

SHEEO State Authorization Inventory

Illinois

Please note: For purposes of this survey, the terms “authorize” and “authorization” are used generically to include approve, certify, license, regulate, recognize, empower, or similar actions relative to the operation, provision, or availability of postsecondary education in your state.

1. Agency and Contact Information

a. Agency Name: **Illinois State Board of Education**

o Description:

The Illinois State Board of Education (ISBE) serves as the approval and licensure agency for most non-degree-granting postsecondary institutions and proprietary institutions not covered by the Board of Higher Education, including for-profit/proprietary vocational-technical schools. Such schools are termed Private Business and Vocational Schools (PBVS).

Further, through the Illinois State Teacher Certification Board, the Illinois State Board of Education holds exclusive jurisdiction to review, regulate and approve educator preparation programs (teaching, administrative and school service personnel certificates).

o Contact:

Christopher Koch
State Superintendent
Illinois State Board of Education
217-557-6763
chris.koch@isbe.net

o Please state who institutions should contact if they have questions about your agency’s authority, policies, or application process?

Vicki Phillips
Division Administrator
Illinois State Board of Education
217-782-4123
vphillip@isbe.net

b. Links:

ISBE: <http://www.isbe.state.il.us/> or <http://www.isbe.net>

PBVS

Link to agency: <http://www.isbe.net>

[Link to the Agency's PBVS site: http://www.isbe.net/pbvs](http://www.isbe.net/pbvs)

[Link to regulations: http://www.isbe.net/rules/archive/pdfs/451ark.pdf](http://www.isbe.net/rules/archive/pdfs/451ark.pdf)

[Educator and School Development: http://www.isbe.net/esd/default.htm](http://www.isbe.net/esd/default.htm)

Directory of Approved Programs:

<http://www.isbe.net/profprep/PDFs/directory.pdf>

Rules Currently in Effect: <http://www.isbe.state.il.us/rules/archive/default.htm>

Illinois School Code:

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1005&ChapAct=105 ILCS 5/&ChapterID=17&ChapterName=SCHOOLS&ActName=School+Code>

- c. The following agency also has responsibility for authorization in the state and was requested to complete this survey.

[Educator and School Development](#)

The Illinois Department of Financial and Professional Regulations is involved in licensure issues for school service personnel who are required to hold a professional license as well as a teaching certificate. (<http://www.idfpr.com/>)

The Illinois Board of Higher Education must grant operating authority and authorize the granting of degrees for institutions of higher education that offer teacher preparation programs. (<http://www.ibhe.state.il.us/>)

[PBVS](#)

[The Illinois Department of Financial and Professional Regulation and the Illinois Department of Public Health regulate, in part, certain health-based programs at private business and vocational schools. Further, should a private business and vocational school wish to offer degrees, that school must be approved by the Illinois Board of Higher Education.](#)

- d. If the division of responsibility among these agencies is not clear, please explain.
[Educator and School Development](#): Although the Illinois Board of Higher Education approves programs other than educator preparation and does have to be consulted by the IHEs when new education programs are proposed, the Illinois State Board of Education, through the State Educator Preparation and Licensure Board, has the task of approving the institutions' education unit and programs.

[PBVS: N/A](#)

2. Types of Educational Providers Authorized

- a. Please indicate the types of institutions that your agency authorizes, using the list below. Please answer “yes” or “no” to each item. Feel free to provide a short explanation of any ambiguity, including any necessary clarification of “in-state,” “out of state,” or other terminology.

YES NO

Yes Public, in-state degree granting institutions

No Public, out-of-state degree granting institutions

No Private, in-state, not-for-profit degree granting institutions

No Private, out-of-state, not-for-profit degree granting institutions

Yes Private, in-state, for-profit degree granting institutions

No Private, out-of-state, for-profit degree granting institutions

No Public, in-state, non-degree granting institutions

No Public, out-of-state, non-degree granting institutions

Yes Non degree, not-for profit institutions

Yes Non degree, for-profit institutions

No Religious institutions

No Tribally-controlled institutions

Clarifying comments:

Educator and School development is assigned the process of working with and visiting the education college, school, department, unit for recognition through the State Educator Preparation and Licensure Board so that these institutions may offer teacher preparation programs. Further, the State Educator Preparation and Licensure Board has the authority to approve content programs within the education unit. (<http://www.isbe.state.il.us/rules/archive/pdfs/25ark.pdf>, Section 25.115, 25.130, 25.142, 25.145, 25.147, 25.155)

Clarifying comments:

PBVS: We only approve Private Business and Vocational Schools for specific programs. That is, approval for PBVS schools can only be granted through the approval of specific programs. Some PBVS schools are degree-granting institutions. However, those schools and programs must be separately approved to issue degrees by the Illinois Board of Higher Education.

