elementary and secondary certificates any other endorsements for which they qualify.

(Source: Amended at 28 Ill. Reg. 8556, effective June 1, 2004)

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**Section 25.APPENDIX D National Board and Master Certificates (Repealed)**

~~Certificate Issued by National Board for Professional Teaching Standards~~

~~Equivalent Illinois Certificate~~

~~Early Childhood~~

~~Early Childhood Master~~

~~Middle Childhood~~

~~Elementary Master~~

~~Early and Middle Childhood~~

~~Early Childhood Master and Elementary Master~~

~~Early Adolescence~~

~~Elementary Master or Secondary Master~~

~~Adolescence and Young Adulthood~~

~~Secondary Master~~

~~Early Adolescence through Young Adulthood~~

~~Elementary Master and Secondary Master~~

~~Early Childhood through Young Adulthood~~

~~Special K-12 Master or Special Preschool-Age 21 Master~~

(Source: Repealed at 28 Ill. Reg. 8556, effective June 1, 2004)

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**Section 25.APPENDIX E Endorsement Structure Beginning July 1, 2004**

Section 25.100 of this Part explains the applicability of "designations" where shown as required in the following table. An asterisk next to the name of an endorsement or designation indicates that there is no content-area test for that credential. The relevant provisions of Section 25.100(e) of this Part shall apply in those cases.

<u>Endorsements Available as of July 1, 2004</u>	<u>Designations</u>	<u>Endorsements Previously Issued</u>
<u>Fundamental Learning Areas</u>		
<u>English Language Arts</u>	<u>None</u>	<u>English</u> <u>Journalism</u> <u>Language Arts</u> <u>Speech</u>
<u>Reading Teacher</u>	<u>None</u>	<u>Reading</u>
<u>Reading Specialist</u>	<u>None</u>	<u>Reading</u>
<u>Mathematics</u>	<u>None</u>	<u>Mathematics</u>
<u>Sciences – Designation Required</u>	<u>Biology</u>  <u>Chemistry</u> <u>Earth and Space Science</u>  <u>Environmental Science</u>  <u>Physics</u>	<u>Biological Science</u> <u>Botany</u> <u>Physiology</u> <u>Zoology</u> <u>Chemistry</u> <u>Aerospace</u> <u>Astronomy</u> <u>Earth Science</u> <u>Geology</u> <u>Physical Geography</u> <u>Biological Science</u> <u>Physical Science</u> <u>General Science</u> <u>Physics</u>

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<u>Endorsements Available as of July 1, 2004</u>	<u>Designations</u>	<u>Endorsements Previously Issued</u>
<u>Social Sciences – Designation Required</u>	<u>Economics</u> <u>Geography</u> <u>History</u>  <u>Political Science</u> <u>Psychology</u> <u>Sociology and Anthropology</u>	<u>Economics</u> <u>Geography</u> <u>History</u> <u>U.S. History</u> <u>World History</u> <u>Political Science</u> <u>Psychology</u> <u>Anthropology</u> <u>Sociology</u>
<u>Physical Education</u>	<u>None</u>	<u>Physical Education</u>
<u>Health Education</u>	<u>None</u>	<u>Health Education</u>
<u>Dance</u>	<u>None</u>	<u>Dance</u>
<u>Drama/Theatre Arts</u>	<u>None</u>	<u>Theatre and Drama</u>
<u>Music</u>	<u>None</u>	<u>Music</u> <u>Instrumental Music</u> <u>Vocal Music</u>
<u>Visual Arts</u>	<u>None</u>	<u>Art</u>
<u>Foreign Languages – Designation Required</u>	<u>Chinese</u> <u>French</u> <u>German</u> <u>Hebrew</u> <u>Italian</u> <u>Japanese</u> <u>Korean</u> <u>Latin</u> <u>Russian</u> <u>Spanish</u>	<u>None</u> <u>French</u> <u>German</u> <u>Hebrew</u> <u>Italian</u> <u>None</u> <u>None</u> <u>Latin</u> <u>Russian</u> <u>Spanish</u>

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<u>Endorsements Available as of July 1, 2004</u>	<u>Designations</u>	<u>Endorsements Previously Issued</u>
<u>Additional Teaching Fields</u>		
<u>Agricultural Education</u>	<u>None</u>	<u>Agricultural Business and Management</u> <u>Agriculture</u> <u>Agricultural Power and Machinery</u> <u>Horticulture</u> <u>Agricultural Resources</u>
<u>Business, Marketing, and Computer Education – Designation Optional</u>	<u>Business Computer Programming*</u>	<u>Accounting</u> <u>Basic Business</u> <u>Business Computer Programming</u> <u>Business/Marketing/ Management</u> <u>Information Processing</u> <u>Information Processing/ Secretarial</u> <u>Marketing</u>
<u>Family and Consumer Sciences – Designation Required</u>	<u>Apparel and Textiles*</u> <u>Living Environments*</u> <u>Nutrition, Wellness, and Hospitality*</u>	<u>Child and Day Care Services</u> <u>Consumer Education and Resource Management</u> <u>Fashion and Clothing Services</u> <u>Food and Nutrition Services</u> <u>Home Economics</u> <u>Institutional and Home Management Services</u> <u>Interior Furnishings Services/Living Environments</u> <u>Interpersonal, Family Relationships, Parenting</u>

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<u>Endorsements Available as of July 1, 2004</u>	<u>Designations</u>	<u>Endorsements Previously Issued</u>
<u>Health Careers</u>	<u>None, but licensure in a specific occupation is required</u>	<u>Health Occupations</u>
<u>Technology Education</u>	<u>None</u>	<u>Industrial Technology Education Construction Electronics Graphic Communications Transportation Manufacturing Industrial Technology Public Service Drafting/Design Autobody Repair Heating, Ventilation, and Air Conditioning</u>
<u>Technology Specialist</u>	<u>None</u>	<u>Computer Technology Instructional Technology</u>
<u>Library Information Specialist</u>	<u>None</u>	<u>Media</u>
<u>Safety and Driver Education*</u>	<u>None</u>	<u>Safety and Driver Education</u>
<u>English as a New Language (ENL) – Designation Optional</u>	<u>Bilingual Education (language-specific)</u>	<u>Bilingual Education English as a Second Language</u>
<u>Middle-Level</u>	<u>Subject-specific</u>	<u>Middle-Grades</u>
<u>Elementary</u>		
<u>Self-Contained General Elementary Education</u>	<u>None</u>	<u>Self-Contained General Education</u>

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<u>Endorsements Available as of July 1, 2004</u>	<u>Designations</u>	<u>Endorsements Previously Issued</u>
<u>Early Childhood</u>		
<u>Early Childhood</u>	<u>None</u>	<u>Early Childhood</u>
<u>Early Childhood Special Education</u>	<u>None</u>	
<u>Administrative</u>		
<u>Chief School Business Official</u>		<u>Chief School Business Official</u>
<u>Director of Special Education</u>		<u>Director of Special Education</u>
<u>General Administrative</u>		<u>General Administrative</u>
<u>Superintendent</u>		<u>Superintendent</u>
<u>School Service Personnel</u>		
<u>School Counselor</u>		<u>Guidance</u>
<u>School Nurse</u>		<u>School Nurse</u>
<u>School Psychologist</u>		<u>School Psychologist</u>
<u>School Social Worker</u>		<u>School Social Worker</u>
<u>Non-Teaching Speech- Language Pathologist</u>		<u>Non-Teaching Speech- Language Pathologist</u>
<u>Supervisory</u>	<u>None; see Sections 21-4 and 21-25 of the School Code and Section 25.497 of this Part.</u>	<u>Supervisory</u>

(Source: Added at 28 Ill. Reg. 8556, effective June 1, 2004)

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- 1) Heading of the Part: Standards for Administrative Certification
- 2) Code Citation: 23 Ill. Adm. Code 29
- 3) 

<u>Section Numbers:</u>	<u>Adopted Action:</u>
29.10	Amendment
29.120	Amendment
29.140	Amendment
29.150	Repeal
- 4) Statutory Authority: 105 ILCS 5/Art. 21 and 2-3.6
- 5) Effective date of amendments: June 1, 2004
- 6) Does this rulemaking contain an automatic repeal date? No
- 7) Do these rulemaking contain incorporations by reference? No
- 8) A copy of the adopted amendments, including any material incorporated by reference, is on file in the agency's principal office and is available for public inspection.
- 9) Notice of Proposal published in Illinois Register: January 2, 2004; 28 Ill. Reg. 249
- 10) Has JCAR issued a Statement of Objection to this rulemaking? No
- 11) Differences between proposal and final version: None
- 12) Have all the changes agreed upon by the agency and JCAR been made as indicated in the agreements issued by JCAR? No changes were requested by JCAR, and no agreement letter was issued.
- 13) Will these amendments replace any emergency amendments currently in effect? No
- 14) Are there any amendments pending on this Part? No
- 15) Summary and purpose of amendments: These amendments cover three aspects of the rules and are all basically technical in nature. The revision in Section 29.10 corresponds to revisions that have been made in other sets of ISBE's rules to identify October 1 as the date when the new examinations are required. In each case new examinations will be first administered in summer, and the three-month delay is needed before the test is

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required, to account for the time it takes for scores to become available and for the passing score to be established.

The reference to the “general administrative endorsement” at the beginning of Section 29.120 acknowledges that Section 21-7.1 of the School Code gives this title to the endorsement that is required for principals and certain other administrators in similar positions. The other revisions in Section 29.120 are being made for the same reason.

Finally, the changes in Section 29.140 (Director of Special Education) and the repeal of Section 29.150 correspond to the insertion of new material into Part 25 (Certification). That Part establishes the requirements for issuance of all types of teaching, school service personnel, and administrative certificates, and the information that has been stated in the introduction to Section 29.140 and in all of Section 29.150 is being transferred into its logical place within Part 25. This transfer will leave only the standards for the endorsement stated in Part 29, which is comparable to the way all the other administrative endorsements have been treated.

- 16) Information and questions regarding these adopted amendments shall be directed to:

Lee Patton, Interim Director  
Certification and Professional Development  
Illinois State Board of Education  
100 North First Street  
Springfield, Illinois 62777-0001  
217/782-4123

The full text of the adopted amendments begins on the next page:

## STATE BOARD OF EDUCATION

## NOTICE OF ADOPTED AMENDMENTS

TITLE 23: EDUCATION AND CULTURAL RESOURCES  
 SUBTITLE A: EDUCATION  
 CHAPTER I: STATE BOARD OF EDUCATION  
 SUBCHAPTER b: PERSONNEL

PART 29  
 STANDARDS FOR ADMINISTRATIVE CERTIFICATION

## Section

29.10	Purpose and Effective Dates
29.100	Illinois Professional School Leader Standards
29.110	Chief School Business Official
29.120	<del>General Administrative Endorsement</del> <del>Principal</del>
29.130	Superintendent
29.140	Director of Special Education
29.150	New Credential Required – Directors and Assistant Directors of Special Education ( <del>Repealed</del> )

AUTHORITY: Implementing Article 21 and authorized by Section 2-3.6 of the School Code [105 ILCS 5/Art. 21 and 2-3.6].

SOURCE: Adopted at 26 Ill. Reg. 6493, effective April 22, 2002; amended at 27 Ill. Reg. 5800, effective March 21, 2003; amended at 28 Ill. Reg. 8681, effective June 1, 2004.

### Section 29.10 Purpose and Effective Dates

This Part establishes the standards that shall apply to the issuance of administrative certificates and the endorsements available on those certificates. The standards set forth in this Part shall apply both to candidates for the respective endorsements and to the programs that prepare them. That is:

- a) beginning July 1, 2003, approval of any preparation program or course of study in any field covered by this Part pursuant to the State Board's rules for Certification (23 Ill. Adm. Code 25, Subpart C) shall be based on the congruence of that program's or course's content with the relevant standards identified in this Part; and
- b) beginning on ~~October 1, 2004~~ ~~July 1, 2004~~, the examination(s) required for issuance of a certificate endorsed in any field covered by this Part shall be based on the relevant standards set forth herein.

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(Source: Amended at 28 Ill. Reg. 8681, effective June 1, 2004)

**Section 29.120 General Administrative Endorsement~~Principal~~**

Each candidate for the general administrative~~principal's~~ endorsement shall be required to meet the standards set forth in this Section in addition to those set forth in Section 29.100 of this Part.

- a) Facilitating a Vision of Learning – The competent school administrator is an educational leader who promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
  - 1) Knowledge Indicators – The competent administrator~~principal~~:
    - A) has knowledge and understanding of learning goals in a pluralistic society.
    - B) comprehends the principles of developing and implementing long-term plans.
    - C) recognizes theories of educational leadership.
    - D) understands information sources, data collection, and data analysis strategies.
    - E) understands effective communication.
    - F) understands effective consensus-building and negotiation skills.
    - G) has knowledge of the philosophy and history of education.
  - 2) Performance Indicators – The competent administrator~~principal~~:
    - A) designs curricula with consideration for philosophical, sociological, and historical foundations, democratic values, and the community's values, goals, social needs, and changing conditions.
    - B) facilitates the development and implementation of a shared vision and strategic plan for the school or district that focuses on teaching and learning.

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- C) analyzes, evaluates, and monitors operational plans and processes to accomplish strategic goals using practical applications of organizational theories.
  - D) solicits and uses financial, human, and material resources to support the implementation of the school's mission and goals.
  - E) identifies and critiques several theories of leadership and their application to various school environments.
  - F) conducts needs assessments and uses qualitative and quantitative data to plan and assess school programs.
  - G) analyzes and interprets educational data, issues and trends.
  - H) uses appropriate interpersonal skills and applies appropriate and effective communications strategies when using written, verbal, and nonverbal communication.
  - I) engages in effective consensus-building and displays effective negotiation skills.
  - J) frames, analyzes, and resolves problems using appropriate problem-solving techniques and decision-making skills.
  - K) analyzes school problems with an understanding of major historical, philosophical, ethical, social, and economic influences in a democratic society.
- b) School Culture and Instructional Program – The competent school administrator is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to students' learning and staff's professional growth.
- 1) Knowledge Indicators – The competent ~~administrator~~principal:
    - A) has knowledge and understanding of school cultures.
    - B) understands the continuum of students' growth and development.
    - C) knows the procedures used in the assessment of the learning

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environment.

- D) understands applied learning theories.
  - E) understands curriculum design, implementation, evaluation, and refinement.
  - F) recognizes the components of a special education evaluation.
  - G) understands principles of effective instruction and best practices.
  - H) comprehends measurement, evaluation, and assessment strategies.
  - I) understands diversity and its meaning for educational programs.
  - J) is familiar with adult learning and professional development models.
  - K) understands the change process for systems, organizations, and individuals.
  - L) recognizes the role of technology in promoting students' learning and professionals' growth.
  - M) understands classroom management.
- 2) Performance Indicators – The competent ~~administrator~~principal:
- A) creates with teachers, parents, and students a positive school culture that promotes learning.
  - B) promotes an inclusive educational culture.
  - C) articulates the district's or school's vision, mission, and priorities to the community and media.
  - D) builds community support for a district's or school's priorities and programs.
  - E) promotes an environment where all individuals are treated with fairness, dignity, and respect.

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- F) develops a culture of high expectations for self, students, and staff's performance where accomplishments are recognized.
- G) applies the principles of students' growth and development to the learning environment and the educational program.
- H) utilizes procedures in the assessment of the learning environment.
- I) develops collaboratively a learning organization that supports instructional improvement, builds an appropriate curriculum, and incorporates best practice.
- J) develops collaboratively curriculum and developmentally appropriate instruction for varied teaching and learning styles as well as specific needs of students, considering gender, ethnicity, culture, social class, and exceptionalities.
- K) analyzes various staffing patterns, student grouping plans, class scheduling forms, and school organizational structures and facilitates design processes to support various teaching strategies and desired outcomes for students.
- L) assesses students' progress using a variety of appropriate techniques.
- M) bases curricular decisions on research, applied theory, informed practice, the recommendations of learned societies, and State and federal policies and mandates.
- N) aligns curricular goals and objectives with the Illinois Learning Standards (see 23 Ill. Adm. Code 1.Appendix D).
- O) facilitates the design, implementation, and evaluation of curricular, co-curricular, and extracurricular programs for continuous improvement.
- P) uses resources to support instructional programs and best practices and incorporates a variety of supervisory models to improve teaching and learning.

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- Q) uses qualitative and quantitative data to plan and assess school programs.
  - R) promotes an inclusive educational culture.
  - S) identifies needs for professional development and incorporates adult learning strategies and assessment in the formulation of self-development plans for staff.
  - T) facilitates the change process for systems, organizations, and individuals by using qualitative and quantitative data to plan and assess school programs.
  - U) studies best practices, relevant research, and demographic data to analyze their implications for school improvement.
  - V) develops, analyzes and implements operational plans and processes to accomplish strategic goals using practical applications of organizational theories.
  - W) applies a systems perspective and monitors and assesses the progress of activities, making adjustments and formulating new action steps as necessary.
  - X) uses technology, telecommunications, and information systems to enrich curriculum and instruction.
  - Y) develops and implements long-range plans for school and district technology information systems.
  - Z) uses a variety of supervisory models to improve teaching and learning.
  - AA) uses and implements collaboratively developed policies and procedures that provide a safe school environment and promote health and welfare.
- c) Management – The competent school administrator is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

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- 1) Knowledge Indicators – The competent ~~administrator~~principal:
  - A) understands theories and models of organizations and the principles of organizational development.
  - B) is aware of local operational policies and procedures.
  - C) understands principles and issues relating to school safety and security.
  - D) has knowledge of management and development of human resources.
  - E) comprehends principles and issues relating to fiscal considerations in school management.
  - F) understands principles and issues relating to school facilities and use of space.
  - G) recognizes legal issues relating to school operations.
  - H) has knowledge of current technologies that support management's functions.
  
- 2) Performance Indicators – The competent ~~administrator~~principal:
  - A) applies theories to create conditions that motivate staff, students, and families to achieve the school's vision.
  - B) analyzes a school's problems with an understanding of major historical, philosophical, ethical, social, and economic influences in a democratic society.
  - C) applies effective job-analysis procedures, supervisory techniques, and performance appraisal for instructional and non-instructional staff.
  - D) utilizes appropriate policies, criteria, and processes for the recruitment, selection, induction, compensation, and separation of personnel, with attention to issues of equity, diversity, and exceptionalities.

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- E) develops and implements an efficient building-level budget planning process that is driven by school priorities.
  - F) understands federal, State and local statutory and regulatory provisions and judicial decisions governing education.
  - G) applies common legal and contractual requirements and procedures in an educational setting.
  - H) applies and assesses current technologies for school management and business procedures.
- d) Collaboration with Families and Communities – The competent school administrator is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- 1) Knowledge Indicators – The competent ~~administrator~~principal:
    - A) recognizes emerging issues and trends that potentially affect the school community.
    - B) comprehends parents' rights, including the right to an independent evaluation and the use of that evaluation by the student's IEP team (see 23 Ill. Adm. Code 226.75).
    - C) understands the conditions and dynamics of the diverse school community.
    - D) has knowledge of community resources.
    - E) understands community relations and marketing strategies and processes.
    - F) is aware of successful models of school, family, business, community, government, and higher education partnerships.
  - 2) Performance Indicators – The competent ~~administrator~~principal:
    - A) assesses emerging issues and trends to determine their impact on

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the school community.

