Preliminary Information Report Format

The preliminary information report format is to be used by institutions or not-for-profit entities seeking initial unit recognition from the Illinois State Educator Preparation Licensure Board (SEPLB) and the State Board of Education. The report must meet the requirements of the 23 Illinois Administrative Code, Part 25, Section 25.115, Recognition of Institutions and Educational Units, and Approval of Programs and Section 25.155 Procedures for the Initial Recognition of an Institution as an Educator Preparation Institution and Its Educational Unit (http://www.isbe.net/rules/archive/pdfs/25ark.pdf).

This format does not address the quality of the preliminary information report; however, it will help to guide the applicant in providing information which is needed for submission of a preliminary information report.

Instructions: Use this form for submission for a preliminary information report. In lieu of attachments, embed documents where the information is requested. When embedding documents is not feasible, save the documents into a zip file. Hyperlinks to handbooks, catalogs, brochures, and other published materials containing information can be included within the text of the document. Embed only relevant source pages or links rather than the full document; do not submit entire catalogs or other extraneous documents. Scanned letters (PDF format) are acceptable for the documentation requiring letters. Limit the document to 20 pages. Preliminary reports are due one year prior to the onsite visit. Please submit your program proposal electronically to your ISBE consultant: Emily Fox (efox@isbe.net), Jennifer Gross (jgross@isbe.net), Stephanie Robinson (strobins@isbe.net). Also email a copy to Henri Fonville at hfonvill@isbe.net.
Contact Information
Date of Submission to State Board of Education:

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<th>Name of Report Preparer:</th>
<th>Email address:</th>
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<th>Name of Dean or Unit Head:</th>
<th>Email address:</th>
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Per the **23 Administrative Code, Section 25.155 (a)**

1. Provide a copy of the letter of intent which was submitted to the State Superintendent of Education notifying the the State Board of Education of the desire to initiate the initial recognition process.

Per the **23 Administrative Code, Section 25.115**

2. Provide a current accreditation letter and/or report indicating that the institution is regionally accredited.

3. Provide a letter of approval by the Illinois Board of Higher Education which grants permission for the institution to operate as a postsecondary degree-granting institution under the provisions of the *Private College Act [110 ILCS 1005]* and the *Academic Degree Act [110 ILCS 1010]*, or, if the out-of-state institution is not required to seek authorization to operate from the Illinois Board of Higher Education, be approved to offer professional educator and other professional education personnel programs by the state that granted it operating authority.

4. Provide a letter of intent attesting to the fact that the institution will sponsor a course of study leading to a license issued under *Article 21 of the School Code [105 ILCS 5/Art. 21]*. An eligible not-for-profit educational entity shall conduct or propose to conduct at least one approved program that will prepare professional educators or other professional education personnel, and leads to a license issued pursuant to Article 21 of the School Code.

5. In the case of a not-for-profit entity, provide electronic links which demonstrate that advertising materials, candidate handbooks, catalogues, and candidate contracts display prominently the fact that the entity does not offer higher education credit and that there is no guarantee that the Illinois license or endorsement earned by the candidate will be honored or accepted for exchange in another state.

Per the **23 Administrative Code, Section 25.155 (c)**

6. Provide a letter from the president/chancellor or the vice-president for academic affairs/provost or president of the not-for-profit that:
   - designates the unit as having primary authority and responsibility for the preparation of educators and other professional education personnel,
• describes the unit’s authority and responsibilities for the preparation of educators and other professional education personnel, and
• identifies the person who has been assigned the authority and responsibility for the unit’s administration and operations.

7. Create a chart of the administrative and organization structure of the unit which includes the following information (if the unit’s offerings include programs at other sites, a separate chart should be prepared for each location):

• a list all of the professional education programs offered for the preparation of educators and other professional education personnel
• where each program is administratively housed
• how these programs are coordinated by the education unit

8. Create an organization chart of the institution which
• depicts the professional education unit,
• indicates the unit’s relationship to other administrative units within the organization and
• the reporting authority.

9. Identify the dean, chair, or director who is officially designated to represent the unit and is assigned the authority and responsibility for its overall administration and operation and
• provide a job description for the dean, chair, or director.

10. State the unit’s mission.

11. State the unit’s purpose or goals.

12. Provide electronic links to public listings of the requirements for
• admission into the unit
• retention in the unit
• the completion of professional educator preparation and other professional education personnel programs.

13. Provide electronic links to unit policies and procedures such as policy manuals, the program catalog, student teaching/internship handbook, and faculty handbook which describe policies that specifically address how the unit operates within the institution in making decisions about:
• admission
• curriculum
• faculty
• budget
• and student teaching.
• Do not embed or attach entire catalogs into the document.

12. Provide a summary of the meetings and actions of the planning committee for the preceding year. Include the following information: (maximum two pages).
• Date and name of the group meetings
• A summary of the *most important* actions taken.