**Section 254.2330 Submission of Applications**

a) Individuals shall submit applications, on forms provided by the State Board of Education, for grants for the Vocational Instructor Practicum to their respective Educational Service Centers. In the case of secondary school personnel, applications shall be made to the Educational Service Center which serves their district. In the case of postsecondary personnel, applications shall be made to the Educational Service Center which serves the area within which the agency's main campus is located. No less than forty-five days shall be allotted for public school personnel to complete the vocational application form prior to the due date established by the State Board of Education for receipt of applications.

b) Applications may be submitted by individual schools, area vocational centers, and postsecondary agencies on behalf of their vocational education personnel in the manner prescribed in subsection (a) of this Section.

c) Each completed application must be signed by the applicant(s) and employer(s) and must contain at least the following information for each applicant.

1) Name and home address.

2) Present employment, including job title, and the name and address of the employing public school.

3) A completed Education Plan in accordance with Section 254.2340(a)(5) and (6).

4) A statement of the amount of the grant award requested, not to exceed $2,000 per individual and including:

A) terms of payment, (i.e., weekly or bi-monthly) not to exceed $50 per day; and

B) where applicable (See Section 254.2350(c)(4) of this Subpart), the amount to be paid by the employer directly to the teacher, counselor, or administrator, or directly to the state, by means of a check payable to the State Board of Education and forwarded to the Board's Springfield office.

d) Applications shall be reviewed by the Educational Service Centers and recommended for the approval of the State Superintendent of Education in accordance with the procedures set forth in Sections 254.2340 and 254.2350 of this Subpart.

(Source: Amended at 13 Ill. Reg. 8459, effective May 22, 1989)