- B) engages in activities that address parents' rights, including the right to an independent evaluation and the use of that evaluation by the student's IEP team.
  - C) analyzes community and district power structures and identifies major opinion leaders and their relationships to school goals and programs.
  - D) identifies and analyzes the major sources of fiscal and non-fiscal resources for schools.
  - E) develops and implements an effective staff communication plan and public relations program.
  - F) articulates the district's or school's vision, mission, and priorities to the community and media and understands how to build community support for the district's or school's priorities and programs.
- e) Acting with Integrity, Fairness, and in an Ethical Manner – The competent administrator is an educational leader who promotes the success of all students by acting with integrity, fairness, and in an ethical manner.
- 1) Knowledge Indicators – The competent ~~administrator~~principal:
    - A) understands the purpose of education and the role of leadership in modern society.
    - B) recognizes various ethical frameworks and perspectives on ethics.
    - C) understands the values and challenges of the diverse school community.
    - D) is aware of professional codes of ethics.
  - 2) Performance Indicators – The competent ~~administrator~~principal:
    - A) analyzes a school's problems with an understanding of major historical, philosophical, ethical, social, and economic influences

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in a democratic society.

- B) manifests a professional code of ethics and values.
  - C) bases decisions on the moral and ethical implications of policy options and political strategies.
  - D) promotes the values and challenges of the diverse school community.
  - E) communicates effectively with various cultural, ethnic, racial, and special interest groups and other diverse populations in the community.
  - F) treats people fairly, equitably and with dignity and respect and protects the rights and confidentiality of others.
  - G) encourages others in the school community to demonstrate integrity and exercise ethical behavior.
- f) The Political, Social, Economic, Legal and Cultural Context – The competent school administrator is an educational leader who promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.
- 1) Knowledge Indicators – The competent ~~administrator~~principal:
    - A) comprehends principles of representative governance that undergird the system of American schools.
    - B) recognizes the role of public education in developing and renewing a democratic society and an economically productive nation.
    - C) understands the law as related to education.
    - D) understands State and federal requirements regarding the least restrictive environment (including placement based on the student's Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP); see 23 Ill. Adm. Code 226.75) for students from birth through 21 years of age.

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- E) has knowledge of the political, social, cultural, and economic systems and processes.
  - F) understands models and strategies of change and conflict resolution as applied to the larger political, social, cultural, and economic contexts of schooling.
  - G) knows about global issues and forces affecting teaching and learning.
  - H) recognizes the dynamics of policy development and advocacy under our democratic political system.
  - I) understands federal, State and local statutory and regulatory provisions as well as judicial decisions governing education.
- 2) Performance Indicators – The competent ~~administrator~~principal:
- A) considers the general characteristics of internal and external political systems as they apply to school settings.
  - B) influences policy development at the federal, State, district, and school-site level.
  - C) applies knowledge of common legal and contractual requirements and procedures in an educational setting.
  - D) analyzes appropriate procedures and relationships for working with local governing boards.
  - E) develops lines of communication with decision makers outside the school community.
  - F) frames, analyzes, and resolves problems using models and strategies of change and conflict resolution as applied to the larger political, social, cultural, and economic contexts of schooling.
  - G) bases decisions on the moral and ethical implications of policy options and political strategies.

(Source: Amended at 28 Ill. Reg. 8681, effective June 1, 2004)

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**Section 29.140 Director of Special Education**

~~The standards set forth in this Section, in addition to those set forth in Section 29.100 of this Part, shall apply to each candidate applying for this endorsement on or after July 1, 2005. Endorsement as a director of special education shall be available on the administrative certificate beginning January 1, 2003, and shall be required beginning July 1, 2005, in order for an individual to serve as either a director or an assistant director of special education. Except as provided in Section 29.150 of this Part, the requirements for this endorsement shall include completion of a program approved pursuant to Subpart C of the State Board's rules for Certification (23 Ill. Adm. Code 25) based on congruence with the standards set forth in this Section; passage of the relevant test of subject matter knowledge based on the standards set forth in this Section; passage of the test of basic skills if its passage would be required for receipt of a standard certificate pursuant to 23 Ill. Adm. Code 25.720 (Applicability of Testing Requirement); and either a valid teaching certificate endorsed with a special education credential or a valid school service personnel certificate endorsed for school psychology, school social work, school counseling, or speech language pathology.~~

- a) **Facilitating a Vision of Educational Excellence**  
The competent director of special education is an educational leader who promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of educational excellence that is shared and supported by the school community.
  - 1) **Knowledge Indicators – The competent director of special education:**
    - A) knows and understands the needs of different groups in a pluralistic society.
    - B) knows and understands theories and methodologies of teaching and learning, including the adaptation and modification of curriculum to meet the needs of all learners.
    - C) knows and understands the principles of developing, implementing, and evaluating long-term plans.
    - D) knows and understands theories of and research on organizational and educational leadership.
    - E) knows and understands information sources, data collection, and data analysis strategies.

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- F) knows and understands appropriate channels and media for communicating plans, ideas, and goals to the board of education, staff, parents, students, and the community.
  - G) knows and understands effective consensus-building and negotiation skills.
  - H) knows and understands the historical, moral, philosophical, and political traditions of education, including those that provide the basis for special education practice.
  - I) knows and understands systems and theories of educational assessment and evaluation.
  - J) knows and understands human and financial resources needed to implement and support the organizational vision, mission, and goals.
- 2) Performance Indicators – The competent director of special education:
- A) facilitates and engages in activities that promote the success of all students in the least restrictive environment by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.
  - B) facilitates and engages in activities that promote appropriate educational standards and excellence for all students and staff.
  - C) facilitates and engages in activities that support a nurturing and high-performing culture and climate through the use of symbols, ceremonies, stories, and similar activities reflecting the diversity of the school community.
  - D) facilitates and engages in activities that collaboratively develop vision and goals among teachers, support staff, students, administrators, board members, families, and community members.
  - E) facilitates and engages in activities that articulate and model central beliefs of the organization and effectively communicates

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and takes actions to achieve organizational vision, mission, and goals.

- F) facilitates and engages in activities that form and implement educational programs, policies, plans, and actions to realize organizational vision, mission, and goals.
  - G) facilitates and engages in activities aimed at forming and implementing a vision, mission, and goals to provide purpose and direction for individuals and groups.
  - H) facilitates and engages in activities that affect the collection, organization, and analyses of a variety of information, including data on students' performance, to assess progress toward organizational vision, mission, and goals.
  - I) facilitates and engages in activities that result in an implementation plan in which objectives and strategies to achieve the organizational vision, mission, and goals are clearly articulated and linked to students' learning.
  - J) facilitates and engages in activities that identify, clarify, and address barriers to achieving the vision, mission, and goals.
  - K) facilitates and engages in activities to obtain and organize financial, human, and material resources to realize the organizational vision, mission, and goals.
  - L) facilitates and engages in activities to monitor, evaluate, and revise the organizational vision, mission, goals, and implementation plans regularly.
- b) Learning Environment and Instructional Program  
The competent director of special education is an educational leader who promotes the success of all students by advocating and nurturing a constantly improving learning environment and an instructional program based upon educationally sound principles of curriculum development and modifications, learning and teaching theory, and professional development.
- 1) Knowledge Indicators – The competent director of special education:

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- A) knows and understands the principles of human growth and development, ranges of individual variation, and their application to the school environment and instructional program.
  - B) knows and understands the concept of school climate as it applies to students' and staff's performance.
  - C) knows and understands the educational change process.
  - D) knows and understands a variety of educational research methodologies and their comparable strengths and weaknesses.
  - E) knows and understands cognition, learning theories, and interventions and their relationship to instruction.
  - F) knows and understands applications of technology for administrators, staff, and students to enhance the learning and instructional program.
  - G) knows and understands a variety of methods for assessing and evaluating students' performance.
  - H) knows and understands professional development models and adult learning theory.
  - I) understands effects of the cultural and environmental milieu of the child and the family, including cultural and linguistic diversity, socioeconomic level, abuse/neglect, and substance abuse, on behavior and learning.
  - J) has knowledge of techniques for modifying instructional methods, curricular materials, technology, and the learning environment to meet students' needs, including techniques that are developmentally appropriate.
- 2) Performance Indicators – The competent director of special education:
- A) facilitates and engages in activities that develop a climate that is supportive of continuous improvement of the instructional program for all students.

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- B) facilitates and engages in activities that systematically design and implement procedures and instruments for evaluating the instructional program.
- C) facilitates and engages in activities that systematically support staff development to enhance the learning environment and the instructional program.
- D) facilitates and engages in activities that use best practices and sound educational research to promote improved instructional techniques, intervention strategies, and specialized curricular materials.
- E) facilitates and engages in activities that promote reflective practices among administrators, teachers, and staff.
- F) facilitates and engages in activities that promote an environment that encourages creativity and innovation.
- G) facilitates and engages in activities that provide a climate in which treatment of all individuals with respect, dignity, and fairness is valued.
- H) facilitates and engages in activities that promote the appropriate use of technology to enhance students' learning and staff's professional growth.
- I) facilitates and engages in activities that promote high expectations for self, staff, and students.
- J) facilitates and engages in activities that deal with the ambiguity and uncertainty that accompanies the change process.
- K) facilitates and engages in activities that systematically conduct, act upon, and report assessment of individual students' educational performance and evaluation of the instructional program.
- L) facilitates and engages in activities that connect educational standards to specialized instructional services.

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- M) facilitates and engages in activities that promote collaboration of staff and outside agencies in providing services to students and families.
  - N) facilitates and engages in activities that foster lifelong learning.
- c) Knowledge of Laws, Regulations, and Professional Ethics  
The competent director of special education has a thorough knowledge of federal and State statutes affecting the education of students with disabilities.
- 1) Knowledge Indicators – The competent director of special education:
    - A) knows and understands current legal, regulatory, and ethical issues affecting education.
    - B) knows and understands the legal rights and responsibilities of students, staff, and parents/guardians.
    - C) knows and understands federal and State education laws and regulations.
    - D) knows and understands the legal aspects of school administration.
    - E) knows and understands the system of public school governance in Illinois.
    - F) knows and understands the responsibilities and functions of school committees and boards.
    - G) knows and understands procedures for formulating and implementing board policies and operating procedures.
    - H) knows and understands the moral and ethical responsibilities of schools and members of the school community.
    - I) knows and understands how to establish and implement policies that promote ethical behavior and high professional standards through collaboration with stakeholders.
    - J) knows and understands how the Illinois and U.S. Constitutions, organizational policies, and laws (statutory, common, and case)

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regulate the behavior of students, staff, and administrators in the schools.

- K) knows and understands the role of public education in developing and renewing a democratic society and an economically productive nation.
  - L) knows and understands models and strategies of change and conflict resolution as applied to schools.
- 2) Performance Indicators – The competent director of special education:
- A) facilitates and engages in activities that ensure an ongoing dialogue with and among representatives of diverse community groups.
  - B) facilitates and engages in activities that lead the school community to operate within the framework of policies, laws, and regulations enacted by local, State, and federal authorities and professional ethical standards.
  - C) facilitates and engages in activities that foster a board/superintendent working relationship that promotes and actualizes organizational vision, missions, and goals.
  - D) facilitates and engages in activities that shape public policy to provide high-quality education for students.
  - E) facilitates and engages in activities that provide clear distinctions between board policies and operating procedures.
  - F) facilitates and engages in activities that base decisions on the legal, moral, and ethical implications of policy options and political strategies.
  - G) facilitates and engages in activities that create a collaborative relationship with staff to implement policies to promote behavior and professional practices consistent with high ethical standards.
- d) Identification of Students and Provision of Services

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The competent director of special education has a thorough knowledge of identification procedures, service delivery models, and assistive technology for students with disabilities.

- 1) Knowledge Indicators – The competent director of special education:
  - A) knows and understands effective strategies for identifying children (from birth through age 21) who may have disabilities.
  - B) knows and understands effective intervention strategies and processes that are prerequisite to a referral or a case study evaluation.
  - C) knows and understands the case study evaluation process, including the determination of eligibility for special education services.
  - D) knows and understands the continuum of programs and array of services available to students with disabilities.
  - E) knows and understands the process of developing Individualized Education Programs (IEP).
  - F) knows and understands parents’ and students’ rights regarding evaluation, eligibility, services, and discipline.
  - G) knows and understands the array of assistive technology options to facilitate access of students with disabilities to the least restrictive environment.
  - H) knows and understands lawful and appropriate strategies for the discipline of students with disabilities.
- 2) Performance Indicators – The competent director of special education:
  - A) facilitates and engages in activities that promote public awareness, sound screening practices, and early identification of students with disabilities.
  - B) facilitates and engages in activities that provide staff development in the use of effective intervention strategies for instructional staff.

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- C) facilitates and engages in activities that ensure all essential components of a case study evaluation have been utilized when determining eligibility for special education services.
  - D) facilitates and engages in activities that promote a free appropriate public education in the least restrictive environment.
  - E) facilitates and engages in activities that promote programs and related services for children based upon a thorough understanding of individual differences.
  - F) facilitates and engages in activities that ensure the required components of an Individualized Education Program are incorporated into a plan of services for individual students.
  - G) facilitates in activities that ensure the Individualized Education Programs are linked to the Illinois Learning Standards (see 23 Ill. Adm. Code 1.App. D).
  - H) facilitates and engages in activities that evaluate a student's success in participation in the general educational curriculum.
  - I) facilitates and engages in activities that ensure that parents' and students' rights regarding evaluation, eligibility, services, and discipline are disseminated and understood.
  - J) facilitates and engages in activities that ensure that parents' and students' rights regarding evaluation, eligibility, services, and discipline are implemented.
  - K) facilitates and engages in activities that promote the use of assistive technology for students with disabilities and the identification of resources for assistive devices.
  - L) facilitates and engages in activities to ensure the lawful and appropriate strategies for discipline of students with disabilities are applied.
- e) Special Education Finance

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The competent director of special education has a thorough knowledge of school finance procedures, understands special education funding, and demonstrates the ability to develop and manage a budget.

- 1) Knowledge Indicators – The competent director of special education:
  - A) knows and understands general school finance and procedures for the development of budgets.
  - B) knows and understands various federal, State, and local funding sources.
  - C) knows and understands developing and managing special education budgets.
  - D) knows and understands practices, policies, and procedures for operating and maintaining the organization's facilities, equipment, and services.
- 2) Performance Indicators – The competent director of special education:
  - A) facilitates and engages in activities that result in the development and management of the organization's special education budgets and that incorporate general school financial principles and procedures.
  - B) facilitates and engages in activities that result in receipt of federal, State, and local grant monies.
  - C) facilitates and engages in activities that obtain maximum reimbursement from all sources.
  - D) facilitates and engages in activities to effectively manage the organization's facilities, equipment, and services.

f) Management

The competent director of special education is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, effective and least restrictive learning environment.

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- 1) Knowledge Indicators – The competent director of special education:
  - A) knows and understands a variety of practices and models for the management of an organizational system.
  - B) knows and understands principles of human resource management and development to maximize the effectiveness of all constituents of the organization.
  - C) knows and understands practices, policies, and procedures for operating and maintaining the organization’s facilities, equipment, and auxiliary services.
  - D) knows and understands principles of financial planning and management for efficient fiscal operation in support of the organization’s vision, mission, and goals.
  - E) knows and understands organizational and operational policies and procedures that enhance students’ learning.
  - F) knows and understands practices and procedures to ensure safe and secure schools for students, parents, staff, and community members.
  - G) knows and understands practices and procedures to ensure that organizational management functions are supported by current technologies.
- 2) Performance Indicators – The competent director of special education:
  - A) facilitates and engages in activities that use central organizational processes (including planning, communication, decision making, problem solving, and information management) for operational effectiveness and organizational development.
  - B) facilitates and engages in activities that empower various groups of constituents (e.g., staff, students, and parents) of the organization as leaders to support change efforts through the use of delegation, collaboration, and collegial strategies.

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- C) facilitates and engages in activities that employ supervisory and performance appraisal techniques to enhance and develop the knowledge and skill base of instructional and non-instructional staff.
- D) facilitates and engages in activities to support professional development for all constituents of the organization, focusing on the improvement of teaching and learning outcomes.
- E) facilitates and engages in recruitment, selection, induction, and negotiation, resulting in the employment and retention of qualified personnel to support an effective learning environment.
- F) facilitates and engages in activities that ensure the physical plant is accessible, well maintained, functional, secure, and conducive to the support of the full range of the organization's curricular and extracurricular programs.
- G) facilitates and engages in activities that provide efficient delivery of important auxiliary services (including health and nutrition, pupil transportation, risk management, and school security).
- H) facilitates and engages in activities that identify financial and material assets and resources and acquire them for subsequent allocation according to organizational goals and priorities.
- I) facilitates and engages in activities that maximize fiscal resources through financial management processes (including planning, budgeting, procurement, accounting, and monitoring).
- J) facilitates and engages in activities that create operational plans and procedures in support of organizational vision, mission, and goals.
- K) facilitates and engages in activities that use organizational monitoring systems to ensure the implementation of policies.
- L) facilitates and engages in activities that use management techniques to define roles, assign functions, and delegate accountability relative to achieving goals.

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- M) facilitates and engages in activities that operate school plant, equipment, and support systems securely, safely, efficiently, and effectively.
  - N) facilitates and engages in activities that maintain secure, safe, clean, and esthetically pleasing school environments that foster students' learning.
  - O) facilitates and engages in activities that identify managerial functions that can be improved using technology.
  - P) facilitates and engages in activities that provide ongoing training and review to ensure the productive and efficient use of technology in organizational management.
- g) Collaboration with Families and Communities  
The competent director of special education is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
- 1) Knowledge Indicators – The competent director of special education:
    - A) knows and understands the multiple stakeholders' groups that comprise the school community, which includes but is not limited to parents, religious groups, business and industry, service organizations, local and county government, students, other taxpayers, and employees of organizations within the community.
    - B) knows and understands the conditions and dynamics of the racial, ethnic, linguistic, religious, and socio-economic diversity of the community.
    - C) knows and understands community resources that provide services that support the vision, mission, and goals of the school organization.
    - D) knows and understands school-community relations and marketing strategies and processes.

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- E) knows and understands emerging issues and trends that potentially affect the school community and the mission of the school.
  - F) knows and understands successful models of partnerships between the organization and families, businesses, community groups, governmental agencies, and higher education.
  - G) knows and understands the political nature of schools and how the political system operates.
- 2) Performance Indicators – The competent director of special education:
- A) facilitates and engages in activities that clearly articulate the organizational vision, mission, and goals to multiple stakeholders.
  - B) facilitates and engages in activities that use political structures and skills to build community support for organizational priorities.
  - C) facilitates and engages in activities that provide effective communication with individuals and organizations throughout the community.
  - D) facilitates and engages in activities that inform the organization's decision making by collecting and organizing a variety of formal and informal information from multiple stakeholders.
  - E) facilitates and engages in activities that provide communications from the organization that are written and spoken clearly and forcefully.
  - F) facilitates and engages in activities that demonstrate formal and informal listening skills.
  - G) facilitates and engages in activities that demonstrate group leadership skills.
  - H) facilitates and engages in activities that identify and consider various political interests within the community in organizational decision making.

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- I) facilitates and engages in activities that educate the community about school funding and referenda.
- J) facilitates and engages in activities that mediate conflict between the organization and various stakeholders.
- K) facilitates and engages in activities that involve the school organization and community in school improvement efforts.
- L) facilitates and engages in activities that demonstrate the ability to build consensus.
- M) facilitates and engages in activities that foster educational partnerships with a variety of persons and organizations to promote delivery of educational opportunities.

