



VILLAGE OF GLENCOE

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www.villageofglencoe.org

Virtual Meeting Information

The February 3, 2022 Public Safety Commission meeting will be held virtually via telephone and video conference (individuals may participate either by telephone or by video conference) pursuant to Governor Pritzker's Executive Order 2021-27. In addition, at least one representative from the Village will be present at Village Hall in compliance with Section 7(e) of the Open Meetings Act.

Individuals may call the following to participate in the meeting:

By Telephone:

Phone Number: (312) 626 6799

Webinar ID: 846 7569 3013

By Zoom Video Conference:

[Zoom video conference link](#)

Public Comment Submittal Options

Option 1: Submit Comments by E-Mail Prior to Meeting

Public comments can be submitted in advance of the meeting by e-mail to glencoemeeting@villageofglencoe.org. Public comments received by one hour before the start of the meeting on the day of the meeting will be read during the meeting under Public Comment. Any comments received during the meeting may be read at the end of the meeting. All e-mails received will be acknowledged.

Public comment is limited to 400 words or less. E-mailed public comments should contain the following:

- The Subject Line of the e-mail should include the following text: "Public Safety Commission Meeting Public Comment"
- Name of person submitting comment (address can be provided, but is not required)
- Organization or agency person is submitting comments on behalf of, if applicable
- Topic or agenda item number of interest, or indicate if the public comment is on a matter not listed on the Commission meeting agenda

Option 2: Submit Comments by Phone Prior to Meeting

Individuals without access to e-mail may submit their comments through a voice message by calling (847) 461-1100. Verbal public comments will be read aloud during the meeting and will be limited to three minutes.



AGENDA
VILLAGE OF GLENCOE
PUBLIC SAFETY COMMISSION

Virtual Meeting
Thursday, February 3, 2022 – 11 a.m.

1. CALL TO ORDER AND ROLL CALL

Amy St. Eve, Chairperson
Andrew Berlin, Commissioner
Daniel Rubinstein, Commissioner

2. PUBLIC COMMENT

3. CONSIDERATION OF DECEMBER 9, 2021 MEETING MINUTES

4. CONSIDERATION OF ENTRY-LEVEL PUBLIC SAFETY OFFICER NOTICE OF EXAMINATION

5. CONSIDERATION OF RATIFICATION OF AMENDMENT TO THE LIEUTENANT PROMOTIONAL EXAMINATION DATE

6. CONSIDERATION OF RATIFICATION OF POSTING THE LATERAL HIRE PUBLIC SAFETY OFFICER APPLICATION

7. CLOSED SESSION

8. OTHER BUSINESS

9. ADJOURN

The Village of Glencoe is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact the Village of Glencoe at least 72 hours in advance of the meeting at (847) 835-4114, or the Illinois Relay Center at (800) 526-0844, to allow the Village of Glencoe to make reasonable accommodations for those persons.



**MINUTES
VILLAGE OF GLENCOE
PUBLIC SAFETY COMMISSION**

**Virtual Meeting
December 9, 2021 - 1 p.m.**

I. CALL TO ORDER AND ROLL CALL

Prior to calling the meeting to order, Chair St. Eve explained the basis for conducting a virtual public meeting in compliance with the Illinois Open Meetings Act, on behalf of the Commission. Assistant Village Manager Sharon Tanner was physically present at the Village Hall. The meeting was called to order at 1:01 p.m.

Attendee Name	Title	Status
Commissioners		
Amy St. Eve	Chair	Present
Andrew Berlin	Commissioner	Present
Daniel Rubinstein	Commissioner	Present
Village Staff		
Sharon Tanner	Assistant Village Manager	Present
Cary Lewandowski	Public Safety Director	Present

II. PUBLIC COMMENT

There were no comments from the public.

III. CONSIDERATION OF OCTOBER 25, 2021 MEETING MINUTES

Chair St. Eve made a motion to approve the open session and closed session meeting minutes of August 5, 2021, seconded by Commissioner Berlin. Said motion was approved by the following vote:

AYES: St. Eve, Berlin, Rubinstein (3)

NAYS: None (0)

ABSENT: None (0)

IV. PUBLIC SAFETY OFFICER APPLICANT DISQUALIFICATION HEARING

The applicant did not attend the hearing.

