# COUNCIL ON TEACHER EDUCATION

# CANDIDATE PETITION

This petition form is used by educator candidates on the UIUC campus to seek an exception to requirements of an approved licensure program. Exceptions considered via this form are for Illinois State Board of Education licensure purposes only – additional forms or petitions may be needed for exceptions for degree purposes.

## Instructions

Candidates initiate the petition process by completing this form, including relevant supporting documentation and sending it to their [licensure program coordinator](https://cote.illinois.edu/current-candidates/illinois-approved-programs) for a recommendation. In their recommendation, program coordinators should discuss whether all required standards have been addressed with the proposed substitution or variation in program requirements. A recommendation is also needed from the candidate’s academic advisor and from the department head/chair whose course may be replaced. One reviewer may have multiple roles (i.e., the licensure program coordinator may also be the academic advisor). This can be noted in the recommendation area. Signatures are indicated by typed names in the signature lines.

Once reviewed by all parties, the petition and supporting documentation should be submitted to Suzanne Lee ([SuzanneL@illinois.edu](mailto:SuzanneL@illinois.edu)) at the Council on Teacher Education for final action. Please use [PEAR (Protected Email Attachment Repository)](https://www.aits.uillinois.edu/services/application_services/PEAR/) as appropriate when sensitive information is included in the petition request or reviewer recommendations.

Copies of the petition with final action by the Council on Teacher Education will be sent to all parties.

## Candidate Information

Candidate Name:

UIN:

Candidate Email:

Educator Preparation Program:

## Describe the request.

## Candidate Signature and Date

I attest that my provided explanation and any supporting documentation are complete and accurate.

Candidate Signature

Click or tap to enter a date.

## Licensure Program Coordinator Recommendation

## Licensure Program Coordinator Signature and Date

Program Coordinator Signature

Click or tap to enter a date.

## Academic Advisor Recommendation

## Academic Advisor Signature and Date

### Academic Advisor Signature

Click or tap to enter a date.

## Academic Department Chair or Head Recommendation

## Department Chair or Head Signature and Date

Head or Chair Signature

Click or tap to enter a date.

## Final Action by Council on Teacher Education

## Council on Teacher Education Signature and Date

Council on Teacher Education Signature

Click or tap to enter a date.