(Source: Amended at 28 Ill. Reg. 8681, effective June 1, 2004)

**Section 29.150 New Credential Required – Directors and Assistant Directors of Special Education (Repealed)**

~~Beginning July 1, 2005, the State Board of Education shall issue no further approvals for individuals to serve as State approved directors or assistant directors of special education pursuant to 23 Ill. Adm. Code 226.800(g) (Personnel Required to be Qualified). As of that date, an administrative certificate endorsed for director of special education shall be required in order for an individual to serve as either a director or an assistant director of special education. Certain individuals may receive that endorsement as provided in this Section rather than as provided in Section 29.140 of this Part.~~

- ~~a) An individual who has received a letter of approval as an administrator of special education from the State Board of Education at any time may receive an endorsement for director of special education by submitting an application for the endorsement accompanied by the applicable fee and a copy of his or her letter of approval.~~
- ~~b) An individual who holds an administrative certificate and the teaching or school service personnel certification required by Section 29.140 of this Part but who has never been approved as an administrator of special education may receive endorsement for director of special education at any time by submitting an application for the endorsement accompanied by the applicable fee and evidence of having completed 30 semester hours of coursework, distributed among all the areas listed in subsections (b)(1) through (b)(5) of this Section. These requirements must have been met on or before June 30, 2005.~~

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- 1) ~~Survey of exceptional children.~~
  - 2) ~~Special methods courses covering at least three areas of disability.~~
  - 3) ~~Educational and psychological diagnosis and remedial techniques.~~
  - 4) ~~Guidance and counseling.~~
  - 5) ~~Supervision of programs for children with disabilities.~~
- e) ~~An individual who holds an administrative certificate and the teacher or school service personnel certification required by Section 29.140 of this Part but who does not meet all the other requirements of subsection (b) of this Section may receive endorsement for director of special education at any time after the test of subject matter knowledge for that endorsement becomes available by passing that test and submitting an application accompanied by the applicable fee. An individual who wishes to qualify for this endorsement pursuant to this subsection (c) shall also be required to pass the test of basic skills if passage of that test would be required for a standard certificate pursuant to 23 Ill. Adm. 25.720 (Applicability of Testing Requirement).~~

(Source: Repealed at 28 Ill. Reg. 8681, effective June 1, 2004)

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- 1) Heading of the Part: Hearing Procedures
- 2) Code Citation: 80 Ill. Adm. Code 1105
- 3) 

<u>Section Numbers:</u>	<u>Adopted Action:</u>
1105.10	Amendment
1105.20	Amendment
1105.50	Amendment
1105.80	Amendment
1105.100	Amendment
1105.140	Amendment
1105.160	Amendment
1105.180	Amendment
1105.210	Amendment
1105.220	Amendment
1105.230	New Section
- 4) Statutory Authority: 115 ILCS 5/5(i)
- 5) Effective date of amendments: June 6, 2004
- 6) Does this rulemaking contain an automatic repeal date? No
- 7) Do these amendments contain incorporations by reference? No
- 8) A copy of the adopted amendments, including incorporated by reference, is on file in the agency's principal office and is available for public inspection.
- 9) Notice of Proposal published in Illinois Register: January 30, 2004; 28 Ill. Reg. 1571
- 10) Has JCAR issued a Statement of Objection to these rules? No
- 11) Differences between proposal and final version: In the final version, "contested cases" is changed to "non-adversarial proceedings" in the rule on the hearing record in non-adversarial proceedings. "Hearing officer" is changed to "Administrative Law Judge" in various places. A deadline for filing objections to a motion for production of documents is added.
- 12) Have all the changes agreed upon by the agency and JCAR been made as indicated in the agreements issued by JCAR? No agreements were issued.

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- 13) Will these amendments replace any emergency amendment currently in effect? No
- 14) Are there any amendments pending on this Part? No
- 15) Summary and purpose of amendments: Provides for the Chief Administrative Law Judge to appoint hearing officers in order to conform to current practice. Provides for the filing of cross-exceptions in order to avoid the filing of unnecessary exceptions and the waiver of arguments when a party disagrees with a point in a decision but does not think it is worth filing exceptions unless the other party does. Gives the Administrative Law Judge and the Chief Administrative Law Judge discretion to permit the filing of motions that would preclude a hearing at any time. Adds to the required content of the pre-hearing memorandum in order to expedite the hearing process. Changes the consequences of failure to disclose in the pre-hearing memorandum and "pre-trial memorandum" to "pre-hearing memorandum". Provides for motions for production of documents in order to expedite the hearing process and updates the title of the Chief Administrative Law Judge and statutory citations.
- 16) Information and questions regarding these adopted amendments shall be directed to:

Susan J. Willenborg  
Illinois Educational Labor Relations Board  
160 North LaSalle Street, Suite N-400  
Chicago, Illinois 60601-3103  
312/793-3288

The full text of the adopted amendments begins on the next page:

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NOTICE OF ADOPTED AMENDMENTS

TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES  
SUBTITLE C: LABOR RELATIONS  
CHAPTER III: ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD

PART 1105  
HEARING PROCEDURES

SUBPART A: NON-ADVERSARIAL PROCEEDINGS

Section	
1105.10	General Statement of Purpose
1105.20	Setting of Representation Hearing
1105.30	Authority of Hearing Officer
1105.40	Rights of Parties
1105.50	Conduct of Hearing
1105.60	Admissible Evidence
1105.70	Official Notice
1105.80	Decisions and Exceptions

SUBPART B: CONTESTED CASES

Section	
1105.90	General Statement of Purpose
1105.100	Setting of Contested Case Hearing
1105.110	Parties
1105.120	Authority of Hearing Officer
1105.130	Requests for Documents (Repealed)
1105.140	Pre-Hearing Memorandum
1105.150	Rights of Parties
1105.160	Order of Hearing
1105.170	Conduct of Hearing
1105.180	Confidentiality
1105.190	Admissible Evidence
1105.200	Official Notice
1105.210	Examination of Hostile Party or Adverse Witness
1105.220	Decisions and Exceptions
<u>1105.230</u>	<u>Motions for Production of Documents</u>

AUTHORITY: Implementing and authorized by the Illinois Educational Labor Relations Act [115 ILCS 5].

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SOURCE: Adopted at 9 Ill. Reg. 9491, effective June 11, 1985; amended at 14 Ill. Reg. 1278, effective January 5, 1990; amended at 28 Ill. Reg. 8710, effective June 6, 2004.

## SUBPART A: NON-ADVERSARIAL PROCEEDINGS

**Section 1105.10 General Statement of Purpose**

This Subpart details the procedures that will be followed in hearings that deal with issues related to the holding of an election, challenged ballots, amendment of certification or unit clarification, pursuant to Section 7 of the Illinois Educational Labor Relations Act [\[115 ILCS 5/7\]](#)~~(Ill. Rev. Stat. 1987, ch. 48, par. 1707)~~ ("the Act"), and 80 Ill. Adm. Code 1110.100.

(Source: Amended at 28 Ill. Reg. 8710, effective June 6, 2004)

**Section 1105.20 Setting of Representation Hearing**

- a) Where a representation petition has been filed and the Illinois Educational Labor Relations Board (the Board) has determined that the petition is supported by an adequate showing of interest and there is reasonable cause to believe that a question of representation exists pursuant to Section 7 of the Act and 80 Ill. Adm. Code 1110.100 a hearing shall be scheduled on any unresolved issues relating to the holding of an election. These issues include (but are not limited to) the scope of the bargaining unit, the exclusion of confidential, supervisory, or managerial employees as defined in the Act, or the existence of a bar to a petition or an election. Where the parties to a representation petition are able to agree to the holding of an election and enter into a consent agreement pursuant to 80 Ill. Adm. Code 1110.100, no hearing will be held.
- b) Where a petition to clarify an existing bargaining unit is filed pursuant to 80 Ill. Adm. Code 1110.160 and it presents unresolved issues of material fact, it shall be set for hearing. When the petition does not present unresolved issues of material fact, the Executive Director will rule on the petition without a hearing. A fact is material to the claim or defense in issue when the success of the claim or defense is dependent upon the existence of that fact.
- c) Where a petition to amend certification is filed pursuant to 80 Ill. Adm. Code 1110.170 and it presents unresolved issues of material fact, it shall be set for hearing. When the petition does not present unresolved issues of material fact, the Executive Director will rule on the petition without a hearing. A fact is material to

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the claim or defense in issue when the success of the claim or defense is dependent upon the existence of that fact.

- d) Whenever a challenged ballot is determinative of the results of an election, a hearing shall be set when the challenge presents unresolved questions of material fact. Issues shall include (but are not limited to) whether the challenged ballot shall be counted in the final tally of the election. When the challenge does not present unresolved questions of material fact, the Executive Director will rule on the challenge without a hearing.
- e) When such a hearing is necessary to resolve issues relating to the holding of an election, challenged ballots, amendment of certification or unit clarification, the ~~Chief Administrative Law Judge~~~~Executive Director~~ shall appoint a hearing officer and shall give at least seven days' notice to the parties. That notice shall include:
- 1) The name of the hearing officer;
  - 2) The nature, location, date, and time of the hearing;
  - 3) A statement of the legal authority and jurisdiction under which the hearing is to be held; and
  - 4) A reference to the particular section of the Act and the rules of the Board involved.
- f) Motions to intervene or participate in the hearing, motions for continuances, and motions to revoke or quash subpoenas shall be directed to the ~~hearing officer~~~~Hearing Officer~~, or, in the event that a ~~hearing officer~~~~Hearing Officer~~ has not been named, to the Chief ~~Administrative Law Judge~~~~Hearing Officer~~. All such motions or requests must be in writing, must state with specificity the reasons or grounds for the motion, and must be served on all parties simultaneously with their filing with the ~~hearing officer~~~~Hearing Officer~~ or Chief ~~Administrative Law Judge~~~~Hearing Officer~~.
- g) Unless otherwise provided in the rules of the Board governing specific types of proceedings, the briefing schedule for all motions shall be as follows:
- 1) Any supporting brief by the moving party shall be filed and served on all other parties simultaneously with the motion.

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- 2) Other parties shall have seven days to file a response and serve that response on all other parties simultaneously with the filing.
- 3) The parties must seek leave of the ~~hearing officer~~Hearing Officer to file any additional briefs. The ~~hearing officer~~Hearing Officer will allow the filing of additional briefs upon demonstration that material issues which could not have been anticipated have been raised.
- h) Motions for continuances will be granted only for good cause shown, such as the unavoidable absence of a person essential to the hearing, and only when the continuance will not unduly delay the hearings. The moving party shall state specifically in the motion the reasons that a continuance is being sought and shall state whether the moving party has discussed the motion with all other parties and whether any other party opposes the motion. If the moving party has based the motion on the existence of a conflicting commitment, the moving party must state that he or she has unsuccessfully attempted to change the conflicting date. If the unavailable person is a witness, the moving party shall state specifically why the evidence or testimony sought to be introduced through that witness cannot be introduced through another witness or other witnesses.

(Source: Amended at 28 Ill. Reg. 8710, effective June 6, 2004)

**Section 1105.50 Conduct of Hearing**

- a) All hearings under this Subpart shall be public.
- b) All witnesses shall be sworn.
- c) All testimony shall be recorded stenographically, or by other means which adequately preserve the record. The parties shall be responsible for obtaining their own copies of the transcript from the reporter. In the event that a party wishes to correct a transcription error in the transcript, the party shall notify the ~~hearing officer~~Hearing Officer in writing within seven days of receipt of the transcript and shall simultaneously serve a copy of that notification upon all other parties.
- d) A party tendering an exhibit for identification or admission into evidence shall be responsible for providing the original and three copies of the exhibit to the ~~hearing officer~~Hearing Officer and one copy to each other party at the time that the exhibit is tendered.

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- e) The hearing record in all ~~non-adversarial proceedingseontested cases~~ shall include:
- 1) All petitions (excluding showing of interest submitted pursuant to 80 Ill. Adm. Code 1110), motions, briefs, exceptions, and rulings; or decisions by the ~~hearing officer~~Hearing Officer;
  - 2) All evidence received by the ~~hearing officer~~Hearing Officer;
  - 3) A statement of all matters of which official notice has been taken;
  - 4) Offers of proof, objections, and rulings thereon;
  - 5) Proposed findings of fact and conclusions of law; and
  - 6) Any ex parte communications prohibited by Section 10-60 of the Illinois Administrative Procedure Act [~~5 ILCS 100/10-60~~](~~Ill. Rev. Stat. 1991, ch. 127, par. 1010-60~~), but such communications shall not form the basis for any finding of fact.

(Source: Amended at 28 Ill. Reg. 8710, effective June 6, 2004)

**Section 1105.80 Decisions and Exceptions**

- a) The ~~hearing officer~~Hearing Officer shall issue a decision and give reasons for that decision in writing pursuant to the time limits established in 80 Ill. Adm. Code 1110.100(h) of the rules of the Board. Any findings of fact in this decision must be based exclusively upon the evidence in the record and on matters of which official notice has been taken.
- b) The parties may file exceptions to the ~~hearing officer's~~Hearing Officer's recommended decisions and briefs in support of those exceptions no later than fourteen days after receipt of the recommended decision. Those exceptions and briefs shall be filed with the General Counsel. Exceptions shall specify each finding of fact and conclusion of law to which exception is taken. Copies of all exceptions and supporting briefs shall be served upon all other parties and a certificate of service shall be attached. The other parties shall have fourteen days from receipt of the exceptions and supporting brief to file a response with the General Counsel. Such response shall be served on all parties and a certificate of

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service shall be attached. A party may also file cross-exceptions and a supporting brief no later than 14 days from receipt of another party's exceptions and supporting brief. Those cross-exceptions and supporting brief shall be filed with the General Counsel. Copies of the cross-exceptions and supporting brief shall be served upon all other parties and a certificate of service shall be attached. The other parties shall have 14 days from receipt of the cross-exceptions and supporting brief to file a response with the General Counsel. Such response shall be served upon all parties and a certificate of service shall be attached. Parties shall file the original and seven copies of their exceptions, cross-exceptions and supporting brief or response with the General Counsel. The General Counsel shall provide the Board with copies of the exceptions, cross-exceptions, briefs, and the recommended decision.

- c) The Board shall review the hearing officer's~~Hearing Officer's~~ decision and any exceptions pursuant to 80 Ill. Adm. Code 1110.100(j) and will issue and serve upon all parties a written decision giving the Board's reasons for its determination. *An order of the Board dismissing a representation petition, determining and certifying that a labor organization has been fairly and freely chosen by a majority of employees in an appropriate bargaining unit, determining and certifying that a labor organization has not been fairly and freely chosen by a majority of employees in the bargaining unit or certifying a labor organization as the exclusive representative of employees in an appropriate bargaining unit because of a determination by the Board that the labor organization is the historical bargaining representative of employees in the bargaining unit, is a final order* (Section 7(d) of the Act). An order of the Board dismissing or granting a petition for clarification of an existing bargaining unit, or dismissing or granting an amendment of certification is a final order.
- d) If no exceptions have been filed within 14~~fourteen~~ days after the parties' receipt of the Hearing Officer's decision, the parties will be deemed to have waived their exceptions.
- e) In cases removed to the Board pursuant to 80 Ill. Adm. Code 1110.100(e) of the Rules of the Board, the Board shall review the record and briefs submitted by the parties and shall issue and serve upon all parties a written decision and order. This decision and order shall include the Board's reasons for its decision.

(Source: Amended at 28 Ill. Reg. 8710, effective June 6, 2004)

## SUBPART B: CONTESTED CASES

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**Section 1105.100 Setting of Contested Case Hearing**

- a) Where the Executive Director has issued a complaint on an unfair labor practice charge pursuant to Section 15 of the Act and 80 Ill. Adm. Code 1120.30 or a finding of probable cause with respect to an election objection pursuant to Section 8 of the Act and 80 Ill. Adm. Code 1110.150, a hearing shall be scheduled. Unfair labor practice charges and election objections having a common nucleus of operative facts shall be consolidated for purposes of hearing.
- b) Complaints will issue or probable cause will be found when the investigation has disclosed adequate credible statements, facts, or documents which, if substantiated, and not rebutted in a hearing, would constitute sufficient evidence to support a finding of a violation of the Act. Issuance of a complaint or finding of probable cause that objectionable conduct occurred by the Executive Director is not a decision that an unfair labor practice or objectionable conduct has in fact occurred.
- c) When such a hearing is necessary, the Chief Administrative Law Judge Hearing Officer shall appoint an Administrative Law Judge Hearing Officer. When the Executive Director issues a Complaint and Notice of Hearing, the parties shall be given at least seven days' notice of the hearing. That notice and the complaint or finding of probable cause shall include:
- 1) The name of the Administrative Law Judge Hearing Officer;
  - 2) The location, date, and time of the hearing;
  - 3) A statement of the legal authority and jurisdiction under which the hearing is to be held;
  - 4) A reference to the particular section of the Act and the rules of the Board involved; and
  - 5) A brief statement of the nature of the matters at issue.
- d) Motions shall be directed to the Administrative Law Judge Hearing Officer, or, in the event that a an Administrative Law Judge Hearing Officer has not been named, to the Chief Administrative Law Judge Hearing Officer. All such motions or requests must be in writing, must state with specificity the reasons or grounds for

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the motion, and must be served on all parties simultaneously with their filing with the ~~Administrative Law JudgeHearing Officer~~ or Chief ~~Administrative Law JudgeHearing Officer~~. Motions that would preclude a hearing, such as a motion to dismiss or to ~~refer the matter to arbitration, should defer, must~~ be filed with the Answer. ~~However, such a motion may be filed at any time with the permission of the Administrative Law Judge or the Chief Administrative Law Judge. to be timely filed.~~

- e) Unless otherwise provided in the rules of the Board governing specific types of proceedings, the briefing schedule for all motions shall be as follows:
- 1) Any supporting brief by the moving party shall be filed and served on all other parties simultaneously with the motion.
  - 2) Other parties shall have seven days to file a response and serve that response on all other parties simultaneously with the filing.
  - 3) The parties must seek leave of the ~~Administrative Law JudgeHearing Officer~~ to file any additional briefs. The ~~Administrative Law JudgeHearing Officer~~ will allow the filing of additional briefs upon demonstration that material issues which could not have been anticipated have been raised.
- f) Motions for continuances will be granted only for good cause shown, such as the unavoidable absence of a person essential to the hearing, and only when the continuance will not unduly delay the hearing . The moving party shall state specifically in the motion the reasons that a continuance is being sought and shall state whether the moving party has discussed the motion with all other parties and whether any other party opposes. If the moving party has based the motion on the existence of a conflicting commitment, the moving party must state that he or she has unsuccessfully attempted to change the conflicting date. If the unavailable person is a witness, the moving party shall state specifically why the evidence or testimony sought to be introduced through that witness cannot be introduced through another witness or other witnesses.
- g) The Executive Director may amend the complaint prior to the hearing upon motion of a party or on the Executive Director's own motion. Grounds for amendment will include newly discovered evidence, inadvertent exclusions and new allegations. The parties shall receive reasonable notice of the amendment, and the Respondent shall have 15 days after the service of the amended

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complaint, unless waived by the Respondent, within which to file an answer to the amended complaint.

(Source: Amended at 28 Ill. Reg. 8710, effective June 6, 2004)

**Section 1105.140 Pre-Hearing Memorandum**

- a) The parties shall each file written pre-hearing memoranda with the Administrative Law JudgeHearing-Officer not less than seven days before the hearing. The pre-hearing memoranda shall include:
- 1) A list of all exhibits to be offered by each party, and a statement that the parties have exchanged these exhibits;
  - 2) Objections to the authenticity of any of the exhibits tendered by all other parties, and the status of any of the exhibits as business records;
  - 3) A list of proposed witnesses, ~~and~~ an estimate of the time that will be required for the direct examination of those witnesses, and a summary of the matters to which they will testify;-
  - 4) A joint statement of the uncontested material facts.
- b) The parties may submit ~~a joint statement of the uncontested material facts, and~~ individual or joint statements of the contested material facts or contested issues of law with the required portions of the pre-hearing memoranda.
- c) The Administrative Law JudgeHearing-Officer, on his or her own motion, may waive the filing of the pre-hearing memorandum in whole or in part when he or she finds that such waiver is needed to avoid unnecessary delay of the hearing or an undue burden to a party.
- d) Failure by a party to disclose an exhibit or the identity of a witness ~~mayshall~~ be grounds for a motion by an opposing party or by the Administrative Law JudgeHearing-Officer for exclusion of that exhibit or witness where offered in a party's case-in-chief or, in the alternative, for a continuance to allow the opposing party time to review the exhibit or determine the nature of the witness' testimony and prepare to meet or counter such evidence. Such motions shall be granted only upon a showing that the moving party was surprised and placed at a disadvantage by the failure to disclose in the pre-hearingtrial memorandum. Exhibits and

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witnesses not listed in the pre-hearing memorandum can be presented for rebuttal or impeachment purposes.

