**Section 1095.50 Procedures for Obtaining a Permit of Approval**

*Each application required to be filed in accordance with the provisions of* the *Act* and this Part *must be accompanied by the required fee under the provisions of* the *Act* and this Part*, and all such applications must be made on forms prepared and furnished by the Board*.(Section 20 of the Act)

a) The school representatives shall complete the application supplied by the Board. The application requests information and supporting evidence to demonstrate that the school meets the criteria established.

b) *If an applicant school has not remedied all deficiencies cited by the Board within 12 months after the date of its original application for a certificate of approval, an additional original application fee for the continued cost of investigation of its application is added*. (Section 75(6) of the Act)

c) Following the receipt of the formal application, accompanying documentation, and applicable fee, staff will review and analyze all materials.

d) If a completed original application is rejected, the Board shall:

1) Issue a written response specifying the reason for the rejection; or

2) Issue a permit of approval only after the reasons for rejecting the application have been removed.

e) If a school is in disagreement with the Board's findings regarding its original application, it may, within 30 business days after receipt of the application deficiency report, petition the Board in writing for a reexamination of the application. The petition shall include the reasons for disagreement with the findings, and documentation and exhibits supporting the school's contentions of approvability. If, based on the petition and reexamination of the application, the Board finds and issues a report stating that the school still has not fulfilled all requirements for approval, the school may make a written request within 30 days after receipt of this report for an informal hearing to show why it believes it has satisfied all application requirements. The request will be granted within 60 days after receipt of that request. If, as a result of the presentation by the applicant, the Executive Director determines that application deficiencies cannot be resolved, the Executive Director shall call for a hearing as provided in Section 85 of the Act, to refuse to issue a permit of approval; or if it appears that the school can resolve application deficiencies within the time limitations of subsection (b), the Executive Director shall allow the applicant to continue efforts to remove application deficiencies, subject to subsection (b) of this Section.

(Source: Amended at 42 Ill. Reg. 151, effective December 19, 2017)