V. CONSIDERATION OF AN AMENDMENT TO THE PUBLIC SAFETY COMMISSION'S RULES AND REGULATIONS TO CREATE A LATERAL HIRING PROCESS

The Commission discussed draft rules to create a lateral hiring process. Director Lewandowski shared that surrounding communities have used lateral hiring processes as police academy spaces are limited. Commissioner Berlin made a motion to approve

the amendment, seconded by Commissioner Rubinstein. Said motion was approved by the following vote:

AYES: St. Eve, Berlin, Rubinstein (3)

NAYS: None (0)

ABSENT: None (0)

VI. DISCUSSION REGARDING THE PUBLIC SAFETY OFFICER REGISTER OF ELIGIBLES AND CONSIDERATION OF EXHAUSTION OF THE EXISTING ENTRY-LEVEL REGISTER OF ELIGIBLES

Assistant Village Manager Tanner briefed the Commission that a vendor that provides a required examination element is retiring and no longer taking additional projects; therefore, if a third band of applicants were to be advanced, the third band would not have the same examination process as the prior two bands. She shared that as an alternative, the Commission could direct staff to completely exhaust the existing list before advancing the third band or to initiate a new Public Safety Officer examination process.

The Commission discussed the alternatives and expressed consensus to initiate a new Public Safety Officer Examination Process.

AYES: St. Eve, Berlin, Rubinstein (3)

NAYS: None (0)

ABSENT: None (0)

VII. CONSIDERATION OF AN AMENDMENT TO THE LIEUTENANT PROMOTIONAL NOTICE OF EXAMINATION

Assistant Village Manager Tanner requested that the Commission consider extending the application period for the Lieutenant notice of examination until January 14, 2022. The Commission expressed support for doing so. Commissioner Rubinstein made a motion to approve the change, seconded by Commissioner Berlin. Said motion was approved by the following vote:

AYES: St. Eve, Berlin, Rubinstein (3)

NAYS: None (0)

ABSENT: None (0)

VIII. OTHER BUSINESS

There were no other items for discussion.

IX. ADJOURN

Chair St. Eve made a motion to adjourn, seconded by Commissioner Berlin.

AYES: St. Eve, Berlin, Rubinstein (3)

NAYS: None (0)

ABSENT: None (0)



VILLAGE OF GLENCOE MEMORANDUM

675 Village Court, Glencoe, Illinois 60022
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DATE: February 1, 2022
TO: Public Safety Commission
FROM: Sharon Tanner, Assistant Village Manager
SUBJECT: **2021 Public Safety Officer Examination Process**

PURPOSE AND ACTION REQUESTED

The current Public Safety Officer eligibility list is close to being exhausted and accordingly, the Commission requested that staff prepare a new entry-level Public Safety Officer examination process to create a new eligibility list. Therefore, staff requests the Public Safety Commission's consideration of staff recommendations to initiate and administer an entry-level Public Safety Officer examination process, pursuant to the Rules and Regulations of the Public Safety Commission (the "Rules").

In past examination processes, the Commission has adopted modifications to the examination process to provide a comprehensive examination process. In addition to modifications similar to those made by the Commission in past processes, staff is recommending additional modifications for the 2021 examination process as a result of conducting market analyses of vendors and reviewing best practices, as well as modifications to help facilitate the examination process due to uncertainties posed by the COVID-19 pandemic and to provide added flexibility for prospective applicants.

Staff's recommendations are detailed in the next section of this memorandum, and are summarized as follows:

1. Modifications to Eligibility Rules for the 2022 Examination Process Only:
 - a. Modify the formal education requirement specified in Section 4(D)(1) of the Rules to require that applicants must have achieved 60 hours of college credit by June 30, 2022
 - b. Modify the physical agility test requirement specified in Section 4.1(E)(1) to require that applicants must provide verification of successful completion of the Peace Officer Wellness Evaluation Report ("POWER") test sometime between six months prior to the date of application through May 27, 2022
2. Application Process:
 - a. Hire Stanard & Associates ("S&A") to facilitate the application management process, including its \$45 application fee
 - b. Accept applications starting on Tuesday, February 22, 2022 at 10 a.m. and closing on Friday, April 8, 2022 at 4 p.m.
3. Written Examination:
 - a. Use S&A to provide and score the written examination
 - b. Use S&A's cognitive ability test, situational judgment test and integrity test, with each of the three weighted as 1/3 of the total composite score)
 - c. Classify the written examination as an online exam