- b. Is an institution required to obtain approval from more than one agency to be authorized in your state (excluding purely programmatic approvals)? If so, please explain.

Educator and School Development: A new institution of higher education must be approved to operate and be authorized to offer degrees by the Illinois Board of Higher Education prior to being recognized as having an educator preparation unit with approved programs by the Illinois State Board of Education.

PBVS

The Illinois Department of Financial and Professional Regulation and the Illinois Department of Public Health regulate, in part, certain health-based programs at private business and vocational schools. Further, should a private business and vocational school wish to offer degrees, that school must be approved by the Illinois Board of Higher Education. However, the review of these outside Agencies relates specifically to programmatic reviews.

- c. Is accreditation required for an institution to be authorized in your state?
Educator and School Development: Yes (see below)

PBVS: No

If yes, please explain:

- o If yes, what type of accreditation is required? Please, check all that apply as appropriate.

Regional
 National
 Programmatic/specialized

Clarifying comments:

The college or university must be regionally accredited and recognized by the state. National accreditation is optional.

- d. Does your agency authorize specific academic programs offered by institutions or only institutions themselves?

Educator and School Development: The Illinois State Board recognizes the education unit at the institution and then approves their programs.

PBVS

Both the school and its programs are regulated.

- e. Programs in certain subject areas that may require separate approval..

Education

Linda Tomlinson
Assistant Superintendent
ISBE
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Nursing

Illinois Department of Public Health and the Illinois Department of Financial and Professional Regulation.

Social Work

Illinois Department of Financial and Professional Regulation

Counseling Psychology

Counseling and psychologists - Illinois Department of Financial and Professional Regulation

Allied Health Professions and related programs

Illinois Department of Public Health and the Illinois Department of Financial and Professional Regulation.

3. Exemptions

- a. Are certain institutions or programs exempt by law or policy from your state authorization requirements?

Educator and School Development: No

PBVS

Yes (see below)

- If yes, please describe which institutions or programs the exemption applies to and how it works? If available, please provide any pertinent web links.

An eleemosynary institution: defined as a benevolent and charitable educational institution deriving a majority of its income from philanthropic gifts and charitable contributions which are used to subsidize its educational program.

A religious institution: defined as an educational institution of a parochial or denominational character offering courses of instruction which are religious or theological in whole or part and have a sectarian objective.

A public educational institution exempt from property taxation under the laws of Illinois.

Any in-service course of instruction and subject offered by an employer provided no tuition is charged and such instruction is offered only to employees of such employer.

Any educational institution (A) which (i) enrolls a majority of its students in degree programs and has maintained an accredited status with the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools or (ii) on or after the effective date of this amendatory Act of the 93rd General Assembly enrolls students in one or more bachelor-level programs, enrolls a majority of its students in degree programs, and is accredited by a national accrediting agency that is recognized by the U.S. Department of Education and (B) which is regulated by the Illinois Board of Higher Education under the Private

College Act or the Academic Degree Act, or which is exempt from such regulation under either of the foregoing Acts solely for the reason that such educational institution was in operation on the effective date of either such Act.

Any institution and the franchisees of such institution which offer exclusively a course of instruction in income tax theory or return preparation at a total contract price of no more than \$400, provided that the total annual enrollment of such institution for all such courses of instruction exceeds 500 students, and further provided that the total contract price for all instruction offered to a student in any one calendar year does not exceed \$400. For each calendar year after 1990, the total contract price shall be adjusted, rounded off to the nearest dollar, by the same percentage as the increase or decrease in the general price level as measured by the consumer price index for all urban consumers for the United States, or its successor index, as defined and officially reported by the United States Department of Labor, or its successor agency. The change in the index shall be that as first published by the Department of Labor for the calendar year immediately preceding the year in which the total contract price is calculated.