(Source: Amended at 28 Ill. Reg. 8710, effective June 6, 2004)

**Section 1105.160 Order of Hearing**

- a) The following shall be the order of all contested case hearings, subject to modification by the Administrative Law JudgeHearing Officer for good cause:
  - 1) Presentation, argument, and disposition of motions preliminary to a hearing on the merits of the matters raised in the complaint;
  - 2) Presentation of opening statements;
  - 3) Complainant's case-in-chief;
  - 4) Respondent's case-in-chief;
  - 5) Complainant's case-in-rebuttal;
  - 6) Complainant's closing argument, which may include legal argument;
  - 7) Respondent's closing argument, which may include legal argument;
  - 8) Complainant's rebuttal argument, which may include legal argument;
  - 9) Presentation and argument of motions regarding removal of the case to the Board pursuant to 80 Ill. Adm. Code 1120.40, where applicable; and
  - 10) A schedule of submission of briefs to the Administrative Law JudgeHearing Officer or Board pursuant to 80 Ill. Adm. Code 1120.40.
- b) The order of the contested case hearing will be modified by the Administrative Law JudgeHearing Officer for good cause shown, such as upon motion of a party demonstrating that such modification is necessary because of the unavailability of a necessary witness or an attorney and that the moving party has not caused or contributed to such unavailability.
- c) The respondent may, at the close of the complainant's case, move for judgment in

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favor of the respondent. If the ruling on the motion is favorable to the respondent, an order dismissing the action shall be entered. If the ruling on the motion is adverse to the respondent, the respondent may proceed to adduce evidence in support of the respondent's defense.

- d) The hearing record in all contested cases shall include:
- 1) All pleadings (including all notices and responses thereto), motions, briefs, exceptions, and rulings, or decisions by the Administrative Law JudgeHearing Officer;
  - 2) All evidence received by the Administrative Law JudgeHearing Officer;
  - 3) A statement of all matters of which official notice has been taken;
  - 4) Offers of proof, objections, and rulings thereon;
  - 5) Proposed findings of fact and conclusions of law; and
  - 6) Any ex parte communications prohibited by Section 10-60 of the Illinois Administrative Procedure Act [5 ILCS 100/10-60](Ill. Rev. Stat. 1991, ch. 127, par. 1010-60), but such communications shall not form the basis for any finding of fact.
- e) Any findings of fact in decisions issued by the Administrative Law JudgeHearing Officer or Board shall be based exclusively on the evidence in the Record and on matters of which official notice has been taken.

(Source: Amended at 28 Ill. Reg. 8710, effective June 6, 2004)

**Section 1105.180 Confidentiality**

- a) Except as provided in subsection (b) of this Section or in the Board's rules relating to the Freedom of Information Act [5 ILCS 140](Supp. to Ill. Rev. Stat. 1983, ch. 116, pars. 201 et seq.), no Board member or employee of the Board shall produce or present any files, documents, reports, memoranda, or records of the Board in any contested case proceeding held pursuant to the rules of the Board, whether in response to a subpoena duces tecum or otherwise, without the written consent of the Board. Nor shall any such person testify in behalf of any party in any such proceeding with respect to any information, facts, or other matter coming to his or

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her knowledge in his or her official capacity or with respect to the contents of any files, documents, reports, memoranda, or records of the Board, whether in answer to a subpoena or otherwise, without the written consent of the Board. The Board will consent upon a demonstration of the absolute necessity of such documents or testimony to the case and the impossibility of obtaining the evidence sought from any other source.

- b) Notwithstanding the prohibitions of subsection (a) of this ~~Section~~~~section~~, after a witness called by the charging party or the respondent has testified in a hearing upon an unfair labor practice complaint, the ~~Administrative Law Judge~~~~Hearing Officer~~ shall, upon motion of the opposing party, inspect in camera any statement (as hereinafter defined) of such witness in the possession of the Board. The ~~Administrative Law Judge~~~~Hearing Officer~~ shall excise the portions of such statement which, although not relating to the subject matter of the testimony of the witness, do relate to other matters raised by the pleadings. With such material excised, the ~~Administrative Law Judge~~~~Hearing Officer~~ shall then direct delivery of such statement to the parties for use on cross-examination and redirect. If, pursuant to such procedure, any portion of such statement is withheld from the parties and a party objects to such withholding, the entire text of such statement shall be preserved by the ~~Administrative Law Judge~~~~Hearing Officer~~, and, in the event a party files exceptions with the Board based upon such withholding, shall be made available to the Board for the purpose of determining the correctness of the ruling of the ~~Administrative Law Judge~~~~Hearing Officer~~. If the entire contents of any such statement relate to the subject matter of the testimony of the witness, the ~~Administrative Law Judge~~~~Hearing Officer~~ shall order it to be delivered directly to the parties for examination and use for the purpose of cross-examination and redirect. The right to inspect any such statements shall be waived if the motion to have the ~~Administrative Law Judge~~~~Hearing Officer~~ inspect and deliver the statement for use in cross-examination is not made before the witness is excused from the stand.
- c) The term "statement" as used in this Section means:
- 1) A written statement made by said witness and signed or otherwise adopted or approved by him; or
  - 2) A stenographic, mechanical, electrical, or other recording, or a transcription thereof, which is a substantially verbatim recital of an oral statement made by said witness to an agent of the party obligated to produce the statement and recorded contemporaneously with the making

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of such oral statement.

(Source: Amended at 28 Ill. Reg. 8710, effective June 6, 2004)

**Section 1105.210 Examination of Hostile Party or Adverse Witness**

The parties to a hearing under this Subpart shall be entitled to call hostile or adverse witnesses as provided by Section 2-1102 of the Civil Practice Law [735 ILCS 5/2-1102]~~(Ill. Rev. Stat. 1983, ch. 110, par. 2-1102)~~.

(Source: Amended at 28 Ill. Reg. 8710, effective June 6, 2004)

**Section 1105.220 Decisions and Exceptions**

- a) Pursuant to the procedures established in 80 Ill. Adm. Code 1120.40, the ~~Administrative Law Judge~~Hearing Officer shall issue a recommended decision and give reasons for that decision or shall remove the case to the Board.
- b) In cases in which the ~~Administrative Law Judge~~Hearing Officer issues a recommended decision, the parties may file exceptions to the ~~Administrative Law Judge's~~Hearing Officer's recommended decision and briefs in support of those exceptions no later than twenty-one days after the receipt of the recommended decision. Those exceptions and briefs shall be filed with the General Counsel. Exceptions shall specify each finding of fact and conclusion of law to which exception is taken. Copies of all exceptions and supporting briefs shall be served upon all other parties and a certificate of service shall be attached. The other parties shall have twenty-one days from receipt of the exceptions and supporting brief to file a response with the General Counsel. Such response shall be served on all parties and a certificate of service shall be attached. A party may also file cross-exceptions and a brief in support of those cross-exceptions no later than 14 days after receipt of another party's exceptions. Those cross-exceptions and briefs shall be filed with the General Counsel. Copies of all cross-exceptions and supporting briefs shall be served upon all other parties and a certificate of service shall be attached. The other parties shall have 14 days from receipt of the cross-exceptions and supporting brief to file a response with the General Counsel. Such response shall be served on all parties and a certificate of service shall be attached. Parties shall file the original and seven copies of their exceptions, cross-exceptions and supporting brief or response with the General Counsel. The General Counsel shall provide the Board with copies of the exceptions, cross-exceptions, briefs, and the recommended decision.

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- c) The Board shall review the Administrative Law Judge's~~Hearing Officer's~~ decision and any exceptions pursuant to 80 Ill. Adm. Code 1120.50(b) and shall issue and serve upon all parties its decision and order. This written decision and order shall include the Board's reasons for its decision. This decision is a final decision for the purposes of the Administrative Review Law [735 ILCS 5/Art. III]~~(Ill. Rev. Stat. 1987, ch. 110, pars. 3-101 et seq.)~~.
- d) If no exceptions have been filed within 21~~twenty-one~~ days after the parties' receipt of the Administrative Law Judge's~~Hearing Officer's~~ recommended decision, the parties will be deemed to have waived their exceptions.
- e) In cases removed to the Board pursuant to 80 Ill. Adm. Code 1120.40(f), the Board shall review the record and briefs submitted by the parties and shall issue and serve upon all parties a written decision and order. This written decision and order shall include the Board's reasons for its decision.

(Source: Amended at 28 Ill. Reg. 8710, effective June 6, 2004)

**Section 1105.230 Motions for Production of Documents**

- a) After a hearing has been scheduled, a party may file a written motion for the production of documents for inspection or copying. The motion shall be filed with the Administrative Law Judge and served upon all parties to the matter. The Administrative Law Judge may grant the motion for good cause shown. Motions for the production of documents shall be filed at least 15 days prior to the hearing and shall provide a reasonable period of time for producing the documents, which shall not be less than seven days and shall be prior to the hearing.
- b) The party from whom production is sought may serve upon the party moving for production and the Administrative Law Judge written objections to producing the documents on the ground that the motion is improper in whole or part. Objections must be filed by the date for production of the documents. If objections are filed, production of the documents in dispute shall not be required until the objections are ruled upon. Copies of documents may be furnished in lieu of the originals.
- c) This Section does not preclude the use of a subpoena duces tecum requesting the production of documents from a person not a party.

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- d) Time limits specified in this Section may be modified by an order of the Administrative Law Judge assigned to the case, or by the Chief Administrative Law Judge.

(Source: Added at 28 Ill. Reg. 8710, effective June 6, 2004)

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- 1) Heading of the Part: Early Intervention
- 2) Code Citation: 89 Ill. Adm. Code 500
- 3) 

<u>Section Numbers:</u>	<u>Adopted Action:</u>
500.60	Amended
500.115	Amended
500.Appendix C	Amended
- 4) Statutory Authority: Implementing and authorized by the Early Intervention Services System Act [325 ILCS 20] and Part C of the Individuals with Disabilities Education Act (IDEA) (20 USC 1400 et seq., as amended in 1997).
- 5) Effective date of amendments: June 1, 2004
- 6) Does this rulemaking contain an automatic repeal date? No
- 7) Do these amendments contain incorporations by reference? No
- 8) A copy of the adopted amendments, including any material incorporated by reference, is on file in the agency's principal office and is available for public inspection.
- 9) Notice of Proposal published in the Illinois Register: August 22, 2003; 27 Ill. Reg. 13948
- 10) Has JCAR issued a Statement of Objection to this rulemaking? No
- 11) Differences between proposal and final version:
  - A) In the main source note "amended at 27 Ill. Reg. 13438, effective July 24, 2003" was added.
  - B) Section 500.60 was added to the rulemaking so that reference to the service guidelines could be removed. In 500.60(f)(1)(D), "Early intervention philosophy and" was added and "service guidelines" was removed.
  - C) "SUBPART C: SERVICE DELIVERY REQUIREMENTS" was added to reflect text currently on file.
  - D) In Section 500.80(d)(4), "consistent with Department guidelines and" and "(As set forth in Appendix f)" were removed; after "Department designated experts", "and

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shall" was added; "As set forth in subsection (f)" was removed and (5) was removed and became a part of (4).

- E) In Section 500.80(e)(11), "childcare" was changed to "child care" to reflect text currently on file.
  - F) In Section 500.80(e)(12), "that" was changed to "who" to reflect text currently on file.
  - G) In Section 500.80(f), "Department developed therapy guidelines and" was removed. Also, "If the multidisciplinary team recommends services different in nature or in frequency and duration than those recommended by the guidelines and experts, it must provide adequate written justification for the services consistent with the philosophy therein. The guidelines are not intended to be caps on frequency and intensity but to express early intervention service philosophy and best practice parameter." was removed.
  - H) In Section 500.80(j) the hyphen after 45 was removed to reflect text currently on file.
  - I) Section 500.115 was added to the rulemaking so that reference to service guidelines could be removed. In subsection (r)(1), "DHS" was added and "and guidelines" was removed.
  - J) Appendix C was added to the rulemaking so that reference to service guidelines could be removed. Under Evaluation/Assessment, in the 7<sup>th</sup> paragraph, "therapy guidelines and" was removed and "best practices" was added; and "based thereon" was added to the end of the paragraph.
  - K) Appendix F was removed in its entirety.
- 12) Have all the changes agreed upon by the agency and JCAR been made as indicated in the agreements issued by JCAR? Yes. These amendments were the result of a JCAR agreement to add the service guidelines to Part 500. After two public hearings, the guidelines and all references to them were removed.
- 13) Will these amendments replace any emergency amendments currently in effect? No
- 14) Are there any amendments pending on this Part? No

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- 15) Summary and purpose of amendments: This amendment was originally intended to comply with an agreement by JCAR to add service guidelines into Part 500. After two public hearings, the guidelines and all references to them were removed.
- 16) Information and questions regarding these adopted amendments shall be directed to:
- Tracie Drew, Chief  
Bureau of Administrative Rules and Procedures  
Department of Human Services  
100 South Grand Avenue East  
Harris Building, 3rd Floor  
Springfield, Illinois 62762  
217/785-9772
- 17) Does this amendment require the preview of the Procurement Policy Board as specified in Section 5-25 of the Illinois Procurement Code? No

The full text of the adopted amendments begins on the next page:

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TITLE 89: SOCIAL SERVICES  
CHAPTER IV: DEPARTMENT OF HUMAN SERVICES  
SUBCHAPTER e: EARLY CHILDHOOD SERVICES

PART 500  
EARLY INTERVENTION PROGRAM

SUBPART A: GENERAL PROVISIONS

Section	
500.10	Purpose
500.15	Incorporation by Reference
500.20	Definitions

SUBPART B: COMPONENTS OF THE STATEWIDE SYSTEM

Section	
500.25	Public Awareness and Child Find
500.30	Central Directory
500.35	Local Interagency Councils
500.40	Illinois Interagency Council on Early Intervention
500.45	Regional Intake Entities
500.50	Eligibility
500.55	Early Intervention Services/Devices
500.60	Provider Qualifications/Credentialing and Enrollment
500.65	Monitoring

SUBPART C: SERVICE DELIVERY REQUIREMENTS

Section	
500.70	Intake
500.75	Eligibility Determination
500.80	Individualized Family Service Plan Development
500.85	Individualized Family Service Plan Implementation
500.90	Individualized Family Service Plan Updating
500.95	Case Transfer
500.100	Transition to Part B or Other Appropriate Services at Age Three
500.105	Case Closure
500.110	Recordkeeping
500.115	Service Provider Requirements

SUBPART D: FINANCIAL MATTERS

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## Section

- 500.120 Billing Procedures
- 500.125 Payor of Last Resort
- 500.130 Family Fee/Insurance

## SUBPART E: PROCEDURAL SAFEGUARDS/CLIENT RIGHTS

## Section

- 500.135 Minimum Procedural Safeguards
- 500.140 Administrative Resolution of Complaints By Parents
- 500.145 Mediation
- 500.150 Confidentiality/Privacy
- 500.155 Right to Consent
- 500.160 Surrogate Parents
- 500.165 Written Prior Notice
- 500.170 State Complaint Procedure

- 500.APPENDIX A Sliding Fee Schedule
- 500.APPENDIX B Assessment Instruments
- 500.APPENDIX C Requirements for Professional and Associate Level Early Intervention (EI) Credentialing and Enrollment to Bill
- 500.APPENDIX D Use of Associate Level Providers
- 500.APPENDIX E Medical Conditions Resulting in High Probability of Developmental Delay (not an exclusive list)

AUTHORITY: Implementing and authorized by the Early Intervention Services System Act [325 ILCS 20] and Part C of the Individuals with Disabilities Education Act (IDEA) (20 USC 1400 et seq., as amended in 1997).

SOURCE: Adopted at 25 Ill. Reg. 8190, effective July 1, 2001; amended at 27 Ill. Reg. 2611, effective February 7, 2003; amended at 27 Ill. Reg. 13438, effective July 24, 2003; amended at 28 Ill. Reg. 8727, effective June 1, 2004.

## SUBPART B: COMPONENTS OF THE STATEWIDE SYSTEM

**Section 500.60 Provider Qualifications/Credentialing and Enrollment**

- a) Credentialing and enrollment, as set forth in this Part, is only for the purpose of providing and being reimbursed for EI services as set forth in this Part. It is not a license.

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- b) An individual shall meet the pertinent licensing, degree, education and/or certification requirements for the service to be provided, as set forth in Appendix C, as well as the requirements set forth in this Section, in order to qualify for and maintain a credential to provide EI services. Credentialed providers must also enroll in order to be reimbursed for services.
- c) To be credentialed and maintain the credential the individual shall also:
- 1) not be delinquent in paying a child support order as specified in Section 10-65 of the Illinois Administrative Procedure Act [5 ILCS 100/10-65];
  - 2) not be in default of an educational loan in accordance with Section 2 of the Education Loan Default Act [5 ILCS 385/2];
  - 3) not have served or completed a sentence for a conviction of any of the felonies set forth in 225 ILCS 46/25(a) and (b) within the preceding five years (see 30 ILCS 500/50-10);
  - 4) not have been indicated as a perpetrator of child abuse or neglect in an investigation by Illinois or another state for at least the previous five years;
  - 5) be in compliance with pertinent laws, rules, and government directives regarding the delivery of services for which they seek credentialing.
- d) Education  
As of July 1, 2007, to be credentialed and maintain the credential an individual must provide documentation of the completion of educational experiences, as approved by the Department, that include at least 2 semester college hours or the equivalent (30 clock hours or CEU credit hours) in each of the following early intervention core knowledge content areas:
- 1) The Development of Young Children: Typical and Atypical;
  - 2) Working with Families of Young Children with Disabilities;
  - 3) Intervention Strategies for Young Children with Special Needs; and
  - 4) Assessment of Young Children with Special Needs.  
Parent Liaisons are not required to provide this documentation.

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- e) **Temporary Credential**  
An individual who is not currently credentialed and has submitted an application to the Department's credentialing office, including an acceptable plan for ongoing professional development as required in subsection (j)(2), and has met the pertinent requirements provided in Appendix C, as well as the education requirements in subsection (d) and other requirements in this Part, will be issued a temporary credential and may provide EI services.
- f) **Training During Temporary Credential**
- 1) In order to qualify for full credential status an individual must document the completion of 18 hours of early intervention systems training as required and provided by the Department, within 6 months after issuance of the temporary credential. This training shall include at least:
- A) Practice and procedures of private insurance;
  - B) The role of the regional intake entities, service coordination, program eligibility determinations, family fees, Medicaid, KidCare, and the Division of Specialized Care for Children (DSCC) applications, referrals, and coordination with Early Intervention, and procedural safeguards;
  - C) Introduction to the Early Intervention Program, including provider enrollment and credentialing, overview of Early Intervention Program policies and regulations, and billing requirements; and
  - D) Evaluation and assessment of birth-to-three children, individualized family service plan development, monitoring and review, early intervention philosophy and best practices, service guidelines, and quality assurance.
- Extensions of up to 6 months may be allowed upon request in writing setting forth the facts concerning noncompliance with this requirement. The Department's credentialing office will consider hardship and other extenuating circumstances and determine if an extension should be granted on an individual basis.
- 2) In order to qualify for full credential status as a Parent Liaison or Service Coordinator, an individual must document completion of training as

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required and approved by the Department, within 90 days after the receipt of the temporary credential for such service. This training shall include at least the early intervention systems training, set forth in subsections (f)(1)(A) through (D), as well as:

- A) Use of the management information system;
- B) Regional intake entity operating philosophies and procedures; and
- C) Transition.  
Extensions of up to 90 days may be granted upon written request setting forth facts concerning noncompliance with this requirement. The Department's credentialing office will consider extreme hardship and other extenuating circumstances and determine if an extension should be granted on an individual basis.

g) Supervision Requirement Either Prior to or During Temporary Credential

- 1) In order to qualify for full credential status, an individual must complete and document 240 hours of supervised professional experience providing direct EI services, for which they are being credentialed, to infants, toddlers and their families, except that audiologists or audiologists in supervised professional experience need only document 30 such hours. Documentation must show that the supervisor met with the individual at least one hour per week and that the experience was evaluated by the clinical professional supervisor as satisfactory.
- 2) Individuals without the supervised professional experience required in subsection (g)(1) shall complete and document 240 hours of such supervised experience within 6 months after issuance of their temporary credential. Extensions of up to 6 months may be granted upon written request setting forth the facts concerning noncompliance with this requirement. The Department's credentialing office will consider extreme hardship and other extenuating circumstances and determine if an extension should be granted on an individual basis.

h) Full Credential

Once an individual with a temporary credential has documented satisfactory completion of the requirements in subsections (f) and (g), as well as the ongoing professional development requirement in subsection (j)(2), he/she is eligible to be fully credentialed.

