

## Application Background Questions

The application you complete for the certificate has several questions requiring that you respond "yes" or "no." See the following list.

### Have you in Illinois or any other state:

- Ever had a certificate denied, suspended or revoked in Illinois or any other state?
- Ever been convicted of a felony, or any sex, narcotics or drug offense in Illinois or any other state?
- Have you failed to file a tax return with the Illinois Department of Revenue, or failed to pay any tax, penalty, or interest owed or any final assessment of same for any tax as required by law administered by that Department that was not subsequently resolved to the Department's satisfaction?
- Have you ever been named by a state agency responsible for child welfare as a perpetrator in an indicated report of child abuse or neglect if such report was not reversed after exhaustion of any appeal?
- Are you in default on an Illinois student loan for which you have failed to establish a satisfactory repayment plan with the Illinois Student Assistance Commission?

**Individuals who answer in the affirmative to any of these queries must provide a detailed explanation of the situation.** These cases will invariably result in some delay in determining the certification status of the applicant.

### Certificate Denial, Suspension or Revocation

A certificate denial, suspension or revocation should be explained in detail including the state where the action took place, the date, the reasons for the action, any penalties imposed and the date any penalty is lifted. ISBE will contact the state's education department for verification of the information.

### Certification for Persons Who Have Been Convicted of a Crime

Unless you have been convicted of first degree murder, attempted first degree murder, a Class X felony or certain enumerated narcotics and sex offenses, you may be able to obtain an Illinois certificate. Each application is reviewed on its own merits with attention paid to evidence of good character and rehabilitation in light of the nature of the offense. There are specific rules involved in these cases:

1. At least **one year must have elapsed** from the termination of sentence, including any incarceration or probation.
2. You must provide a **statement in your own words** describing the circumstances of the crime.
3. You must provide a **certified copy of the court record of conviction.**
4. You must provide **original** statements attesting to your good character and rehabilitation. These statements must come from employers, civic leaders, college

instructors and others **who have knowledge of the conviction** and who are in a position to attest to your good character and rehabilitation.

These documents will be reviewed. A determination of whether to issue a certificate will be made on the basis of the degree to which the evidence of good character and rehabilitation outweighs the offense. You should also note that **each school district is required to do a fingerprint-based criminal background check on every employee.** Districts cannot hire individuals who have been convicted of certain offenses.

### **Tax Problems**

Tax problems with the Illinois Department of Revenue require...

1. A detailed explanation including the tax year
2. The amount owed and
3. The status of any disputed amount.
4. Resolved disputes require that the applicant forward a tax clearance form from the Department.

### **Child Abuse and Neglect**

Persons who answered "yes" in this category need to provide...

1. A detailed explanation of their relationship with the child,
2. The child's age and sex,
3. The DCFS report number and date,
4. The status of the report (indicated, unfounded, undetermined).
5. A detailed account of the circumstances,
6. An official copy of the report, and
7. The status of any request to expunge, amend or remove the record.

### **Student Loan Defaults**

Affirmative responses require that the applicant provide proof of an arrangement to repay the student loan that is satisfactory to the loaning agent.

### **Child Support Statement**

The application complies with federal and state law in requiring every applicant to sign a statement that the applicant is not in arrears in child support payments. A separate signature and date are required for this statement by all applicants, whether they are parents or not.

I certify, under penalty of perjury, that I am not more than 30 days delinquent in complying with a child support order. I understand that failure to so certify shall result in disciplinary action and making a false statement may subject me to contempt of court.