- If yes, how does the institution or program claim an exemption? For example, is the exemption automatic as long as it meets specified criteria, does the institution or program notify the agency and the exemption is granted, is there an application process, etc.?
The school must submit an application for exemption along with supporting documentation that demonstrates one of the aforementioned criteria.
- b. If an institution or program is exempt from state authorization, are there any other state requirements that an institution would need to fulfill in order to operate in your state (e.g., providing contact information, list of programs, etc.)?
Unknown.
- c. Does your state constitution or do your state laws provide any exemptions for religious institutions?
State law.
 - Are all religious institutions exempt (please describe)?
Educational institutions of a parochial or denominational character offering courses of instruction which are religious or theological in whole or part and have a sectarian objective or exempt.
 - Are religious institutions that award only religious degrees or certificates exempt (please describe)?
See above.

- Are certain religious institutions exempt that meet other criteria (please describe)?
See above.

4. Authorization of Distance Education

- a. Does your agency require purely (100%) distance education programs, including online or correspondence study programs that enroll residents of your state, to be authorized without regard to physical presence?

Educator and School Development: No

PBVS

Regardless of the instructional mode, any PBVS school serving Illinois students must be regulated.

- b. If not, does your agency determine whether an institution must be authorized based on a physical presence or “operating” standard?

Educator and School Development: At present, it is based on physical presence.

5. Physical Presence Policy – Common “Triggers”

- a. If your agency uses a physical presence standard, how does your agency define physical presence? If available, please provide a link to that policy or a citation to the relevant regulation giving that standard.

Educator and School Development: The IHE or its parts are physically located on Illinois soil. This is based on past common practice.

- b. Please specify whether any of the following activities would constitute a physical presence or signify “operating” in your state, assuming that the named activity is the institution’s sole activity in your state. **Please answer “yes” or “no” to each question. In addition you may provide a short explanation of any ambiguity.**

- Permitting a student to complete an internship, externship, field experience, or clinical practicum organized by the institution?

Educator and School Development: No

- Does this apply only to distance education students or more generally?

Educator and School Development: No

- Permitting a student to complete an internship, externship, field experience, or clinical practicum found by the student acting independently?

Educator and School Development: No

- Does this apply only to distance education students or more generally? [Educator and School Development: No](#)
- Employing full-time faculty in the state to provide instruction via distance education programs to students in the state?
[Educator and School Development: No](#)
 - What about adjunct faculty?
[Educator and School Development: No](#)
- Employing full-time faculty in the state to provide instruction via distance education programs solely to students outside of the state?
[Educator and School Development: No](#)
 - What about adjunct faculty?
[Educator and School Development: No](#)
 - Having a contract/agreement between the institution and in-state institutions or in-state entities to provide services for students (i.e. library, gym, computer centers, etc.)?
[Educator and School Development: No](#)
- Organized, consistent, on-the-ground recruiting of students in the state by employees or agents of the institution?
[Educator and School Development: No](#)
 - What if the agent is only recruiting students in the state on an occasional basis (i.e. at job fairs)?
[Educator and School Development: No](#)
- Advertising in local media sources that are largely viewed by residents of the state?
[Educator and School Development: No](#)
- Advertising in national media sources that can be accessed by residents of the state?
No answer provided.
- Having computer servers or other equipment located in the state?
[Educator and School Development: Yes](#)
- Hosting short term, face-to-face, seminars or conferences in the state where students meet in person?
[Educator and School Development: Not so far](#)

- Employing mentors, tutors, or preceptors in the state to aid students, who are residents of the state, on an individual basis?
Educator and School Development: No
 - Requiring a student to take a proctored exam at a location or with an entity in the state prescribed by the institution?
Educator and School Development: No
 - Requiring a student to take a proctored exam with an entity in the state chosen by the student but approved by the institution?
Educator and School Development: No
 - Other [please explain]
- c. Of the activities or conditions listed above that alone would not constitute a physical presence, are there any that if combined would create a physical presence?
Educator and School Development: No. The IHE must have a physical presence in Illinois such as a server farm, a building, etc.