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- i) **Evaluation/Assessment Services**

For developmental therapists, occupational therapists, physical therapists, and speech therapists and, as of September 1, 2003, Early Intervention Specialists in all credentialed disciplines, evaluation/assessment services for the purpose of determining initial eligibility, participating in the development of an initial comprehensive IFSP, and adding new types of services to existing IFSPs must be provided by a provider with a credential for Evaluation/Assessment as set forth in Appendix C in addition to an Early Intervention Specialist credential in the discipline required by the service being evaluated.
- j) **Renewal of Credential**

Full credentials are valid for three years. At least one month before his/her credential expires, a provider shall submit a renewal application to the Department in a form required by the Department. To qualify for renewal, the provider must have met and provide documentation of the following continuing professional education and development activities, as well as documentation of maintenance of pertinent licensure/certification requirements and compliance with this Part. Failure to receive a renewal notice from the Department shall not excuse the submission of a renewal application for one's credential.
- 1) **Continuing Professional Education**

During the three years that the full credential is valid, a credentialed provider shall receive a total of 30 hours of continuing professional education as approved by the Department, with a minimum of 5 hours during each year of his/her credential. This training shall include two or more of the early intervention core knowledge content areas set forth in subsections (d)(1) through (4). Extensions of up to three months may be granted upon written request setting forth the facts concerning noncompliance with this subsection (i)(1). The Department's credentialing office will consider extreme hardship and other extenuating circumstances and determine if an extension should be granted on an individual basis. The extension shall not extend the time within which the subsequent year's training requirements must be received.
- 2) **Ongoing Professional Development**

A credentialed provider (including temporary) shall participate in a system of ongoing professional development that includes, at a minimum, a once a month face-to-face meeting with either an individual specialist-level credentialed provider of the same discipline, or a group, at least one of whom is a specialist-leveled credentialed provider of the same discipline,

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in order to facilitate best practices through case review. As of April 1, 2003, each provider shall submit an ongoing professional development plan with his/her initial and renewal credential application in a format provided by the Department, and shall also report ongoing professional development activities on an annual basis to the Department's credentialing office in a format provided by the Department. Service Coordinators and Parent Liaisons employed by regional intake entities shall participate in ongoing professional development experience as defined and implemented through a contractual agreement between the Department and the regional intake entity, instead of the requirement of this subsection (j)(2).

- k) **Restoration of Lapsed Credential**  
A credential that has lapsed for one year or less may be restored upon application proving the receipt of 10 hours of continuing professional education, as continuing professional education is defined in subsection (j)(1), during the lapse period.
- l) **Enrollment**  
Credentialed providers (including temporary) must enroll with the Department in order to bill and receive payment for early intervention services. Enrollment requires entering into an agreement with the Department that establishes the duties, expectations, and relationships between the Department and the provider. Providers shall submit an enrollment application packet at the same time they submit an application for a credential. Providers credentialed as an "associate", as defined in Appendix C, are not required to enroll, but shall be supervised by a specialist who is credentialed and enrolled in the same discipline, as set forth in Appendix D, and who bills for the services provided by the associate level provider under his/her supervision and who receives directives and policy and procedural changes. Failure to receive Department payments, directives and policy and procedural changes, due to failure to comply with this subsection, shall not excuse compliance with those directives and changes.
- m) **Change of Name or Address**  
Credentialed providers shall notify the Department's credentialing office of any change of name or address within 30 days prior to billing under the new name and/or address, or 30 days after such change, whichever comes first. Correct information is required for a provider to receive payment for services.
- n) **Providers shall also enroll with the Department of Public Aid to become a Medicaid provider, simultaneously with EI enrollment.**

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- o) An individual applying for or renewing enrollment shall state whether he or she is also enrolled as a DSCC provider.
- p) Termination of Credential/Enrollment
  - 1) Credentialing/enrollment, as set forth in this Section, is not a license. Rights of credential and enrollment are set forth in the Service Provider Agreement. In addition to the provisions of this subsection (p), the Department may exercise any rights it has under the Service Provider Agreement to terminate the agreement.
  - 2) The following shall result in immediate automatic termination of a provider's credential and enrollment:
    - A) Failure to comply with the requirements of subsection (f) and/or (g) within the time period or within a Department-granted extension not exceeding the maximum extension time allowed.
    - B) Failure to successfully enroll in, exclusion from or termination from participation in Medicaid and/or other programs of federal or State agencies.
    - C) Lapse of credential/enrollment for over 1 year without complying with subsection (k) or failure to bill for services for more than 12 consecutive months.
    - D) Suspension or termination of the license and/or certification required for the service for which one is credentialed.
    - E) Failure to meet or maintain other credential and enrollment requirements set forth in this Section.
  - 3) The following shall also result in termination of a provider's credential and enrollment:
    - A) Failure to comply with provisions of this Part, or with Early Intervention Provider Agreements, or with other laws and regulations relevant to the services for which there is a credential.
    - B) Unprofessional conduct.

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- C) Complaints the Department has determined are founded and significant.
  - D) Professional performance not consonant with recognized standard of care or adverse action of a professional society or other professional organization.
  - E) Lack of timely cooperation regarding the submission of and adequacy of reports, the development of appropriate goals and objectives and the development of multidisciplinary treatment plans.
  - F) Inappropriate billing practices.
- 4) The provider shall be notified of the date of termination and the reason, and shall help to transition clients to new providers. The provider may request an informal hearing, but the request shall not affect the termination date, which may proceed prior to the informal hearing. The request must be made within 30 days after the notice of the termination.
  - 5) The provider may present relevant information, witnesses and evidence to the Secretary or his/her designee, in person or in writing. The Secretary or the designee will review the information presented and any supplemental investigation performed by the Department and issue a decision within 30 days after the hearing.
  - 6) The decision of the Secretary or the designee shall be final.

(Source: Amended at 28 Ill. Reg. 8727, effective June 1, 2004)

## SUBPART C: SERVICE DELIVERY REQUIREMENTS

**Section 500.80 Individualized Family Service Plan Development**

- a) The service coordinator shall:
  - 1) Review existing records to identify whether additional information is needed to determine the child's current health status and medical history and, if so, shall request the information upon receipt of informed parental consent.

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- 2) Review existing records and evaluation reports to identify whether additional information is needed to determine the child's functioning levels, unique strengths and needs and the services appropriate to meet those needs in the five developmental domains (cognitive development; physical development, including vision and hearing; communication development; social-emotional development; and adaptive self-help skills) and, if not, shall arrange for additional evaluation/assessment activities using methods described in Section 500.75.
- 3) Assist the family in determining its resources, priorities and needs related to being able to enhance its child's development and the supports and services appropriate to meet those needs.
- 4) Assist the family initially, and annually thereafter or more often as required by change of circumstances, in determining its ability to participate in the cost of services that are subject to family fees. The inability of a family to participate in the cost of services shall not result in the denial of services to the child or the child's family.
- 5) At the point of early intervention intake, and again at any periodic review of eligibility thereafter or upon a change in family circumstances, collect information regarding any and all public and private insurance under which the child's services may be covered.
- 6) Explain to each family, orally and in writing, all of the following:
  - A) That the early intervention program will pay for all early intervention services set forth in the individualized family service plan that are not covered or paid under the family's public or private insurance plan or policy and not eligible for payment through any other third party payor.
  - B) That services will not be delayed due to any rules or restrictions under the family's insurance plan or policy.
  - C) That the family may request, with appropriate documentation supporting the request, a determination of an exemption from private insurance use under Section 13.25 of the Act.
  - D) That responsibility for co-payments or co-insurance under a

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family's private insurance plan or policy, but only to the extent that those payments plus the balance to be claimed do not exceed the current State rate for early intervention services, will be transferred to the lead agency's central billing office.

- E) That families will be responsible for payments of family fees, which will be based on a sliding scale according to income, and that these fees are payable to the central billing office, and that if the family encounters a catastrophic circumstance, as defined under Section 500.130(g)(1), making it unable to pay the fees, the lead agency may, upon proof of inability to pay, waive the fees.
- b) The Department shall not pay for services listed on the IFSP that the Department is not required to fund. Early intervention funding is the payor of last resort for IFSP services that the Department is required to fund. When an application or a review of eligibility for EI services is made, and at any eligibility redetermination, or upon a change in family circumstances, the family shall be asked if it is currently enrolled in Medicaid, KidCare, or the Title V program administered by the University of Illinois Division of Specialized Care for Children (DSCC).
- 1) If the family is enrolled in any of these programs, that information shall be put on the IFSP and entered into the computerized case management system, and shall require that the IFSP of a child who has been found eligible for services through DSCC state that the child is enrolled in that program.
  - 2) For those programs in which the family is not enrolled, a preliminary eligibility screen shall be conducted simultaneously for medical assistance (Medicaid) under Article V of the Illinois Public Aid Code; children's health insurance program (KidCare) benefits under the Children's Health Insurance Program Act; and Title V maternal and child health services provided through DSCC.
  - 3) When a child is determined eligible for and enrolled in the EI program and has been found to at least meet the threshold income eligibility requirements for Medicaid or KidCare, complete a KidCare/Medicaid application with the family and forward it to the Illinois Department of Public Aid's KidCare Unit for a determination of eligibility.
- c) Prior to development of the initial or annual Individualized Family Service Plan, the service coordinator shall:

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- 1) Arrange for a meeting to be held, at a time and place convenient for the family, between the child's parent and other family members by parental request, the service coordinator, a person or persons directly involved in conducting the evaluations/assessments, potential service providers within the EI Service System as appropriate, and others, such as an advocate or person outside the family by parental request, to develop the Individualized Family Service Plan; and
  - 2) Provide reasonable prior written notice to the family and other participants of this meeting.
- d) At the meeting to develop the Individualized Family Service Plan, the service coordinator shall:
- 1) Coordinate and participate in the meeting.
  - 2) Ensure that the meeting is conducted in the parent's native language or mode of communication, unless it is clearly not feasible to do so, or that an interpreter is present to translate what is discussed.
  - 3) Seek a consensus by the multidisciplinary team regarding functional goals and objectives and an integrated plan to meet the goals and objectives set forth in subsection (e).
  - 4) If no consensus is reached, the service coordinator shall establish a Department approved service plan ~~consistent with Department guidelines and reviewed by Department designated experts, and shall as set forth in subsection (f). 5) provide~~ Provide the parents with prior written notice, pursuant to Section 500.165, of the Department's proposed service plan. The parents may seek mediation or an impartial administrative resolution regarding other requested services.
- e) The Individualized Family Service Plan must:
- 1) Be developed by a multidisciplinary team, including the service coordinator and the parent as set forth in subsection (g).
  - 2) Be based on a multidisciplinary assessment of the unique strengths and needs of the child and a family-directed assessment of resources, priorities and concerns of the family.

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- 3) Include services necessary to provide appropriate developmental benefits for the identified needs.
- 4) Include supports and services necessary to enhance the family's capacity to meet the identified developmental needs.
- 5) State the natural environments in which services shall be appropriately provided and justification of why early intervention cannot be achieved satisfactorily in a natural environment if any services are to be provided elsewhere.
- 6) Include all components as required by the Department.
- 7) Provide a statement of the child's present developmental levels in the following areas, based on professionally acceptable objective criteria:
  - A) physical development, including vision and hearing;
  - B) cognitive development;
  - C) language, speech and communication development;
  - D) social or emotional development; and
  - E) adaptive self-help skills development.
- 8) Provide a statement of the family's resources, priorities and concerns related to enhancing the development of the child.
- 9) Provide a statement of the major outcomes expected to be achieved for the child and family, and the criteria, procedures and timelines used to determine:
  - A) The degree to which progress toward achieving the outcomes is being made; and
  - B) Whether modifications or revisions of the outcomes or services are necessary.
- 10) A statement of the specific EI services to be provided, including:

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- A) The frequency and intensity for each service, meaning the number of times a service will be provided within a given period and the length of time the service will be provided during each session;
  - B) The method of delivering the services, meaning whether the service will be provided on a group or individual basis;
  - C) The location in which early intervention services will be provided, including whether the location would be considered a natural environment for the child and family, as described in subsection (e)(5); and
  - D) The projected beginning dates as soon as possible after development of the IFSP and the duration or ending dates of the services.
- 11) A statement of any other services, such as medical services, that the child needs but that are not required early intervention services. The statement should include the funding sources to be used in paying for those services or the steps that will be taken to secure those services through public or private sources. Routine medical services such as immunization or well child care do not need to be listed unless the child is not receiving those services and needs them.
- 12) The name of the service coordinator qualified to carry out all applicable responsibilities who will be responsible for implementation of the IFSP and coordination with other agencies and persons.
- 13) The steps to be taken to support the transition of the child to preschool services under Part B of IDEA to the extent that those services are considered appropriate or to other services that may be available, if appropriate. The steps include:
- A) Discussions with and training of parents regarding future placements and other matters related to the child's transition at age three years;
  - B) Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to and function in a new setting; and

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- C) With informed parental consent, the transmission of information about the child to the local educational agency to ensure continuity of services, including evaluation information and copies of the IFSP.
- 14) State whether the family has private insurance coverage and, if the family has such coverage, attach a copy of the family's insurance identification card or otherwise include all of the following information:
- A) The name, address, and telephone number of the insurance carrier.
- B) The contract number and policy number of the insurance plan.
- C) The name, address, and social security number of the primary insured.
- D) The beginning date of the insurance benefit year.
- f) During and as part of the IFSP development, and any changes thereto, the multidisciplinary team shall consult ~~Department developed therapy guidelines and~~ Department designated experts, if any, to help determine appropriate services, and frequency and intensity of those services. Services must be justified by the multidisciplinary team in order to be included on the IFSP. ~~If the multidisciplinary team recommends services different in nature or in frequency and duration than those recommended by the guidelines and experts, it must provide adequate written justification for the services consistent with the philosophy therein. The guidelines are not intended to be caps on frequency and intensity but to express early intervention service philosophy and best practice parameters.~~
- g) The contents of the IFSP shall be fully explained to the parents and informed written consent obtained prior to the provision of services. If the parents do not provide consent for a particular service, the EI services to which consent is obtained shall be provided.
- h) The service coordinator shall determine if an Interim Individualized Family Service Plan, as set forth in sections 303.322(e)(2) and 303.345 of Part C of IDEA, is needed to initiate partial services for an eligible child while intake is being completed. An Interim IFSP may be needed if some early intervention services have been determined to be needed immediately for the child or family.

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- i) If an Interim IFSP is needed, the service coordinator shall:
  - 1) Document the reasons an Interim IFSP is needed;
  - 2) Assist the family in determining its ability to participate in the cost of services that are subject to family fees;
  - 3) Complete the Department required IFSP form with the child's parent and with input from the multidisciplinary team members who recommended immediate services for the child and family;
  - 4) Arrange for the Interim IFSP to be implemented;
  - 5) Request service reports at the end of the Interim IFSP period and monitor provision of services; and
  - 6) Maintain the child's permanent and electronic record with the regional intake entity during the Interim IFSP period.
  
- j) The implementation of an Interim IFSP shall not be used to extend the 45 day intake period. A fee may be assessed for services subject to family fee if the family is assessed as having the ability to participate in the costs of its child's services.

(Source: Amended at 28 Ill. Reg. 8727, effective June 1, 2004)

**Section 500.115 Service Provider Requirements**

Service providers shall:

- a) Not bill families for authorized early intervention services.
- b) Participate in evaluation/assessment activities and the development, review and revision of IFSPs in a timely and comprehensive manner, and provide early intervention services in a family centered, ethical and culturally competent manner. Family members are to be an integral part of service planning, the child's participation in early intervention services, and the outcomes identified in the IFSP.
- c) Provide accurate services as set forth in the IFSP in a timely manner.

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- d) Contact the service coordinator to request multidisciplinary team approval for proposed changes in the delivery of services to eligible children and to request parental consent prior to implementing any changes to services listed on the IFSP.
- e) Agree that they shall not bill or receive reimbursement from the Department's centralized billing system for services in excess of what is authorized in the IFSP.
- f) Agree not to terminate services for an eligible child without written notification to the child's service coordinator at least 30 days prior to the anticipated date of service termination.
- g) Meet and maintain all applicable standards and regulations for individual and program licensure, certification and credentialing. Comply with all applicable State and federal laws and regulations for physical facilities in which services are made available.
- h) Provide evaluation reports and direct service reports to the service coordinator as required by this Part and as necessary to the provision of EI services consistent with federal and State requirements.
- i) Submit invoice of charges for billable services following service delivery, according to Department billing requirements.
- j) Unless an exemption is granted to a family, bill private insurance and/or any and all other third party payors before submitting invoices for EI reimbursement.
  - 1) Bill the child's insurance carrier for each unit of EI service for which coverage may be available.
  - 2) When the service is not exempted, providers who receive a denial of payment on the basis that the service is not covered under any circumstance under the plan are not required to bill that carrier for that service again until the following insurance benefit year. That explanation of benefits denying the claim, once submitted to the central billing office, shall be sufficient to meet the requirements of this subsection (j)(2) as to subsequent services billed under the same billing code provided to that child during that insurance benefit year.
  - 3) Any time limit on a provider's filing of a claim for payment with the central billing office that is imposed through a policy, procedure, or rule of the Department shall be suspended until the provider receives an

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explanation of benefits or other final determination of the claim it files with the child's insurance carrier.

- 4) In all instances when an insurance carrier has been billed for EI services, whether paid in full, paid in part, or denied by the carrier, the provider must provide the central billing office, within 90 days after receipt, a copy of the explanation of benefits form and other required information.
  - 5) When the insurance carrier has denied the claim or paid an amount for the EI service billed that is less than the current State rate for EI services, the provider shall submit the explanation of benefits with a claim for payment, and the Department shall pay the provider the difference between the sum actually paid by the insurance carrier for each unit of service provided under the IFSP and the current State rate for EI services.
  - 6) The State shall also pay the family's co-payment or co-insurance under its plan, but only to the extent that those payments plus the balance of the claim do not exceed the current State rate for EI services.
  - 7) The provider may under no circumstances bill the family for the difference between its charge for services and that paid by the insurance carrier or by the State.
- k) Allow the Department to recoup money improperly submitted to provider by:
- 1) offset from future reimbursements, or
  - 2) submitting repayment in full or in installments negotiated with the Department.
- l) Participate in routine monitoring and supervision activities as set forth by the Department, including self-assessment, on-site monitoring, data collection and reporting obligations, record reviews, financial audits, complaint investigation, and consumer satisfaction surveys.
- m) Comply with any and all federal and State statutes and regulations, policies, guidelines, directives and procedures, including but not limited to those listed in Section 500.45(c)(13), and others that are applicable to the services being provided.
- n) Provide services and communications to clients in a language or mode of

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communication understood by the client. If necessary, interpreters may be used.