4. Modify the order of examination elements (consistent with modifications made in previous examination processes)
5. Banding of written examination scores – 20 Applicants in First Band

BACKGROUND AND DISCUSSION

Modifications to Eligibility Rules for the 2021 Examination Process Only

The Rules set forth eligibility rules for applicants to participate in the PSO examination process.

Section 4(1)(D) of the Rules requires that applicants have obtained at least 60 hours of college credit to be eligible to participate in the examination process. In the last several testing cycles, the Village has issued its notice of examinations in December or January and offered the written exam in February, to allow enough time to complete the examination elements that culminate in the final eligibility list before the current list expires.

Also in the last several testing cycles, the application process has occurred during the spring school term and staff has observed that some prospective applicants who are currently enrolled in college classes may be interested in participating in the PSO examination process, but do not meet the 60 hours of college credit requirement. Students who will meet the 60 hour requirement at the end of the school term will not be eligible to apply, because the Rules require that applicants have 60 hours of college credit at the time of application. In the 2021 testing cycle, the Commission extended the deadline by which applicants must obtain at least 60 hours of college credit to better align with the end of school terms. Staff recommends utilizing the same approach for the upcoming testing cycle.

In an effort to widen the field of prospective applicants, ***staff recommends that the Commission modify the college credit requirements, for the 2021 examination process only, to require that applicants must have or obtain 60 hours of college credit by June 30, 2022.***

Section 4.1(E)(1) of the Rules requires that applicants must provide evidence of successful completion of the POWER test not more than six months prior to the date of application, to be eligible to participate in the examination process. There are three POWER test providers in the Chicago suburbs: the Northeastern Illinois Public Safety Training Academy (“NIPSTA”), Joliet Junior College (“JJC”) and Triton College (“Triton”). Each site offers a limited number of tests per month and caps the number of test takers that may participate in each testing session.

In the last testing cycle, the Commission extended the date by which applicants must successfully complete the POWER test in order to provide additional opportunities for prospective applicants to complete the test (in part, due to limited capacity during the COVID-19 pandemic). Staff recommends utilizing the same approach in the upcoming testing cycle.

Staff recommends that the Commission modify the POWER test requirement for the 2022 examination process only to require that applicants provide evidence of successful completion of the POWER test between six months prior to the date of application through May 27, 2022. If the Commission approves this recommendation, then applicants may submit evidence of their POWER test completion no earlier than six months before their date of application and no later than May 22, 2022.

Application Process

Since 2016, the Village has used S&A for application management services and has been satisfied with S&A’s performance. S&A charges an application fee of \$45, normally charged to the applicant, and the applicant may choose to purchase optional study guides at their expense. While the Village has offered and granted a financial hardship waiver to applicants who request waiver of the fee, staff believes that the Village abating a portion of, or all of, the application fee may widen the field of prospective applicants. ***Staff recommends that the Commission approve utilization of S&A for application management services.***

Written Examination

Since 2016, the Village has used S&A for administration of the written examination. In past examination cycles, the Village has used S&A's cognitive ability test. As part of an evaluation of best practices in police and fire examinations, staff evaluated the concept of incorporating situational judgment and/or integrity tests into the written examination, in addition to the cognitive ability test.

Public safety personnel, including law enforcement officers and firefighters/medics, are required to have certain cognitive abilities in order to successfully perform their job functions and, increasingly, agencies are adding elements to written exams that measure other characteristics required of public safety personnel, such as sound judgment and ethics/integrity.

In the last testing cycle, the Commission opted to utilize S&A's the Public Safety Practical Skills Test ("PSPS"), which assesses situational judgment, and the Public Safety Normative Survey ("PSNS") which assesses ethics, integrity and likelihood of an individual engaging in counterproductive work behaviors. Each examination component was weighted equally (i.e., one third of the composite written examination score).