6. Application Process

- a. Please provide a short description of the application process to obtain state authorization. If available, please provide web links to the specific references to all applicable state laws, regulations, manuals, forms, or other pertinent documents.
Educator and School Development: The IHE must go through a process similar to the NCATE accreditation process to obtain initial recognition and program approval. Thereafter, the program must submit an annual report and the unit must submit an every four-year report.
(<http://www.isbe.state.il.us/rules/archive/pdfs/25ark.pdf> Sections 25.115, 25.130, 25.145, 25.155)
- PBVS: Prospective PBVS schools must submit an application package (http://www.isbe.state.il.us/pbvs/pdf/29-20_application_certificate.pdf) with the following items: catalog, enrollment agreement, valid surety bond, sales representative bond, facility floor plan, instructor qualification records, chief managing employee applications and a \$500 fee. Documents (aside from the fee) should be submitted in duplicate.**
- b. Generally, how long does it take to approve applications (assuming that the agency has received all required information from the institution)? Please provide a typical range if appropriate.
Educator and School Development: This would depend on if this is a brand new institution that needs to become regionally accredited. If the entity holds regional

accreditation and authority from the Illinois Board of Higher Education, it may take up to a year or longer depending on how quickly the institution writes all of the required documents, if the documents are acceptable, if a team can be assembled to conduct an onsite visit, and how quickly the State Certification Board can review the documents after the visit.

PBVS

30-60 days

- c. What is the authorization duration?
Educator and School Development: Programs are assessed yearly through the Annual Program Report. If multiple programs within a unit are found to have problems. The recognition of the unit could, at that time, come into question. Otherwise, the unit is reviewed every four years.
(<http://www.isbe.state.il.us/rules/archive/pdfs/25ark.pdf> Section 25.130)

PBVS

Approval is continuous, contingent upon annual renewal.

- d. What does an institution need to do to maintain authorization?
Educator and School Development: See c above

PBVS

Annual renewal.

- e. What kinds of information or data must an institution report to your agency as a condition for continued authorization? How frequently is this reported or updated? Is this information published or shared publicly?
Educator and School Development: Enrollment in the program; the ethnicity of the enrollees and faculty; all locations the program are offered; partnerships; faculty including their highest degree, function within the program, employment type (full-time, part-time, adjunct), in which location they teach; composite and subscores of the state assessment of professional teaching and the content area test; outcomes of program/unit designed assessments; description of how the program uses the data generated.
(<http://www.isbe.state.il.us/rules/archive/pdfs/25ark.pdf> Section 25.130)

PBVS

Financial data, student graduation data and assurances of compliance.

- f. Can an institution lose its authorized status? If so, how?
Educator and School Development: Yes, if the unit has consistent problems over time that they do not correct.
(<http://www.isbe.state.il.us/rules/archive/pdfs/25ark.pdf> Section 25.130)

PBVS

Yes, through noncompliance.

- g. Can a multi-institutional system or college corporation apply to your agency for authorization on behalf of all of its component institutions? If so, please describe the process.

Educator and School Development: No

PBVS

Yes, but the corporation must specify whether or not multiple campuses will be separate schools or extension sites of a main campus.

- h. Would multi-institution public systems be treated the same as multi-location for-profit institutions?

Educator and School Development: If a multi-institution system, public or private in the state, comes to be recognized, the unit at that institution would have to decide if each location stands on its own or if the unit is one.

PBVS

Public institutions are exempted from PBVS regulation.

- i. What distinctive features in your authorization process would be useful for applicants to know (e.g., certain times during the year that you process applications for authorization, sharing of applications or information about proposed programs with institutions or other stakeholders in your state for comment)?

Educator and School Development: Information can be found at our web site. (<http://www.isbe.state.il.us/esd/default.htm>) Information regarding other institutions can be found in minutes from the state teacher certification board's website. (<http://www.isbe.net/STCB/>)

PBVS

All information can be found on www.isbe.net/pbvs

- j. Is your agency currently planning to amend its application process by the end of 2011?

Educator and School Development: No

PBVS: Unknown

- If yes, please provide a brief description of the anticipated change.
- If yes, when does the agency expect the change to be fully implemented?

7. Fees Associated with Authorization

- a. Is there an application fee to initiate the authorization process? If so, what is the fee or fee schedule? Please provide a web link if available.

Educator and School Development: No

PBVS

Yes.