- o) Be knowledgeable about and inform families of their rights and procedural safeguards, including requirements as set forth in 20 USC 1439 and 34 CFR 303.400 et seq., and comply with those rights and procedural safeguard requirements.
- p) Make himself/herself available as required for administrative hearings, complaint proceedings or legal proceedings involving services under this Part.
- q) Assist as required in maintaining the child's EI record at the regional intake entity.
- r) The evaluators/assessors shall meet criteria as set forth in this Part.
  - 1) Evaluators/assessors shall attend additional training as set forth by the Department and shall agree in writing to operate within the framework of the DHS EI philosophy and best practices ~~and guidelines~~, prior to being authorized to perform and bill for evaluations and assessments.
  - 2) In order to be paid for an evaluation/assessment, evaluators/assessors shall meet all deadlines for submitting evaluations/assessments as set forth in this Part and in the Early Intervention Provider Agreement.
  - 3) Evaluators/assessors shall participate in the IFSP meeting, for which they will be reimbursed. The meeting shall be held within 45 days after the child is referred to the system, unless there is a delay over which they have no control.

(Source: Amended at 28 Ill. Reg. 8727, effective June 1, 2004)

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**Section 500.APPENDIX C Requirements for Professional and Associate Level Early Intervention (EI) Credentialing and Enrollment to Bill**

Nothing in this Appendix C shall exempt any individual from compliance with any and all State licensing requirements and/or supervisory requirements pertinent to the individual's delivery of services.

## EI SERVICE

## QUALIFIED STAFF

## Assistive Technology

Durable medical equipment and supplies; providers may enroll to bill. No credential required.

## Audiology, Aural Rehabilitation/Other Related Services

Audiologists with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Audiologist credential and enroll to bill. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\* (Provider is automatically enrolled under assistive technology and aural rehabilitation categories.)

Unlicensed individuals with a masters in audiology who are participating in a supervised professional experience may apply for an EI Associate: Audiologist in supervised professional experience credential. Associate services are billed under the enrolled supervisor's name. Additional training is required within 6 months after being issued a temporary credential for full associate credential status.\*

Speech/Language Pathologists with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Speech/Language Pathologist credential and enroll to bill for aural rehabilitation services. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\* (Provider is automatically enrolled under aural rehabilitation and speech therapy categories.)

Unlicensed individuals with a masters in speech-language pathology who are participating in a supervised professional

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experience may apply for an EI Associate: Speech/Language Pathologist in supervised professional experience credential. Associate services are billed under the enrolled supervisor's name. Additional training is required within 6 months after being issued a temporary credential for full associate credential status.

Unlicensed individuals employed by school districts as School Speech/Language Therapists who will only be providing services through their school employment may apply for an EI Specialist: School Speech/Language Therapist credential and enroll to bill for aural rehabilitation services. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\* (Provider is automatically enrolled under aural rehabilitation and speech therapy categories.)

Individuals with a current Special Education for Deaf and Hard of Hearing teaching certificate may apply for an EI Specialist: Developmental Therapist/Hearing credential and enroll to bill for aural rehabilitation services. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\* May also provide Developmental Therapy Services. (Provider is automatically enrolled under aural rehabilitation category.)

Clinical Assessment,  
Counseling, and Other  
Therapeutic Services

Clinical Psychologists with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Clinical Psychologist credential and enroll to bill. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\*

Clinical Professional Counselors with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Clinical Professional Counselor credential and enroll to bill. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\*

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Marriage and Family Therapists with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Marriage and Family Therapist credential and enroll to bill. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\*

Clinical Social Workers with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Clinical Social Worker credential and enroll to bill. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\*

Unlicensed individuals employed by school districts as School Psychologists who will only be providing services through their school employment may apply for an EI Specialist: School Psychologist credential. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\*

Graduate students in psychology who submit a letter from the graduate school verifying that they are providing psychological services in a supervised internship setting in order to complete a comprehensive, culminating training experience prior to granting of a graduate degree in psychology may apply for an EI Associate: Psychology Intern credential. Associate services are billed under the enrolled supervisor's name. Additional training is required within 6 months after being issued a temporary credential for full associate credential status.\*

## Developmental Therapy

Individuals with an EI Specialist Developmental Therapist credential on January 1, 2004 or who are applying for an EI Specialist Developmental Therapist credential prior to January 1, 2004 must have (1) a minimum of Teacher Endorsement in Early Childhood Education (ECE) or Special Education or bachelors degree in ECE, Early Childhood Special Education, Special Education, or human service field

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with one year of experience working hands on with children birth to 3 with developmental disabilities (Persons with a degree in a human service field must submit proof of training on the use of a formal assessment tool that would allow the provider to perform global evaluations/assessments.); or (2) a current license in art, music, recreation, or other type of therapy, rehabilitative or habilitative in nature, in the state where they provide services to Illinois children may apply for credential renewal or, prior to January 1, 2004, may apply for an EI Specialist Developmental Therapist credential and enroll to bill. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.

Individuals who do not hold an EI Specialist Developmental Therapist credential on January 1, 2004 must have a bachelors degree or higher and, when applicable, a teaching certificate in Early Childhood Education (Type 04), Early Childhood Special Education (Type 04), Special Education (LBS-1 or LBS-2), Special Education: Deaf/Hard of Hearing or Blind/Partially Sighted (3-21), Child Development Elementary Education, Developmental Psychology, or Social Work and when applicable a teaching certificate; or with a bachelors degree or higher and a full specialist credential in the Early Intervention program; or a current license in art, music, recreation, or other type of therapy, rehabilitative or habilitative in nature, in the state where they provide services to Illinois children; and can document the completion of educational experiences as approved by the Department that include at least 2 semester college hours or the equivalent (30 clock hours or CEU credit hours) in each of the following EI core knowledge content areas: the Development of Young Children; Typical and Atypical; Working with Families of Young Children with Disabilities; Intervention Strategies for Young Children with Special Needs; and Assessment of Young Children with Special Needs; and can submit proof of training on the use of a formal assessment tool that would allow the provider to perform global evaluations/assessments may apply for an EI Specialist: Developmental Therapist credential and enroll to bill. Additional training is required within 6 months after being issued a temporary credential for

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full credential status and continued enrollment.\*

An emergency waiver of educational requirements for developmental therapists may be applied for and must be accompanied by the recommendation of a regional intake entity manager documenting the need for developmental therapy services in the service area. A bachelors degree or higher is required. If approved, the resulting temporary credential will be reviewed at 6-month intervals for a maximum of 18 months. A training plan toward qualification for full credential status must be submitted with the emergency waiver application. Additional training is required within 6 months for continued enrollment.\*

Individuals with a current Special Education for Deaf and Hard of Hearing teaching certificate may apply for an EI Specialist: Developmental Therapist/Hearing credential and enroll to bill. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\* They may also provide aural rehabilitation services based on their qualifications and experience. (Provider is automatically enrolled under aural rehabilitation category.)

Individuals with (1) a bachelors degree or higher in Orientation and Mobility or (2) a current Special Education for Blind and Partially Seeing teaching certificate may apply for an EI Specialist: Developmental Therapist/Vision credential and enroll to bill. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\* They may provide Developmental and/or Vision Therapy services related to visual functioning based on their qualifications and experience. (Provider is automatically enrolled under the vision category.)

Individuals with an associates degree in early childhood education or child development who have an EI Associate: Developmental Therapy Assistant temporary credential on July 1, 2003 may apply for full associate credential status if additional training requirements are met.\* No other new

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temporary or full associate credentials for Developmental Therapy Assistants will be issued. Individuals who have an associate credential will be allowed to submit an application to have their credential renewed no more than two times after July 1, 2003. Associate services are billed under the enrolled supervisor's name.

## Evaluation/Assessment

Individuals with a current Early Intervention Specialist credential and who also meet all the following requirements may apply for an Evaluation/Assessment credential:

Documentation of a minimum of three years (full time equivalent) pediatric experience within the Early Intervention Specialist credentialed discipline is required with no less than 20% of that experience related to infants and toddlers between birth and three years of age or the equivalent, with a minimum of one year (full time equivalent) pediatric experience within the Early Intervention Specialist credentialed discipline with no less than 60% of that experience related to infants and toddlers;

Documentation of a minimum of six months pediatric post degree supervision;

Demonstration of competency in using and interpreting a variety of approved assessment tools related to his/her discipline by participating in evaluator specific training;

Demonstration of past work as a member of a service team and agreement to work with the service coordinator, other evaluators, and the family as an effective team member;

Agreement to participate in IFSP meetings as specified in this Part;

Agreement to perform evaluation/assessments and present recommendations thereon, that are consistent with DHS ~~therapy guidelines and~~ early intervention

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philosophy and best practices, and to provide adequate justification for recommendations based thereon;

Agreement to participate in routine quality assurance and/or early intervention monitoring activities conducted by the Department or its Designee, or the U.S. Department of Education, Office of Special Education Programs;

Agreement to comply with all applicable federal and/or State laws, rules, regulations, policies, provider agreement and procedure and guidelines;

Documentation of attendance at Evaluation/Assessment training as required and provided by the Department.

The expiration date of an Evaluation/Assessment credential will coincide with the Early Intervention Specialist discipline specific credential. Renewal of the Evaluation/Assessment credential is contingent on the successful renewal of the Early Intervention Specialist discipline specific credential.

## Family Training and Support

Individuals with a high school diploma or equivalent who are the parent or guardian of a child with special needs and are employed by an entity such as an agency or hospital that provides early intervention services as a Parent Liaison may apply for an EI Parent Liaison credential and enroll to bill. Completion of Parent Liaison Training is required within 90 days after being issued a temporary credential for full credential status and continued enrollment.

Individuals who are bilingual or an interpreter for the deaf may enroll to bill as an interpreter. Upon application for enrollment, the bilingual applicant must identify the languages for which he/she is applying to interpret and his/her proficiency in reading, writing or speaking the languages and submit 2 letters of professional reference from non-family members attesting to the applicant's competency in the specified language areas. Interpreters for the deaf must meet the requirements set forth in 225 ILCS 442. Additional

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training is required within 6 months for continued enrollment.\* Interpreters are not required to obtain a credential.

Deaf adults who have been certified by Hearing and Vision Connections as a language mentor for the deaf may enroll to bill. Language mentors are not required to obtain a credential

## Health Consultation

Physicians with a current license in the state where they provide services to Illinois children may enroll to bill. Physicians are not required to obtain a credential.

Medical Services  
(Diagnostic/Evaluation  
Purposes Only)

Physicians with a current license in the state where they provide services to Illinois children may enroll to bill. Physicians are not required to obtain a credential.

Individuals on the physician's service team should refer to the service area appropriate to their discipline for credentialing requirements.

## Nursing

Registered Nurses with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Registered Nurse credential and enroll to bill. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\* (Provider is automatically enrolled under nutrition category.)

## Nutrition

Licensed Dietitians with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Dietitian credential and enroll to bill. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\*

Licensed Nutrition Counselors with a current license in the state where they provide EI services to Illinois children may apply for an EI Specialist: Licensed Nutrition Counselor credential and enroll to bill. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\*

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Registered Nurses with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Registered Nurse credential and enroll to bill. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\*

## Occupational Therapy

Occupational Therapists with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Occupational Therapist credential and enroll to bill. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\*

Certified Occupational Therapy Assistants with a current license in the state where they provide services to Illinois children may apply for an EI Associate: Licensed Certified Occupational Therapy Assistant credential. Associate services are billed under the enrolled supervisor's name. Additional training is required within 6 months after being issued a temporary credential for full associate credential status.\*

## Physical Therapy

Physical Therapists with a current license in the state where they provide Part C EI service to Illinois children may apply for an EI Specialist: Licensed Physical Therapist credential and enroll to bill. Additional training is required within 6 months after being issued a temporary credential for full associate credential status.\*

Physical Therapy Assistants with a current license in the state where they provide services to Illinois children may apply for an EI Associate: Licensed Physical Therapy Assistant credential. Associate services are billed under the enrolled supervisor's name. Additional training is required within 6 months after being issued a temporary credential for full associate credential status.\*

## Service Coordination

Individuals with an EI Service Coordination credential on January 1, 2003 and: (1) an EI Specialist credential of any

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type, (2) a bachelors degree or higher in human services, behavioral science, social science or health related field, (3) a current license as a Registered Nurse, (4) current employment as a service coordinator in a Family Case Management Agency, or (5) an associates degree in human services, education, behavioral science, social science, or health related field plus 2 years of experience working with children birth to 5 to provide intervention services or service coordination in a community agency serving children and families, may apply for renewal of their credential.

Individuals who do not hold an EI Coordination credential on January 1, 2003 and with a bachelors degree or higher in human services, behavioral science, social science or health related field or a current license as a Registered Nurse may apply for an EI Service Coordination Credential and enroll as an employee of a Child and Family Connections office. Additional training is required within 90 days after being issued a temporary credential for full credential status and continued enrollment.

## Social Services

Social Workers with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Social Worker credential and enroll to bill. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\*

Professional Counselors with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Professional Counselor credential and enroll to bill. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\*

Registered Nurses/Advanced Practice Nurses who are masters prepared Psychiatric-Mental Health Clinical Nurse Specialists with a current license in the state where they provide services may apply for an EI Specialist: Licensed Registered Nurse/Advanced Practice Nurse credential and enroll to bill. Additional training is required within 6 months after being

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issued a temporary credential for full associate credential status.\* The Advanced Practice Nurse must provide a collaborative agreement with a collaborating physician who provides services to children birth to 3. The written collaborative agreement shall describe the working relationship of the Advanced Practice Nurse with the collaborating physician and shall authorize the categories of care, treatment, or procedures to be performed by the Advanced Practice Nurse, including early intervention services to be provided.

Unlicensed individuals employed by school districts as School Social Workers who will only be providing services through their school employment may apply for an EI Specialist: School Social Worker credential and enroll to bill. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\*

Graduate students in social work who submit a letter from their graduate school verifying that they are providing social work services in a supervised internship setting in order to complete a comprehensive, culminating training experience prior to granting of a graduate degree in social work may apply for an EI Associate: Social Work Intern credential. Associate services are billed under the enrolled supervisor's name. Additional training is required within 6 months after being issued a temporary credential for full associate credential status.\*

## Speech Therapy

Speech/Language Pathologists with a current license in the state where they provide services to Illinois children may apply for an EI Specialist: Licensed Speech/Language Pathologist credential and enroll to bill. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\* (Provider is automatically enrolled under aural rehabilitation and speech therapy categories.)

Unlicensed individuals employed by school districts as School Speech/Language Therapists who will only be

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providing services through their school employment may apply for an EI Specialist: School Speech/Language Therapist credential and enroll to bill. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\*

Unlicensed individuals with a masters in speech-language pathology who are participating in a supervised professional experience may apply for an EI Associate: Speech/Language Pathologist in supervised professional experience credential. Associate services are billed under the enrolled supervisor's name. Additional training is required within 6 months for full associate credential status.\*

Speech/Language Pathology Assistants with a current license in the state where they provide services to Illinois children may apply for an EI Associate: Speech/Language Therapy Assistant credential. Associate services are billed under the enrolled supervisor's name. Additional training is required within 6 months after being issued a temporary credential for full associate credential status.\*

## Transportation

Individuals with an appropriate vehicle registration number, insurance and current driver's license may enroll to bill. Not required to obtain a credential.

## Vision

Optometrists or Ophthalmologists with a current license in the state where they provide services to Illinois children may enroll to bill. Not required to obtain a credential.

Individuals with (1) a bachelors degree or higher in Orientation and Mobility or (2) a current Special Education for Blind and Partially Seeing teaching certificate may apply for an EI Specialist: Developmental Therapist/Vision credential and enroll to bill. Additional training is required within 6 months after being issued a temporary credential for full credential status and continued enrollment.\* They may provide Developmental and/or Vision Therapy services related to visual functioning based on their qualification and experience.

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\* See Section 500.60(f) for additional training requirements.

(Source: Amended at 28 Ill. Reg. 8727, effective June 1, 2004)

## DEPARTMENT OF PUBLIC HEALTH

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- 1) Heading of the Part: Certified Local Health Department Code
- 2) Code Citation: 77 Ill. Adm. Code 600
- 3) 

<u>Section Numbers</u> :	<u>Adopted Action</u> :
600.110	Amendment
600.210	Amendment
600.410	Amendment
- 4) Statutory Authority: Division 5-25 of the Counties Code [55 ILCS 5]; the Public Health District Act [70 ILCS 905]; the Illinois Municipal Code [65 ILCS 5]; and Section 55 of the Civil Administrative Code of Illinois [20 ILCS 2310/55].
- 5) Effective date of rulemaking: June 3, 2004
- 6) Does this rulemaking contain an automatic repeal date? No
- 7) Does this rulemaking contain incorporations by reference? No
- 8) A copy of the adopted amendments, including any material incorporated by reference, is on file in the agency's principal office and is available for public inspection.
- 9) Notice of Proposal published in Illinois Register: October 10, 2003; 27 Ill. Reg. 15728
- 10) Has JCAR issued a Statement of Objection to these rules? No
- 11) Differences between proposal and final version: The following changes were made in response to comments received during the first notice or public comment period:
  1. Proposed subsection 600.410(a)(6)(B) was deleted and subsection 600.410(a)(6)(C) was changed to (B).

The following changes were made in response to comments and suggestions of the JCAR:

1. In the Definitions Section, definition of "Healthy People 2000", "measurable" was added and "measureable" was stricken.

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2. In the Definitions Section, "Local public health jurisdiction' means the geographic area over which a local board of health has legal and regulatory authority." was added.
  2. In the Definitions Section, "Public health system' means the collection of public, private, and voluntary entities, as well as individuals and informal associations, that contribute to the delivery of essential public health services." was added.
  3. In Section 600.410 (a) (6) "C" was changed to "B".
- 12) Have all the changes agreed upon by the agency and JCAR been made as indicated in the agreements issued by JCAR? Yes
  - 13) Will this rulemaking replace an emergency rulemaking currently in effect? No
  - 14) Are there any other amendments pending on this Part? No
  - 15) Summary and purpose of rulemaking: This Part sets forth provisions for Department certification of local health departments that serve counties. Activities required for certification include assessment of a community's health needs and health status through a systematic needs assessment process (Illinois Project for Local Assessment of Needs (IPLAN)), investigation of the occurrence of adverse health effects, and development of plans and policies to address priority health needs. Personnel requirements for certification include a public health administrator and medical officer. Certifications must be renewed every five years. The adopted rule will automatically extend certifications set to expire in 2004 to the same date in 2005. Waiver requests will not be required for extensions. Local health departments that do not want an extension may petition the Department to maintain their original recertification schedule. The rulemaking also specifies that the Department will implement a staggered certification renewal schedule between 2005 and 2007, in which approximately one-third of local health departments will be reviewed annually. This process will re-establish the certification renewal schedule. Additionally, the rulemaking revises elements of the planning process component relating to development of assessment of organizational capacity. As revised, the process may address the internal capabilities of the local health department to conduct effective public health functions, including authority to operate, community relations, and program management; or an organizational strategic plan developed within the previous five years that assesses strengths, weaknesses, opportunities and threats in the local health jurisdiction.
  - 16) Information and questions regarding these adopted amendments shall be directed to:

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DEPARTMENT OF PUBLIC HEALTH

NOTICE OF ADOPTED AMENDMENTS

Susan Meister  
Division of Legal Services  
Illinois Department of Public Health  
535 West Jefferson, Fifth Floor  
Springfield, Illinois 62761  
217/782-2043  
E-mail: [rules@idph.state.il.us](mailto:rules@idph.state.il.us)

The full text of the adopted amendments begins on the next page:

DEPARTMENT OF PUBLIC HEALTH

NOTICE OF ADOPTED AMENDMENTS

TITLE 77: PUBLIC HEALTH

CHAPTER I: DEPARTMENT OF PUBLIC HEALTH  
SUBCHAPTER h: LOCAL HEALTH DEPARTMENTS

PART 600

CERTIFIED LOCAL HEALTH DEPARTMENT CODE

SUBPART A: GENERAL

Section  
600.100 Statement of Purpose  
600.110 Definitions

SUBPART B: CERTIFICATION APPLICATION REQUIREMENTS

Section  
600.200 Provisional Certification  
600.210 Certification

SUBPART C: PERSONNEL REQUIREMENTS

Section  
600.300 Executive Officer  
600.310 Public Health Administrator  
600.320 Medical Health Officer  
600.330 Denial of Personnel Application

SUBPART D: PRACTICE STANDARDS

Section  
600.400 Public Health Practice Standards  
600.410 Requirements for IPLAN or an Equivalent Planning Process

SUBPART E: DUE PROCESS

Section  
600.500 Denial, Suspension or Revocation of Certification  
600.510 Procedures for Hearings

AUTHORITY: Implementing and authorized by Division 5-25 of the Counties Code [55 ILCS 5]; the Public Health District Act [70 ILCS 905]; the Illinois Municipal Code [65 ILCS 5]; and

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Section 55 of the Civil Administrative Code of Illinois [20 ILCS 2310/55].

