**Section 2772.320 Application Process**

Applications must be completed on forms provided by the State Board of Education. Completed applications must include:

a) name, address, and Social Security number of applicant.

b) a letter of employment history from the employing school district or nonpublic school authority; or , if not employed currently, from the last school district of employment (required for initial applications only).

c) a certified transcript from each college or university attended (renewal applicants need only submit transcripts reflecting coursework taken since the submission of the most recent previous application).

d) a statement from the qualified institution the applicant plans to attend that the applicant is eligible to enroll as a student in mathematics or science courses and that the coursework chosen will count toward certification in science or mathematics as specified in 23 Ill. Adm. Code 1.730 (Minimum Requirements for Secondary Teachers and Specified Subject Area Teachers in Grades Six (6) and Above). Such coursework may include the academic areas of science and mathematics as well as professional education courses necessary to qualify for a high school certificate if the applicant does not possess a high school certificate.

e) a statement of the specific term (i.e., semester or quarter) the scholarship is to be utilized.

f) the signature of the applicant attesting to the applicant's agreement to accept employment as provided by Section 30-4b(5) of the School Code.

(Source: Amended at 15 Ill. Reg. 17059, effective November 13, 1991)