Similar to the cognitive ability test, the PSPS and the PSNS questions are written in the law enforcement context, but do not require knowledge of law enforcement principles, laws or techniques, or training in law enforcement. Rather, the PSPS and PSNS are intended to provide additional insight into an applicant's suitability for hire by assessing ethics, integrity, likelihood of engaging in counterproductive work behaviors and contextual performance (including flexibility, cooperation, dependability and self-control). The PSPS and PSNS are not cognitive ability tests; rather, they measure applicant attitudes and inclinations related to law enforcement work. If the cognitive ability test, PSPS and PSNS are all used, S&A recommends weighting each component as one-third of the composite written exam score, due to statistically significant job correlation. While each component includes a different number of questions, this weighting structure equally emphasizes an applicant's cognitive ability, situational judgment and integrity.

Staff recommends that the Commission approve use of S&A for written exam administration, and staff recommends that the Commission approve utilization of the cognitive ability test, PSPS and PSNS (each weighted as one-third of the composite written exam score).

In past examination processes, the Village has provided its written exam on a specified date and time as an in-person, proctored exam. Since the Village's facilities are not physically large enough to offer the written exam, the Village has rented external venues as the location of the written exam, such as area high school cafeterias. The ongoing COVID-19 pandemic poses some uncertainties with regards to the Village's ability to offer a large, in-person examination, such as availability of rental facilities (for example, if facilities are not offering rentals to external groups), potential restrictions on group gathering sizes, and the ability to socially distance applicants, among others. Additionally, offering the written examination online provides added flexibility for prospective applicants who would otherwise need to travel to Glencoe to take the written examination.

S&A can provide its written examinations online, if requested by the Village, using the same examination questions as an in-person exam. The fee to create the online examination is \$1,000, which can be accommodated in the Village's Calendar Year 2022 Budget. If the Village offers its exam online, the Village can choose to offer the exam on a specified date and time, or require that applicants complete the exam within a specified date range.

A distinction between an in-person exam and an online exam is that the in-person exam is proctored, with applicants required to present identification at the time of check-in. S&A indicated that some of its clients have attempted to proctor the online exam through video conferencing or by checking identification remotely, with limited success (in some cases, these efforts have posed additional complications, for example, if an applicant's computer does not have a video camera or if the applicant's internet connectivity is not strong enough to support video connection, or if the video feed malfunctions). Rather than attempting to proctor the exam, S&A recommends that agencies require applicants to sign strong statements regarding honesty in the test-taking process and reiterating that agency's strong expectation that applicants abide by all rules of the examination. S&A has found that the average test scores of the online tests have not differed substantially from the average test scores of in-person exams.

Staff recommends that the Commission authorize utilization of an un-proctored online written exam offered on a specified date and time.

If the Commission agrees with this recommendation, staff will work with S&A to determine the examination date and time, which will be no earlier than April 23, 2022 and no later than May 21, 2022, based on the time required for S&A to develop the Village's online testing site. Applicants will be required to use their own computer and internet connection for the examination. To ensure that all applicants are able to participate, the Village will make available computer and internet resources at its facility (with a request made in advance) if applicants do not have access to a computer or the internet.

Modifications to Order of Examination Elements

Consistent with past examination cycles, **staff recommends that the Commission approve modifications to the order of examination elements, including addition of a preliminary character and background check.** The proposed order of examination elements is listed below, and is consistent with processes utilized in the last several examination cycles.

Description	Date and Time
Application Period	Open: Tuesday, February 22, 2022 (10 a.m.) Close: Friday, April 8, 2022 (4 p.m.)
Element 1: Written Exam	Date and time to be determined by staff, based on S&A's availability to offer online exam, no earlier than April 23, 2022 and no later than May 21, 2022
Banding	TBD
Element 2 ¹ : Preliminary Character and Background Check	TBD
Element 3: Initial Oral Test	TBD
Element 4: Polygraph Test	TBD
Element 4.5 ² : Detailed Character and Background Check	TBD
Element 7: Final Oral Test	TBD
Element 5: Psychological Test	TBD, administered post-conditional offer of employment
Element 6: Medical and Drug Test	TBD, administered post-conditional offer of employment

Commence Examination Process

In order to develop a new eligibility list prior to the expiration of the current eligibility list, **staff recommends that the Commission approve issuance of a Notice of Examination to incorporate all of the Commission's decisions regarding modifications to the 2022 examination process.**

With the Commission's approval, staff will commence the application process and begin advertising the position once the notice of examination is finalized with the examination date.