SOURCE: Filed April 17, 1968; emergency amendment at 5 Ill. Reg. 11091, effective October 1, 1981, for a maximum of 150 days; rules repealed, new rules adopted at 6 Ill. Reg. 2716, effective March 1, 1982; codified at 8 Ill. Reg. 18914; amended at 14 Ill. Reg. 840, effective January 1, 1990; new Part adopted by emergency rule at 17 Ill. Reg. 12918, effective July 21, 1993, for a maximum of 150 days; emergency repealer at 17 Ill. Reg. 13115, effective July 21, 1993, for a maximum of 150 days; emergency expired on December 18, 1993; Part repealed, new Part adopted at 18 Ill. Reg. 4276, effective March 1, 1994; amended at 22 Ill. Reg. 14474, effective July 24, 1998; amended at 28 Ill. Reg. 8762, effective June 3, 2004.

## SUBPART A: GENERAL

**Section 600.110 Definitions**

For the purposes of this Part, the words and phrases defined herein shall have the following meanings:

"Certification" and "Certified" means certification granted to a local health department that meets the requirements set forth in Section 600.210 and Subparts C and D of this Part and is so designated by the Department.

"Community participation" means involvement by representatives of various community interests and groups. (Agency Note: Examples of such interests or groups are ethnic and racial groups, the medical community, mental health and social service organizations, the cooperative extension service, schools, law enforcement organizations, voluntary organizations, the clergy, the business community, economic development agencies, unions, disabled persons and senior citizens.)

"Contributing factor" means a scientifically established factor that directly affects the level of a risk factor.

"Department" means the Illinois Department of Public Health.

"Director" means the Director of the Illinois Department of Public Health or his designee.

"Essential Public Health Services" means the 10 services that describe the responsibilities of public health systems. A formulation of the processes used in public health to prevent epidemics and injuries, protect against environmental

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hazards, promote healthy behaviors, respond to disasters, and ensure quality and accessibility of health services, the essential public health services are:

monitor health status to identify community health problems;  
diagnose and investigate health problems and health hazards in the  
community;

inform, educate, and empower people about health issues;

mobilize community partnerships to identify and solve health problems;

develop policies and plans that support individual and community health  
efforts;

enforce laws and regulations that protect health and ensure safety;

link people to needed personal health services and assure the provision of  
health care when otherwise unavailable;

assure a competent public and personal health care workforce;

evaluate effectiveness, accessibility and quality of personal and  
population-based health services; and

research for new insights and innovative solutions to health problems.

"Equivalent to IPLAN" means an assessment and planning process approved by the Department which meets the requirements set forth in Section 600.410.

"Healthy People 2000" means National Health Promotion and Disease Prevention Objectives, U.S. Department of Health and Human Services, Public Health Service, DHHS publication number (PHS) 91-50212. Healthy People 2000 contains a national strategy for significantly improving the health of the nation during this decade and contains ~~measurable~~ ~~measurable~~ targets for striving toward health promotion and prevention of injuries and diseases.

"Impact objective" means a goal for the level to which a health problem should be reduced. An impact objective is intermediate in length of time and measurable.

"Indirect contributing factor" means a community-specific factor that directly affects the level of the direct contributing factors. These factors can vary greatly

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from community to community.

"IPLAN" means the Illinois Project for Local Assessment of Needs, a process developed by the Department to meet the requirements set forth in Section 600.410. IPLAN is a series of planning activities conducted within the local health department jurisdiction resulting in the development of an organizational capacity assessment, a community health needs assessment, and a community health plan.

"IPLAN Data System" means a data base developed by the Department that contains the required data sets to measure community health indicators for assessment purposes.

"Legally authorized representative" means the person empowered to act on behalf of the local health department and board of health in such matters as executing contracts, signing applications, and undertaking other major administrative tasks.

"Local health department" means a local governmental agency that administers and assures health-related programs and services within its jurisdiction.

"Local public health jurisdiction" means the geographic area over which a local board of health has legal and regulatory authority.

"Mandate" or "Mandated program" means those programs and activities that are statutorily required of local health departments by a legislative body, such as a city council, county board, or the General Assembly.

"Outcome objective" means a goal for the level to which a health problem should be reduced. An outcome objective is long term and measurable.

"Proven intervention strategy" means intervention strategy demonstrated to be effective or used as a national model.

"Provisional Certification" and "Provisionally Certified" means certification granted to a local health department that meets the requirements for Provisional Certification set forth in Section ~~600.200~~600.210 and is so designated by the Department.

"Public health system" means the collection of public, private, and voluntary entities, as well as individuals and informal associations, that contribute to the delivery of essential public health services.

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"Risk factor" means a scientifically established factor (determinant) that relates directly to the level of a health problem. A health problem may have any number of risk factors identified for it.

"Substantial compliance" means meeting the requirements set forth in this Part, except for variations from the strict and literal performance of such requirements which result in insignificant omissions and defects, given the particular circumstances and the incidence and history of such omissions and defects. Omissions and defects that have an adverse impact on public health and safety shall not be considered insignificant and shall be considered substantial noncompliance.

(Source: Amended at 28 Ill. Reg. 8762, effective June 3, 2004)

## SUBPART B: CERTIFICATION APPLICATION REQUIREMENTS

**Section 600.210 Certification**

- a) A Provisionally Certified local health department may apply for Certification.
  - 1) Such application shall be submitted to the Department on forms or in a format provided or prescribed by the Department and shall include a community health needs assessment and a community health plan in accordance with Subpart D of this Part. The application shall be signed by an authorized representative.
  - 2) Upon receipt of a complete application, the Department shall have 60 days to review the application to determine if the applicant meets the personnel requirements set forth in Subpart C of this Part and the practice standards set forth in Subpart D of this Part.
    - A) If the Department determines that the applicant is in substantial compliance with Subparts C and D of this Part, Certification shall be granted by the Department.
    - B) If the Department determines that the applicant is not in substantial compliance with Subparts C and D of this Part, Certification shall be denied and the local health department shall be notified in writing of the denial of Certification. Such notification shall specify the reasons for denial of Certification and shall describe the

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right of the applicant to request a hearing to appeal the denial of Certification, pursuant to Section 600.510.

- b) Certification granted to local health departments that apply pursuant to this Section shall expire five years following the date of Certification.
- 1) All certifications set to expire in 2004 will be extended to the same date in 2005. These extensions will be granted automatically without the need for a waiver request. A petition to maintain the 2004 recertification schedule, however, may be submitted to the Department. The petition shall include the name of the local health department, a request to maintain the original recertification renewal date, and the signature of the public health administrator.
  - 2) For the period between 2005 and 2007, the Department will implement a staggered certification renewal schedule in which approximately one third of local health departments will be reviewed annually. This review schedule will be developed by the Department in consultation with the local health departments. Thereafter, the certification reviews will occur every five years on this staggered schedule.
- c) A Certified local health department may apply for renewal of Certification.
- 1) Such an application shall be made at least 60 days prior to the expiration of the Certification period. An application shall be submitted to the Department on forms or in a format provided or prescribed by the Department and shall include a community health needs assessment and a community health plan in accordance with Subpart D of this Part. The application shall be signed by an authorized representative.
  - 2) Upon completion of a complete application, the Department shall have 60 days to review the application to determine if the applicant is in substantial compliance with the personnel requirements set forth in Subpart C of this Part and the practice standards set forth in Subpart D of this Part.
    - A) If the Department determines that the applicant is in substantial compliance with Subparts C and D of this Part, Certification shall be renewed by the Department for a five-year period.
    - B) If the Department determines that the applicant is not in substantial compliance with Subparts C and D of this Part, renewal of

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Certification shall be denied and the local health department shall be notified in writing of the denial of Certification. Such notification shall specify the reasons for denial of Certification and shall describe the right of the applicant to request a hearing to appeal the denial of Certification renewal, pursuant to Section 600.510.

- d) A Certified local health department that at any time during the period for which the local health department has been granted Certification does not meet all applicable requirements for such Certification due to conditions or circumstances beyond the reasonable control of the local health department may make a written request to the Department for a waiver of the requirements set forth in Subparts C and D of this Part. A waiver will not be required for certification extensions issued under subsection (b) of this Section.
- 1) Conditions or circumstances beyond the reasonable control of the local health department shall include but not be limited to:
    - A) Unanticipated or unavoidable lack of qualified personnel necessary to fulfill applicable requirements; or
    - B) Disease outbreaks, natural disasters, and other unusual circumstances which may threaten the health and safety of residents and which require re-assignment of personnel to protect the health and safety of residents within the local health department's jurisdiction.
  - 2) The Department shall grant a waiver if it determines that the local health department meets the conditions or circumstances specified in subsection (d)(1)(A) and (B) of this Section. The Department shall notify the local health department of its decision within 10 working days after the receipt of the request.
    - A) A waiver shall be granted for a six-month period or until the conditions or circumstances referred to in subsections (d)(1)(A) and (B) of this Section are remedied, whichever is shorter.
    - B) The Department may extend a waiver for two additional six-month periods. All requests for extension of waiver shall be received by the Department at least 15 working days prior to the expiration of the waiver period.

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- i) The first extension of the waiver shall be made if the Department determines, on the basis of a written explanation from the local health department, that reasonable progress has been made and the local health department can be expected to be in substantial compliance with applicable requirements of Certification on or before the conclusion of the first extended waiver period.
  - ii) The second extension of waiver shall be made if the Department determines, on the basis of a written explanation from the local health department, that reasonable progress has been made and the local health department can be expected to be in substantial compliance with applicable requirements of Certification on or before the conclusion of the second extended waiver period. The explanation shall include documentation of the applicable Certification requirements that are not being met, with the expected dates for completion and the reasons why the local health department was unable to achieve substantial compliance within the first extension period.
- 3) The Department shall review the local health department for substantial compliance with Certification requirements upon the expiration of the waiver period or upon request of the local health department. The Department's review shall include only those certification requirements that are the basis for the waiver.
- A) If the Department, based upon its review, determines that the local health department meets the requirements set forth in Subparts C and D of this Part, the local health department shall be considered in substantial compliance with the requirements of Certification, and no further action shall be taken by the Department.
  - B) If the Department, based upon its review, determines that the local health department does not meet the requirements set forth in Subparts C and D of this Part and the waiver has expired, the Department shall notify the local health department of its option to request an extension of waiver under this Section.
  - C) If the Department, based upon its review, determines that the local

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health department does not meet the requirements set forth in Subparts C and D of this Part and the local health department's request was submitted prior to the expiration of the waiver period, the waiver shall continue until the end of the six-month period.

- e) The Department may conduct an on-site review of the local health department and such documents necessary to determine substantial compliance with this Section.

(Source: Amended at 28 Ill. Reg. 8762, effective June 3, 2004)

## SUBPART D: PRACTICE STANDARDS

**Section 600.410 Requirements for IPLAN or an Equivalent Planning Process**

- a) IPLAN or a planning process equivalent to IPLAN shall meet the following requirements:
- 1) The process shall involve community participation in the identification of community health problems, priority-setting, and completion of the community health needs assessment and community health plan.
  - 2) Community health indicators contained in the IPLAN Data System provided by the Department for assessment purposes or a similar, equally comprehensive data system developed by the local health department shall be utilized to structure the minimal content of the assessment. A local health department may use in its assessment such additional data available, describing the health of its population including natality, mortality, morbidity and risk factors for illness in its jurisdiction.
  - 3) The process shall result in the setting of priority health needs.
  - 4) The process shall include an analysis of priority problems that shall lead to the establishment of objectives and strategies for intervention.
  - 5) The process shall include board of health adoption of the community health plan.
  - 6) The process for developing an a-self-assessment of ~~the health department's~~ organizational capacity shall address:
    - A) the internal capabilities of the local health department to conduct

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~~effective public health functions, including an assessment of operational following categories: legal authority, community relations, and counsel; intergovernmental relations; constituency development and education; agency mission and role; data analysis, planning, evaluation and assurance; public policy issues and implementation; budget development and administration, reporting and auditing; personnel administration and staff development; organizational structure and shared resources; and management information systems, and program management; or-~~

B) an organizational strategic plan developed within the previous five years that assesses strengths, weaknesses, opportunities and threats in the local health jurisdiction.

- b) Upon written request of a local health department, the Department shall approve a planning process equivalent to IPLAN if the Department determines that the proposed equivalent planning process complies with the requirements of subsection (a) of this Section. If the local health department is not satisfied with the Department's response to its request made pursuant to this subsection, it may petition the Director to reconsider.

(Source: Amended at 28 Ill. Reg. 8762, effective June 3, 2004)

## STATE EMPLOYEES RETIREMENT SYSTEM OF ILLINOIS

## NOTICE OF EMERGENCY AMENDMENT

- 1) Heading of the Part: The Administration and Operation of the State Employees' Retirement System of Illinois
- 2) Code Citation: 80 Ill. Adm. Code 1540
- 3) Section Number: 1540.80      Emergency Action: Amendment
- 4) Statutory Authority: 40 ILCS 5/14-124(5)(e)
- 5) Effective Date of Amendment: 7/1/04
- 6) If this emergency amendment is to expire before the end of the 150-day period, please specify the date on which it is to expire:
- 7) Date Filed with the Index Department: 5/28/04
- 8) A copy of the emergency amendment, including any material incorporated by reference, is on file in the agency's principal office and is available for public inspection.
- 9) Reason for Emergency: Change needed by 7/1/04
- 10) A Complete Description of the Subjects and Issues Involved: Section 1540.80 is being amended to reflect the current change in the Social Security gainful employment dollar amount. SERS has always paralleled the Social Security gainful employment dollar amounts. Social Security typically changes this amount every 3-5 years. This will true-up the amounts based on their most recent change.
- 11) Are there any proposed amendments to this Part Pending? No
- 12) Statement of Statewide Policy Objectives: The rulemaking will not affect units of local government.
- 13) Information and questions regarding this amendment shall be directed to:

Patrick Cummings  
Claims Division Manager  
2101 South Veterans Parkway  
P.O. Box 19255  
Springfield, Illinois 62794

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STATE EMPLOYEES RETIREMENT SYSTEM OF ILLINOIS

NOTICE OF EMERGENCY AMENDMENT

217-785-7260

The full text of the Emergency Amendment begins on the next page:

## STATE EMPLOYEES RETIREMENT SYSTEM OF ILLINOIS

## NOTICE OF EMERGENCY AMENDMENT

## TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES

## SUBTITLE D: RETIREMENT SYSTEMS

## CHAPTER I: STATE EMPLOYEES' RETIREMENT SYSTEM OF ILLINOIS

## PART 1540

THE ADMINISTRATION AND OPERATION OF THE  
STATE EMPLOYEES' RETIREMENT SYSTEM OF ILLINOIS

## Section

1540.5	Introduction
1540.10	Appointment of Retirement System Coordinator
1540.20	Member's Contribution and Service Credit
1540.30	Determination of Rate of Compensation
1540.40	Prior Service Credit
1540.50	Credit for Service for Which Contributions are Permitted
1540.60	Severance of Employment – A Condition to the Payment of a Refund or Retirement Annuity
1540.70	Death Benefits
1540.80	Disability Claims
<b><u>EMERGENCY</u></b>	
1540.90	Benefit Offset
1540.100	Birth Date Verification
1540.110	Marriage Verification
1540.120	Level Income Option
1540.130	Pension Credit for Unused Sick Leave
1540.140	Removal of Children from Care of Surviving Spouse
1540.150	Proof of Dependency
1540.160	Investigations of Benefit Recipients
1540.170	Interest on Member Contributions
1540.180	Date of Application – Retirement Annuity, Occupational and Nonoccupational and Temporary Disability Benefits, and Resignation Refund Payments
1540.190	Lump Sum Salary Payments
1540.200	Removal From the Payroll
1540.210	Latest Date of Membership
1540.220	Period for Payment and Amount of Payment of Contributions
1540.230	Contributions By the State (Repealed)
1540.240	Actuarially Funded Basis (Repealed)
1540.250	Payments to Establish Credit for Service for Which Contributions are Permitted
1540.255	Pick-up Option for Optional Service Contributions
1540.260	Contributions and Service Credit During Nonwork Periods
1540.270	Written Appeals and Hearings

## STATE EMPLOYEES RETIREMENT SYSTEM OF ILLINOIS

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1540.280	Availability for Public Inspection (Recodified)
1540.290	Procedure for Submission, Consideration and Disposition of Petitions Seeking the Promulgation, Amendment or Repeal of these Rules and Regulations (Recodified)
1540.300	Organization of the State Employees' Retirement System (Recodified)
1540.310	Amendments
1540.320	Optional Forms of Benefits – Basis of Computation
1540.330	Board Elections
1540.340	Excess Benefit Arrangement
1540.350	Qualified Illinois Domestic Relations Orders (QILDRO)
1540.TABLE A	Optional Forms of Benefits – Basis of Computation

AUTHORITY: Implementing and authorized by Article 14 of the Illinois Pension Code [40 ILCS 5/Art. 14].

SOURCE: Filed December 20, 1977, effective December 31, 1977; filed and effective February 28, 1978; emergency rule at 4 Ill. Reg. 2, page 246, effective January 1, 1980; amended at 4 Ill. Reg. 12, pages 530, 532, 534, effective March 11, 1980; emergency rule at 4 Ill. Reg. 46, page 1300, effective November 1, 1980; amended at 5 Ill. Reg. 3454, effective March 19, 1981; amended at 5 Ill. Reg. 7225, effective July 1, 1981; amended at 5 Ill. Reg. 12846, effective October 30, 1981; amended at 6 Ill. Reg. 2114, effective January 29, 1982; amended at 6 Ill. Reg. 5505, effective April 16, 1982; codified at 6 Ill. Reg. 10935; emergency amendment at 6 Ill. Reg. 11084, effective August 31, 1982, for a maximum of 150 days; amended at 7 Ill. Reg. 677, effective December 30, 1982; amended at 7 Ill. Reg. 8831, effective July 15, 1983; emergency amendment at 8 Ill. Reg. 359, effective January 1, 1984, for a maximum of 150 days; amended at 8 Ill. Reg. 4144, effective March 26, 1984; Sections 1540.280, 1540.290 and 1540.300 recodified to 2 Ill. Adm. Code 2375 at 8 Ill. Reg. 15902; amended at 9 Ill. Reg. 12375, effective July 30, 1985; emergency amendment at 9 Ill. Reg. 19752, effective December 5, 1985, for a maximum of 150 days; amended at 10 Ill. Reg. 8889, effective May 14, 1986; amended at 11 Ill. Reg. 11155, effective June 15, 1987; amended at 14 Ill. Reg. 10498, effective June 19, 1990; amended at 15 Ill. Reg. 7379, effective April 26, 1991; amended at 16 Ill. Reg. 14407, effective September 4, 1992; amended at 20 Ill. Reg. 8033, effective June 15, 1996; emergency amendment at 21 Ill. Reg. 476, effective January 1, 1997, for a maximum of 150 days; amended at 21 Ill. Reg. 4992, effective April 1, 1997; emergency amendment at 21 Ill. Reg. 13187, effective September 15, 1997, for a maximum of 150 days; amended at 22 Ill. Reg. 967, effective December 22, 1997; amended at 22 Ill. Reg. 15363, effective August 10, 1998; amended at 23 Ill. Reg. 3824, effective March 9, 1999; amended at 23 Ill. Reg. 11313, effective September 1, 1999; amended at 24 Ill. Reg. 6975, effective April 20, 2000; amended at 24 Ill. Reg. 18090, effective December 1, 2000; amended at 25 Ill. Reg. 5632, effective April 4, 2001; emergency amendment at 26 Ill. Reg. 11133, effective June 28, 2002, for a maximum of 150 days; amended

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at 26 Ill. Reg. 16575, effective October 22, 2002; emergency amendment at 28 Ill. Reg. 8775, effective July 1, 2004, for a maximum of 150 days.

