

SUPPORTING MATERIALS

The following exhibits must be submitted with this application.

CHECKLIST

ISBE	APPLICANT	EXHIBITS
<input type="checkbox"/>	<input type="checkbox"/>	1. Inventory of instructional equipment for each course of instruction or course to be taught at this facility. Use Form ISBE 29-17.
<input type="checkbox"/>	<input type="checkbox"/>	2. Detailed floor plan of instructional facilities, including dimensions, and maximum number of students to be accommodated. Include classrooms, laboratories, shops, libraries, other instructional facilities, and physical and sanitary facilities.
<input type="checkbox"/>	<input type="checkbox"/>	3. Certificate of insurance as evidence of public liability coverage extending to any and all locations.
<input type="checkbox"/>	<input type="checkbox"/>	4. Building inspection documentation prepared and signed by the State Fire Marshal or his designee.
<input type="checkbox"/>	<input type="checkbox"/>	5. If the school is designating a new Managing Employee for this classroom extension, submit approval request, Form ISBE 29-08A.
<input type="checkbox"/>	<input type="checkbox"/>	6. An alphabetized list of instructors at the classroom extension with specific subjects taught at the classroom extension.
<input type="checkbox"/>	<input type="checkbox"/>	7. Instructor qualification records, Form ISBE 29-08, for all instructors except those previously approved.
<input type="checkbox"/>	<input type="checkbox"/>	8. Attach bond rider(s) for the new classroom extension unless previously submitted.
<input type="checkbox"/>	<input type="checkbox"/>	9. Two copies of the school catalog or bulletin amendments/supplements indicating the additional classroom extension.
<input type="checkbox"/>	<input type="checkbox"/>	10. Copies of all promotional material and written scripts of radio and television advertising that will be circulated or may reasonably be expected to be circulated with regard to the classroom extension.
<input type="checkbox"/>	<input type="checkbox"/>	11. Description of the plans and procedures for ensuring supervision during the hours that instruction is being given and students are present. Include a description of the job function of the individual providing supervision. [451.40 e]

<p><i>Subscribed and sworn to in my presence by the affirmed on this</i></p> <p>_____ day of _____, 20_____.</p> <p>_____</p> <p style="text-align: center;"><i>Notary Signature and Seal</i></p> <p>_____</p> <p style="text-align: center;"><i>Commission Expiration Date</i></p>	<p style="text-align: center;">COMMITMENT FOR CLASSROOM EXTENSION</p> <p><i>As Chief Managing Employee of this school, under oath, I hereby pledge to follow all rules, regulations, and standards set forth under "An Act in Relation to the Regulation of Business and Vocational Schools," as amended. I understand and agree that no administrative functions will be conducted at this classroom extension and classroom activities will be restricted to instruction and training only. In consideration of this I affirm all the information on this application and attendant documents to be complete, true, and correct.</i></p> <p>Submitted this _____ day of _____, 20_____.</p> <p>_____</p> <p style="text-align: center;"><i>Signature of Chief Managing Employee</i></p>
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