Original Application: \$500
 Course of Instruction: \$150
 Short Course of Instruction: \$50
 Extension Site: \$150
 Change of Location: \$75
 Change of Ownership: \$500
 Renewal Application: \$250

- b. Are there any other costs associated with the state authorization process (e.g. site visits, hiring a reviewer, surety bond, tuition recovery fund, agent licensing, etc.)?

Educator and School Development: The institution must pay for the housing and team room for the team visit.

(<http://www.isbe.state.il.us/rules/archive/pdfs/25ark.pdf> Section 25.155)

PBVS

No.

- c. What are the costs, if any, to renew authorization?

Educator and School Development: None

PBVS

\$250

- d. What costs are associated with receiving a waiver or exemption to authorization?

Educator and School Development: None allowed

PBVS

No cost.

8. Interstate Reciprocity

- a. Do your state regulations explicitly allow or prohibit interstate reciprocal agreements about authorization? If so, please describe.
Educator and School Development: Illinois does not accept out-of-state accreditation or recognition of a college of education's unit. The Illinois Board of Higher Education (IBHE) will allow an out of state entity to come into the state and be considered an out-of-state entity operating in Illinois.
PBVS
No.
- b. What is the process, if any, to obtain a reciprocal agreement with your state?
Educator and School Development: Please see the IBHE rules.
- c. Are there any reciprocal agreements currently in place or under consideration? If so, please list those agreements.
Educator and School Development: Unknown
- d. If interstate reciprocal agreements are not addressed in your regulations, would your agency consider establishing such agreements? Please elaborate.
Educator and School Development: Not at this time.

9. Consumer Protection and Student Complaints

- a. Does your agency have a process for handling complaints about postsecondary institutions or programs?
 - o If yes, please describe the process or provide a web link to the material that describes the complaint process.
Educator and School Development: No. Each IHE must have a written appeal procedure.

PBVS
We will evaluate complaints from students or employees of PBVS schools to determine whether or not a violation of law or rules has taken place. The complaint form can be found on the following website:
http://www.isbe.net/pbvs/html/student_complaints.htm
 - o If yes, does this complaint process extend to institutions not authorized by the agency that may enroll residents of the state (such as explicitly distance education programs with no physical presence or exempt institutions)?
PBVS
We can only investigate schools that are approved or should be approved.

- If available, please provide a web link to the complaint form.
PBVS
http://www.isbe.net/pbvs/html/student_complaints.htm
- Who is the contact person for receiving complaints? Please include name, title, address, phone, and email if available.
PBVS
Kelly Lutzow, Program Specialist
100 N. First Street, E-310
Springfield, Illinois 62777
klutzow@isbe.net
217-782-2948

- b. If your agency has no formal process for handling complaints related to postsecondary institutions, what state agency would handle a complaint?
Educator and School Development:
Illinois Board of Higher Education
431 East Adams,
2nd Floor
Springfield, Illinois 62701-1404
(217) 782-2551
<http://www.ibhe.state.il.us/>

10. Enforcement

- a. If your agency finds that an institution or program is operating in your state without authorization, what is the resulting warning or enforcement action?
Educator and School Development: The information would be sent to the IBHE.
PBVS
Sanctions range from a warning, probation, suspension and revocation of the certificate to operate.
- b. Can an institution or program appeal a warning or enforcement action? If yes, please describe the process or provide web links to the regulations/policies.
Educator and School Development: No
PBVS
After a formal hearing, the only right to appeal lies through the administrative review law through the courts.

11. Legislative or Regulatory Changes

- a. Is your agency or state legislature planning to amend its regulations or alter its physical presence policy by the end of 2011?

Educator and School Development: No

PBVS: Unknown

- If yes, please provide a brief description of the anticipated change.
 - If yes, when does the agency expect the change to be fully implemented?
- b. Is your agency or state legislature making changes in your state regulations or statutes so that institutions with locations in your state would be considered legally authorized in accordance with the federal institutional eligibility regulations?

Educator and School Development: No

PBVS: Unknown

- If yes, please provide a brief description of the anticipated change.
 - If yes, when does the agency expect the change to be fully implemented?
- c. Is your agency or state legislature making any other changes in your state regulations or statutes with regard to state authorization?

Educator and School Development: No

PBVS: Unknown

- If yes, please provide a brief description of the anticipated change.
- If yes, when does the agency expect the change to be fully implemented?

12. Is there anything else about the authorization process in your state that we and others ought to know about?