

PBVS Annual Renewal Overview

January, 2026

Purpose, Due Dates, and Fees

- The Annual Renewal is to renew what was previously approved.
 - Renewal applications are NOT for making changes.
 - All changes require specific applications.
- Renewals are due April 25 or June 25
 - Permits that expire in June or August are due April 25.
 - Permits that expire in October or December are due June 25.
- Late fee if application OR fees are not RECEIVED by IBHE on the due date.
 - Application and fee together create a completed application.
 - Can pay by Credit Card.
 - Date on check or postmark do not constitute a “received” date.
- Will accept late renewals for 30 days past due date. A late fee will be assigned.
 - After 30 days, IBHE will not accept the application, and the institution is no longer approved to operate in Illinois.
- The reporting period is the previous full fiscal year.
 - For FY 27 (upcoming due this year) 7/1/2024—6/30/2025

Application Sections

- + Institution Structure ⓘ
- + Academic Programs and Curriculum ⓘ
- + Institutional Disclosures Reporting Table ⓘ
- + Institutional Finances ⓘ
- + Facilities and Equipment ⓘ
- + Instructors and Staff ⓘ
- + Instructors Qualification Table ⓘ
- + Staff Qualification Table ⓘ
- + Enrollment and Student Information ⓘ
- + Surety Bond ⓘ

Institutional Disclosures Reporting Table

- Each section requires a response
 - All questions are applicable
 - N/A will not be accepted
 - Responses MUST be numerical
- **Required data**
- Program Name/Course of Instruction
 - CIP Code
 - SOC Code
- A) For each program of study, report:
 - 1) The number of students who were admitted in the program or course of instruction as of July 1 of this reporting period.

Disclosures, con't.

- 2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:
 - a) New starts
 - b) Re-enrollments
 - c) Transfers into the program from other programs at the school
- 3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).

Disclosures, con't.

- 4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:
 - a) Transferred out of the program or course and into another program or course at the school
 - b) Completed or graduated from a program or course of instruction
 - c) Withdrawn from the school
 - d) Are still enrolled
- 5) The number of students enrolled in the program or course of instruction who were:
 - a) Placed in their field of study
 - b) Placed in a related field
 - c) Placed out of the field
 - d) Not available for placement due to personal reasons
 - e) Not employed

Disclosures, con't.

- B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.
- B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.
- C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.
- D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.

Surety Bond Calculations

Surety Bond minimum \$10,000.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Student Name	Program Name	Amount paid month 1	Amount paid month 2	Amount paid month 3	Amount paid month 4	Amount paid month 5	Amount paid month 6	Amount paid month 7	Amount paid month 8	Amount paid month 9	Amount paid month 10	Amount paid month 11	Amount paid month 12	
2	Bill Brown	Phlebotomy	1000	500	500										
3	Ann Andrews	Phlebotomy	1000	250	750										
4	Jerry Johnson	Phlebotomy	1000	250	750										
5	Sally Smith	Phlebotomy	1000	250	750										
6	Mike McDonald	Phlebotomy	1000	750	250										
7	Tommy Torres	CNA							1000	250	250	500	250	400	
8	Ben Brinkman	CNA								2500					
9	Alex Alessi	CNA								1000	250	500	250	250	250
10	Meg Minarez	CNA								1000	250	250	250	250	250
11	Amber Abram	CNA								1000	250	250	250	250	250
12	Scarlett Sachs	CNA								1000	250	250	250	250	250
13															
14			5000	2000	3000				7500	1250	1500	1500	1250	1400	NO
15									YES						
16															

Questions?

- Please note that analysts cannot act as consultants but can clarify application or administrative rules questions.
- Email PBVS_Apps@ibhe.org
- Call 217.782.2551 (IBHE main line)
 - Let receptionist know you have a PBVS renewal question.
 - Will be transferred to the analyst on call that day.