Banding of Written Examination Scores

Pursuant to Section 5.2(A)(2) of the Rules, the Commission will divide applicants into two initial bands. Section 5.2(A)(2) provides that the first band must include three times the Anticipated Hire Number (i.e., the anticipated hiring needs during the term of the Register of Eligibles), but not fewer than the lesser of 20 applicants or the total number of eligible applicants. Based on the Department's anticipate hiring needs during the term of the Register of Eligibles, the

¹ Staff recommends modifying the Character and Background Check set forth in the Rules as an additional Preliminary Character and Background Check to be administered before an applicant's initial interviews to assess the applicant's compliance with qualifications and criteria set forth in the Rules; to be followed later in the examination process by a Detailed Character and Background Check. This process has been utilized in the last several examination cycles.

² See note 1.

Anticipated Hire Number is four. Therefore, ***staff recommends that the Commission authorize creation of an initial first band of 20 applicants.***

SUMMARY AND NEXT STEPS

After discussing these recommendations with the Commission at the December 16, 2020 Commission meeting, staff will seek the Commission's direction to either continue discussion of the examination process at a subsequent meeting, or commence an entry-level examination process pursuant to the Commission's direction. A draft Notice of Examination that includes staff's recommendations is included as Attachment 4.

Staff's recommendations for the 2022 examination process are summarized below:

1. Modifications to Eligibility Rules for the 2022 Examination Process Only:
 - a. Modify the formal education requirement specified in Section 4(D)(1) of the Rules to require that applicants must have achieved 60 hours of college credit by June 30, 2022
 - b. Modify the physical agility test requirement specified in Section 4.1(E)(1) to require that applicants must provide verification of successful completion of the Peace Officer Wellness Evaluation Report ("POWER") test sometime between six months prior to the date of application through May 27, 2022
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 - c. Classify the written examination as an online exam
4. Modify the order of examination elements (consistent with modifications made in previous examination processes)
5. Banding of written examination scores – 20 Applicants in First Band

Public Safety Director Cary Lewandowski and I will present a detailed summary of these recommendations at the February 3, 2022 Commission meeting and will be able to respond to questions from the Commission.

Attachments:

1. Draft Notice of Examination

Village of Glencoe Public Safety Commission
Notice of Examination
for Position of Public Safety Officer
in the Glencoe Public Safety Department

Examination Call: The Public Safety Commission announces an examination for the entry-level position of Public Safety Officer in the Glencoe Public Safety Department.

Opportunity: The position of Public Safety Officer offers a special opportunity to alert, mature persons interested in public service careers. More than 60 years ago, Glencoe adopted a progressive form of cooperative Public Safety service, which calls for a higher level officer – equally adept at both police and fire work.

Salary: As of January 1, 2022, the beginning rate of pay is \$72,569.28 annually with salary step increases up to a maximum of \$110,583.47 after seven years of employment. Public Safety Officers often work overtime hours as available and are non-exempt under the Fair Labor Standards Act.

Special Benefits: Benefits for Public Safety Officers include (1) the Glencoe Police Pension Fund, (2) paid vacation, (3) 12 paid holidays annually, (4) sick leave and disability allowances, (5) Village-sponsored group health insurance plan and dental insurance (as of January 1, 2021, the Village contributes 85% of the health insurance premium and the dental insurance premium, and employees contribute 15%), (6) life insurance, (7) uniform allowance, and (8) tuition reimbursement.

Duties: Public Safety Officers perform general public safety work by protecting life and property through law enforcement; combating, extinguishing, and preventing fires, often under emergency conditions involving personal hazards; and performing first-aid and paramedic services. Officers also perform routine police and fire patrol, respond to calls for police, fire, and emergency medical assistance, and perform stand-by police and fire station duty including training, records work, and maintenance of equipment and quarters. Certain aspects of a Public Safety Officer's performance are considered essential. The position description for a Public Safety Officer is included with this application.

