

NOTE: **City of Chicago residents** should forward this form to Division of Certification, ISBE, 100 North First Street Springfield, Illinois 62777-0001.

**ILLINOIS STATE BOARD OF EDUCATION**  
Educator Certification Division  
100 North First Street, S-306  
Springfield, Illinois 62777-0001

### REQUEST FOR ISSUANCE OF PROVISIONAL CERTIFICATE

**DIRECTIONS:** Please read the following information carefully and complete the bottom portion of the form. This form may be submitted with your application or forwarded at a later date through the office of your regional superintendent.

A provisional certificate may be issued when an applicant who holds a **valid comparable certificate from another state** does not meet all Illinois requirements. A provisional certificate is valid for two fiscal years, provided the holder meets the testing requirement within 9 months of the date of issue. A fiscal year begins on July 1 and ends on June 30 of the next calendar year. **The first year of a provisional certificate expires on June 30 following the date of issue.**

A provisional certificate may be used during the period of its validity for appropriate employment. During the validity period, the holder must remove all listed deficiencies. Before requesting a provisional, the applicant should be aware of the following:

If all deficiencies are removed during the fiscal year in which the certificate was issued, the provisional will be exchanged for a regular certificate; no additional fee is required. If deficiencies are removed after June 30, a new application and fee are required for issuance of the regular certificate.

- If a provisional is deficient for state tests, the holder has 9 months to pass all tests. **If tests are not passed during that period, the provisional will be canceled.**
- If the holder passes the required tests within 9 months of the date of issue, he or she has 2 years from the date of issue to remove the remaining deficiencies.
- To receive a full first year on the provisional, applicants should request that it be issued after **July 1**.
- To have a full year of teaching before tests must be passed, applicants may request that the provisional be issued after **August 15**.
- **State law prohibits issuance of a second provisional certificate of the same kind.**

I have read the information above and have **attached a copy of my current and comparable out-of-state certificate**. My certificate number is \_\_\_\_\_ . It is valid from \_\_\_\_\_ to \_\_\_\_\_ . I request the issuance of the following provisional certificate(s):

Early Childhood

School Service Personnel \_\_\_\_\_  
(specify area)

Elementary

Administrative \_\_\_\_\_  
(specify endorsement)

Secondary

Special \_\_\_\_\_  
(specify area)

**Please issue: (one of the following MUST be checked.)**

Immediately

After July 1, \_\_\_\_\_

After August 15, \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number