

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. Chicago residents should mail this form to the address above.

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 full fiscal years and cannot be renewed. The fiscal year begins on July 1 and ends on June 30 of the next calendar year. **The first year of a provisional certificate ends 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.

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

**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 issuance of the following provisional certificate(s):

- Early childhood
- Elementary
- Secondary
- Special (specify area) \_\_\_\_\_
- School Service Personnel (specify area) \_\_\_\_\_
- Administrative (specify endorsement) \_\_\_\_\_

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature

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