Some Public Safety Officers are trained as Emergency Medical Technicians-Paramedics and are qualified to give specialized emergency medical treatment. The Department of Public Safety operates an advanced life support ambulance with state of the art life-saving equipment.

Working Hours: Public Safety Officers perform both police patrol duty (12 hours a day) and fire/EMS duty (24.25 hours a day) depending on the scheduled rotation and level of training.

Qualifications: Required and desirable qualifications include: (1) United States citizenship at the time of filing an application; (2) age of not less than 21 years at the time of appointment (no person who is younger than 21 years of age is eligible for employment as a Public Safety Officer, except as provided in Section 4.1(B)(3) of the Glencoe Public Safety Commission Rules and Regulations) and not more than age 35 unless for exceptions listed in the Glencoe Public Safety Commission Rules and Regulations, Section 4.1(2); (3) at least two years of college (equaling an associate's degree, or 60 hours of coursework, or equivalent credit) at a junior college, college, or university accredited by a nationally-recognized accreditation agency no later than June 30, 2022; (4) fingerprinting (which may be conducted after successful completion of the initial oral test element of the entry level examination); and (5) successful completion of the Illinois Peace Officer Wellness Report (POWER) test within six months prior to date of application through May 27, 2022.

Government and Community: The Village of Glencoe has operated under the Council-Manager form of government since 1914. The Village Manager is responsible for all five Village Departments including Public Safety, Public Works, Finance, the Golf Club, and the Village Manager's Office. Glencoe has approximately 8,800 residents. Glencoe is primarily residential with three small business districts and no industry.

Non-Discrimination: It is the policy of the Village of Glencoe to hire, promote, and compensate employees, and to administer all employment practices, in accordance with applicable law, without regard to race, color, sex, sexual orientation, age, marital status, religious affiliation, veteran status, national origin, disability, or any other protected category.

Reasonable Accommodation Requests: If you believe you need a reasonable accommodation in order to apply for a job, or complete an application, or participate in the examination, then please contact the Village Manager's Office and notify the Assistant Village Manager.

Public Safety Organization: At present, the Department of Public Safety is authorized to be staffed by 42 full-time employees, including one Director, two Deputy Chiefs, seven Lieutenants, 26 Public Safety Officers, three civilian Community Service Officers, two civilian Records Clerk, and one Administrative Assistant.

Public Safety Facilities: The Department of Public Safety operates seven public safety patrol vehicles (equipped with computer terminals and emergency items such as fire extinguishers and first-aid kits), one ambulance, one fire pumper, and a squad-pumper truck. The Public Safety quarters are located in the Village Hall and include special rooms for training, firearms training, physical fitness, and interrogation as well as offices, meeting rooms, workshops, dormitories, locker rooms, and a kitchen.

Examination: The Village of Glencoe's selection process includes a written test, a pre-employment assessment center, an initial oral test, a preliminary character and background check, a polygraph test, a final oral test, a psychological test, and a medical examination and drug test.

The written examination will be held on ***(Date and time to be determined, pending vendor availability)*** as an online examination. Applicants will be required to use their own computer and internet service to complete the examination (tablets and mobile phones cannot be used for the exam; applicants must use a computer or a laptop). Applicants who do not have access to a computer and/or internet service may take the examination using a computer and internet service provided by the Village of Glencoe at Village Hall (675 Village Court, Glencoe, IL). To utilize a Village-provided computer and internet service, applicants must contact Assistant Village Manager Sharon Tanner (stanner@villageofglencoe or (847)-461-1103) by Tuesday, March 2, 2021 to request use of a Village computer and internet.

Investigation: Statements and representations made throughout the application will be verified as part of the examination procedure. Detection of false information will result in disqualification. Fingerprints will be taken and checked with local, state, and federal police records.

Application Procedure: If you believe that you meet the above requirements, then you may complete and submit an application at www.applytoserve.com. All questions regarding the application process must be directed to Stanard & Associates at (312) 553-0213 or toll-free (800) 367-6919, or online at www.applytoserve.com. **Applications will be available beginning Tuesday, February 22, 2022**

at 10 a.m. The application deadline is Friday, April 8, 2022 at 4 p.m. An optional study guide is available for purchase, for an additional fee.

DRAFT