**Section 1540.80 Disability Claims****EMERGENCY**

- a) Nonoccupational Disability and Temporary Disability
  - 1) Any member of the Retirement System claiming benefits for nonoccupational disability or temporary disability shall file at the Springfield Office of the System a written application on forms prescribed by the Board.
  - 2) If a member makes a payment of contributions to the System in order to establish sufficient credit to qualify for a nonoccupational disability benefit, payment of the benefit shall accrue as of the ~~latter~~ ~~later~~ of the 31<sup>st</sup> ~~the thirty-first~~ day of absence from work (including any periods of such absence for which sick pay was received), the day after the member is last entitled to receive compensation (including any sick pay), or the date of payment to the System. The date of payment of the required contributions shall be determined in accordance with the provisions of Section 1540.220(a) (~~Period for Payment~~ period for payment).
  - 3) If a member makes a payment of contributions to the System in order to establish sufficient credit to qualify for a temporary disability benefit, payment of the benefit shall accrue as of the ~~latter~~ ~~later~~ of the 31<sup>st</sup> day after the member is last entitled to receive compensation or the date of payment to the System. The date of payment of the required contributions shall be determined in accordance with the provisions of Section 1540.220(a) (Period for Payment).
  - 4) If a member who is receiving a nonoccupational or temporary disability benefit wishes to make a payment of contributions to extend the period of eligibility for receipt of the benefit, the request to make such payment must be received at the Springfield Office of the System before the period of eligibility terminates and the date of payment of the required contributions shall be determined in accordance with the provisions of Section 1540.220(a) (Period for Payment).
- b) Occupational Disability

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Any member of the Retirement System claiming benefits for occupational disability shall file at the Springfield Office of the System a written application on forms prescribed by the Board.

- c) Licensed Physicians
- 1) Before an occupational, nonoccupational or temporary disability benefit can be approved, one statement must be received from a licensed physician attesting to the disability. An additional statement from a second licensed physician may be required by the disability examiner assigned to the case, depending on the nature of the disabling condition.
  - 2) The term "licensed physician" shall mean any individual who has obtained a license through the Department of Professional Regulation as described in Section 11(A) of the Medical Practice Act of 1987 [225 ILCS 60/11(A)]. All licensed physicians must submit their registration number on all reports submitted to the Retirement System.
- d) Report of Physicians
- 1) All physician's reports shall contain, among other things, the date and place of the first examination, the cause and nature of the disability, information regarding surgical work or laboratory tests, the date of last examination, prognosis regarding the member's disability, and an estimate of the probable length of disability.
  - 2) All physician's reports shall be signed by a licensed practicing physician or by medical records personnel of a licensed clinic.
- e) Gainful Employment
- In the case of occupational, nonoccupational or temporary disability, an individual who is found to be gainfully employed shall have the benefit terminated as of the date such employment commenced. The term "gainfully employed" shall be construed to mean either of the following:
- 1) Any employment by or for the State of Illinois.
  - 2) Effective ~~July~~September 1, ~~2004~~1999, any remuneration that exceeds ~~\$810~~\$700 in any month. The ~~\$810~~\$700 monthly gainful employment limit will be adjusted each July 1 thereafter to the nearest whole dollar

## STATE EMPLOYEES RETIREMENT SYSTEM OF ILLINOIS

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amount, based on the change in the Consumer Price Index for Urban Consumers for the prior calendar year.

- A) For purpose of this Section, "remuneration" shall be defined to mean:
    - i) any compensation for personal services including fees, wages, salary, commissions, and similar items;
    - ii) any income derived from the participation in a business activity through the performance of physical and/or mental activities generally performed for the production of income.
  
  - B) For purposes of this Section, remuneration shall be computed on a gross rather than net basis (i.e., no deductions of any kind including but not limited to deductions for losses, expenses, taxes or withholding, will be considered in such computation). Remuneration shall also include the fair market value of goods or services received, which if received in money would otherwise constitute remuneration. Remuneration representing gain from the sale, exchange or other disposition of goods or other property shall be equal to, the sum of the amount of money and the fair market value of any property received on such sale, exchange, or disposition, less the amount representing the cost to the seller in acquiring the goods or other property which is sold, exchanged, or disposed of. In applying this Section, the System shall consider the date on which the remuneration was earned rather than when it was received. For purposes of this Section, remuneration may be earned through either self-employment or employment by others.
- f) Investigation of Claims
- 1) The Board of Trustees of the State Employees' Retirement System (SERS) recognizes its obligation to provide a systematic program for the continued investigation, control and supervision of disability claims.
  - 2) Each disability benefit recipient is required to provide a current medical examination report each 6 months to substantiate continued disability. In order to substantiate the member's continued eligibility for disability benefits, the Disability Claims Examiner may require that the member

## STATE EMPLOYEES RETIREMENT SYSTEM OF ILLINOIS

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submit to independent medical examinations and may request additional medical statements; hospital records; activity inspection reports; Department of Employment Security Earning Statements; Social Security benefit payment information; income tax records; or other pertinent information, all as deemed reasonable and necessary by the Examiner. The System will pay for independent medical examinations, hospital records, and activity inspection reports that it requires.

- 3) Failure of a disability benefit recipient to submit to an independent medical examination, to cooperate with an activity inspection, or to provide the information required shall result in suspension of benefit payments.

- g) Definition of Phrase "The Duties of the Member's Position"  
The phrase, "The duties of the member's position" shall mean the duties of the member's position as of the date the member's name is removed from the payroll without regard to subsequent changes in the duties of the position, availability of the position, or the member's right to return to the position.

(Source: Amended by emergency rulemaking at 28 Ill. Reg. 8775, effective July 1, 2004, for a maximum of 150 days)

JOINT COMMITTEE ON ADMINISTRATIVE RULES  
ILLINOIS GENERAL ASSEMBLY

## SECOND NOTICES RECEIVED

The following second notices were received by the Joint Committee on Administrative Rules during the period of June 1, 2004 through June 7, 2004 and have been scheduled for review by the Committee at its July 13, 2004 meeting in Chicago. Other items not contained in this published list may also be considered. Members of the public wishing to express their views with respect to a rulemaking should submit written comments to the Committee at the following address: Joint Committee on Administrative Rules, 700 Stratton Bldg., Springfield IL 62706.

<u>Second Notice Expires</u>	<u>Agency and Rule</u>	<u>Start Of First Notice</u>	<u>JCAR Meeting</u>
7/17/04	<u>Department of Natural Resources</u> , The Taking of Wild Turkeys – Fall Gun Season (17 Ill. Adm. Code 715)	4/16/04 28 Ill. Reg. 5993	7/13/04
7/17/04	<u>Department of Natural Resources</u> , Squirrel Hunting (17 Ill. Adm. Code 690)	4/16/04 28 Ill. Reg. 5982	7/13/04

## DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF AGENCY RESPONSE TO RECOMMENDATION BY THE JOINT  
COMMITTEE ON ADMINISTRATIVE RULES

- 1) Heading of the Part: Senior Citizens and Disabled Persons Prescription Drug Discount Program
- 2) Code Citation: 80 Ill. Adm. Code 2151
- 3) Section Numbers:

2151.10	2151.20	2151.30	2151.40
2151.50	2151.60	2151.70	2151.80
2151.90	2151.100	2151.110	2151.120
- 4) Date Originally Published in the Illinois Register: 28 Ill. Reg. 4379; February 20, 2004
- 5) Date JCAR Statement of Recommendation Published in the Illinois Register: 28 Ill. Reg. 5927; April 9, 2004
- 6) Summary of Action Taken by Agency:

The Department agrees to be more timely in adopting emergency rules in the future. In addition, the Department pledges to adopt more material in its permanent rulemaking to address statutory directives to the agency.

## OFFICE OF THE AUDITOR GENERAL

## JULY 2004 REGULATORY AGENDA

a) Part(s) (Heading and Code Citation): Public Information, Rulemaking, Organization and Personnel (2 Ill. Adm. Code 600)

## 1) Rulemaking:

A) Description: Our personnel rule was promulgated in 1994 and needs to be updated to provide for changes in law.

B) Statutory Authority: Implementing and authorized by Sections 2-10 and 2-12(a) of the Illinois State Auditing Act [30 ILCS 5/2-10 and 2-12 (a)].

C) Scheduled meeting/hearing dates: No meetings or hearings are scheduled or anticipated at this time.

D) Date agency anticipates First Notice: No First Notice date has been determined.

E) Effect on small business, small municipalities or not for profit corporations: None

F) Agency contact person for information:

Rebecca Patton  
Office of the Auditor General  
740 E. Ash St.  
Springfield IL 62703  
217/782-6698 or 888/261-2887 (TTY)

G) Related rulemakings and other pertinent information: None

b) Part(s) (Heading and Code Citation): Code of Regulations (74 Ill. Adm. Code 420)

## 1) Rulemaking:

A) Description: Public Act 93-630 amended the Illinois State Auditing Act to conform to recent changes in generally accepted government auditing standards. Corresponding changes will need to be made in our audit regulations. Additionally, Public Act 92-544 transferred responsibility for the conduct of financial audits of regional offices of education and certain

## OFFICE OF THE AUDITOR GENERAL

## JULY 2004 REGULATORY AGENDA

educational service centers from the State Board of Education to the Auditor General and requires the Auditor General to adopt rules and regulations relative to the conduct of the audit. Those rules will be incorporated into this Part.

- B) Statutory Authority: Implementing and authorized by Section 3-6 of the Illinois State Auditing Act [30 ILCS 5/3-6] and Section 2-3.17a of the School Code [105 ILCS 5/2-3.17a].
- C) Scheduled meeting/hearing dates: There is no proposed schedule of dates for meetings or hearings at this time.
- D) Date agency anticipates First Notice: October 1, 2004
- E) Effect on small business, small municipalities or not for profit corporations: The rulemaking will impact auditing and attestation standards and policies followed by accounting firms under contract with our Office, as well as establish guidelines for audits of regional offices of education and educational service centers audited by the Auditor General pursuant to Section 2-3.17a of the School Code.
- F) Agency contact person for information:
- Rebecca Patton  
Office of the Auditor General  
740 E. Ash St.  
Springfield IL 62703  
217/782-6698 or 888/261-2887 (TTY)
- G) Related rulemakings and other pertinent information: None

c) Part(s) (Heading and Code Citation): No Part Number is Yet Reserved

1) Rulemaking:

- A) Description: Article 30 of the State Officials and Employees Ethics Act requires the Auditor General to appoint an Inspector General and to provide by rule for the operation of his Inspector General.

## OFFICE OF THE AUDITOR GENERAL

## JULY 2004 REGULATORY AGENDA

- B) Statutory Authority: Implementing and authorized by Section 30-5 (b) of the State Officials and Employees Ethics Act [5 ILCS 430/30-5 (b)].
- C) Scheduled meeting/hearing dates: No meetings or hearings are scheduled or anticipated at this time.
- D) Date agency anticipates First Notice: No First Notice date has been determined.
- E) Effect on small business, small municipalities or not for profit corporations: None
- F) Agency contact person for information:
- Rebecca Patton  
Office of the Auditor General  
740 E. Ash St.  
Springfield IL 62703  
217/782-6698 or 888/261-2887 (TTY)
- G) Related rulemakings and other pertinent information: None

## PROCLAMATIONS

**2004-166****Extended Care and Long-Term Recovery Day**

WHEREAS, substance abuse is a major public health problem that affects millions of Americans of all ages, races, and ethnic backgrounds and in all communities; and

WHEREAS, left untreated, substance abuse and addiction results in high medical, economic, and societal costs, approximately \$240 billion a year to the citizens of the United States and \$36.7 billion to the citizens of Illinois; and

WHEREAS, substance abuse is a treatable disease and research has shown that recovery programs are an effective way of treating alcohol and drug abuse and in improving the health of individuals both during and after care; and

WHEREAS, alcohol and other drug treatment programs provide financial benefits to citizens through reduced crime, emergency health care and social services; and

WHEREAS, state-sponsored prevention, treatment, counseling, and recovery services have helped hundreds of thousands of Illinoisans live productive and sober lives; and

WHEREAS, in the last fiscal year, over 1.5 Illinois citizens sought help for substance abuse treatment; and

WHEREAS, recovery from addiction is possible thanks to the efforts of local and statewide organizations such as the National Association of Halfway House Alcoholism Programs of North America, Inc:

THEREFORE, I, Rod Blagojevich, Governor of the State of Illinois, do hereby proclaim June 4, 2004 as EXTENDED CARE AND LONG-TERM RECOVERY DAY in Illinois, and encourage all citizens to be supportive of those individuals who have undergone successful alcohol and drug treatment, and to honor those individuals who have dedicated their lives to helping people recover from addiction.

Issued by the Governor May 28, 2004.

Filed by the Secretary of State June 1, 2004.

**2004-167****Week of the High Risk Child**

WHEREAS, there are a multitude of problems affecting the youth in our State and in our country, posing risks to their health and well-being; and

WHEREAS, the Week of the High Risk Child began in 1976, and was developed to annually address and respond to some of the salient issues impacting the successful development and maturation of our children that facilitate their movement and transition to adulthood; and

WHEREAS, the objectives for this week are to:

- continually identify youth populations at risk
- motivate teens, develop their leadership potential and enhance their knowledge of preventive health maintenance
- inform and educate parents and assist them in moving toward self-sufficiency

## PROCLAMATIONS

- improve networking, coordination and communication among human service professionals and agencies serving children
- advocate for quality prevention and follow-up services for youth
- broaden children's exposure and appreciation of cultural and ethnic diversity through the performing arts; and

WHEREAS, the term "at risk" describes any child who presents overt or covert symptoms of behavioral, emotional, psychological, educational, familial or environmental dysfunctioning:

THEREFORE, I, Rod Blagojevich, Governor of the State of Illinois, do hereby proclaim June 7 – 10, 2004 as WEEK OF THE HIGH RISK CHILD in Illinois, and encourage all citizens to support the efforts of the Children and Adolescents Forum, Inc. as they look to help the at-risk population gain applicable skills leading them to become productive citizens.

Issued by the Governor May 28, 2004.

Filed by the Secretary of State June 1, 2004.

**2004-168****American Cancer Society Relay For Life Day**

WHEREAS, in 2004, over 60,000 new cases of cancer are expected to occur in the State of Illinois, with approximately 24,840 cases having a tragic ending. Losing even one person to this devastating disease is lamentable, but the search to find a cure is progressing through the efforts of the American Cancer Society (ACS); and

WHEREAS, eliminating a disease that afflicts over one million people each year, that is the second leading cause of death in the United States, and that affects approximately one out of every two American men and one out of every three American women in their lifetime is a monumental task, but the ACS has put forth initiatives that have become instrumental in the battle against cancer; and

WHEREAS, the ACS strengthens their fight against cancer with a research program that supports efforts to prevent and cure the disease, education programs that teach the public preventative and early detection measures, by providing support and service programs to those persons that have been diagnosed with cancer, as well as their families, and advocating for public policy; and

WHEREAS, the American Cancer Society consists of more than 3,400 local units, with more than two million volunteers dedicated to achieving the organization's mission: eliminating cancer as a major health problem by preventing cancer, saving lives, and diminishing suffering from cancer through research, education, advocacy, and service; and

WHEREAS, celebrating survivorship and raising money for research and programs of the American Cancer Society are the goals of Relay For Life, the cancer society's overnight signature event. Held in communities across the country, Relay For Life represents the hope that those lost to cancer will never be forgotten, that those who face cancer will be supported, and that one day cancer will be eliminated:

## PROCLAMATIONS

THEREFORE, I, Rod Blagojevich, Governor of the State of Illinois, do hereby proclaim June 11, 2004 as AMERICAN CANCER SOCIETY RELAY FOR LIFE DAY in Illinois, and encourage all citizens to garner together in support of life and the preservation of good health as we work with the ACS to eradicate this deadly disease.

Issued by the Governor June 2, 2004.

Filed by the Secretary of State June 3, 2004.

**2004-169****National Nursing Assistants Week**

WHEREAS, nursing assistants provide personal, hands-on care to the citizens of our communities who are temporarily or permanently incapacitated and who reside in a variety of settings including our hospitals, long-term care agencies, or their private residences; and

WHEREAS, these Career Nursing Assistants are instrumental in promoting and safeguarding the physical, mental, emotional, and spiritual well-being of the residents, clients, and their families; and

WHEREAS, Career Nursing Assistants are trained professionals who collaborate closely with other health care providers to render quality care and also to elevate the status of their chosen profession; and

WHEREAS, National Nursing Assistants Week focuses on the vital role nursing assistants play in delivering quality, consistent care to the individuals in their care; and

WHEREAS, on the 27<sup>th</sup> observance of this week, we honor the more than 337,000 nursing assistants in the state of Illinois who exemplify this year's theme, "Specialists in the Art of Caring;"

THEREFORE, I, Rod Blagojevich, Governor of the State of Illinois, do hereby proclaim June 10 – 17, 2004 as NATIONAL NURSING ASSISTANTS WEEK in Illinois, and encourage all citizens to join together in honoring these special citizens who serve those who are unable to provide for themselves.

Issued by the Governor June 4, 2004.

Filed by the Secretary of State June 7, 2004.

**2004-170****National Flag Day**

WHEREAS, it was August 3, 1949 before an act of Congress was signed designating June 14<sup>th</sup> of each year as National Flag Day. This day is significant because it commemorates June 14, 1777 when the Continental Congress adopted the stars and stripes flag as the official flag of the republic; and

WHEREAS, the stars and stripes design is symbolic of qualities the world has come to expect of this great nation – the white stripes signifying purity and innocence, the red stripes signifying valor and bravery and the blue background signifying perseverance and justice; and

## PROCLAMATIONS

WHEREAS, the Living American Flag event in which 3,000 school children will create a 130 foot by 230 foot living American flag, is just one of the major events to take place recognizing National Flag Day. A re-creation of the first human flag that was formed to commemorate the successful Battle of North Point and the bombardment of Fort McHenry, on Defenders Day in 1914, and one which inspired the writing of the Star-Spangled Banner, the Living American Flag event has been designed as a way of fostering understanding within children of the meaning of the flag as our symbol of national unity; and

WHEREAS, a second event, the annual Pause for the Pledge of Allegiance, asks Americans across the nation to pause and recite the Pledge as a way of commemorating Flag Day. The idea originated in 1980 and in 1985 Public Law 99-54 was passed recognizing the Pause for the Pledge as part of National Flag Day activities:

THEREFORE, I, Rod Blagojevich, Governor of the State of Illinois, do hereby proclaim June 14, 2004 as NATIONAL FLAG DAY in Illinois, and encourage all citizens to take time to reflect upon the liberty and freedom we receive and that our flag has come to represent.

Issued by the Governor June 4, 2004.

Filed by the Secretary of State June 7, 2004.

# ILLINOIS ADMINISTRATIVE CODE

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