**Section 2772.420 Application Process**

Applications must be completed on forms provided by the State Board of Education and must be submitted by the applicable date specified on the form. Completed applications must include the following information.

a) Name, address, and Social Security number of applicant.

b) A certified transcript from each college or university attended (renewal applicants need only submit transcripts reflecting coursework taken since the submission of the most recent previous application).

c) The area of teaching shortage for which the applicant wishes to prepare.

d) A statement of the specific term (i.e., semester or quarter) the scholarship is to be utilized.

e) The courses in which the applicant is enrolled.

f) For applicants wishing to establish eligibility by virtue of ten years' employment in a field other than teaching, a statement of employment history which includes the names of supervisors or personnel officers at places of employment who can be reached for verification of such employment.

g) A statement by the institution's financial assistance officer of the total amount of tuition and nonrevenue bond fees charged by the institution for the courses listed by the applicant.

h) The signature of the institution's certification officer if the institution is operating a teacher education program approved pursuant to 23 Ill. Adm. Code 25, stating that the courses listed are acceptable for certification in the indicated area of shortage.

i) The signature of the applicant attesting to the applicant's agreement to accept employment for three years in an Illinois school in the area of shortage indicated, with such employment beginning within two years following completion of preparation, as provided by Section 30-4c(5) of the School Code.

(Source: Amended at 15 Ill. Reg. 17059, effective November 13, 1991)