

If you were a state certified teacher or administrator employed by a private school recognized by the Illinois State Board of Education and served as a contributing teacher for a CTPF employer for at least 10 years, you may be eligible to purchase that private teaching service and have that credit added to your total years of service. **Please read the requirements, instructions and application form carefully and complete all information as requested. Incomplete forms will necessitate additional communication and delay the processing of the request.**

REQUIREMENTS

- You must be a certified teacher in a full-time position, and currently contributing to CTPF.
- You must have been a participating member of CTPF on or after May 13, 2022, which is the effective date of PA-102-0822.
- Your private school employment must have been rendered prior to your current CTPF participation.
- The private school must have been registered/recognized by the Illinois State Board of Education.
- Your position with the private school must have been as a teacher or administrator.
- At the time the employment was rendered, you must have been recognized by the Illinois State Board of Education as a certified teacher or administrator. You must submit documentation verifying the date you became certified in Illinois. **This documentation is required.**
- In order for the private school employment to be recognized as pension credits, you must complete 10 years of CTPF contributing service. Private school service may be purchased prior to completing the 10 years; However, it will not be used for benefit purposes until the 10 years requirement has been met.
- You may not receive credit for this same private school period under any other Illinois retirement system.
- You may be eligible to purchase up to a maximum of 2 years of service credit.
- The purchase of this service must be completed before you receive your first pension check from CTPF, or another retirement system covered by the Illinois Retirement Systems Reciprocal Act (*if retiring under reciprocity*).
- Applications for this service must be received prior to the deadline of May 13, 2024.

PAYMENT OPTIONS AND INTEREST

- Cost to purchase private teaching service will be based on the applicant paying the employee and employer required contributions plus 5% compounded interest, for the period being requested. The first-year annual salary rate during covered employment will be used to calculate the amount of the contributions to be paid by the member. **Service credit WILL NOT be added to your account until you have paid the entire bill.**
- CTPF will mail you a Service Purchase Contract which offers the following payment plan options:
 - Lump-sum option — applicant pays the total cost with a single payment.
 - Installment payment option — applicant pays a series of installment payments directly to CTPF.
 - A combination of the two payment options.
- NOTE:** Interest will continue to accrue until the contract is paid in full.
- You may pay for this service through a rollover from a traditional IRA (NOT a ROTH IRA), a 401, 403(b), 457(b), or other qualified pension plan. **Please complete and submit Form 435 Certification for Tax-deferred Rollover for determination of eligibility to rollover funds.**

INSTRUCTIONS FOR COMPLETING THE FORM

SECTION 1: MEMBER INFORMATION

- Please complete entire section.
- Optional: your anticipated retirement date, if known.
- Former name: If you previously participated in CTPF under a different name, please provide it here.

SECTION 2: EMPLOYER / POSITION INFORMATION

- CTPF will contact the private school for verification of your employment dates and position.
- In order to verify your private school employment, please provide the name, address and telephone for the school or district that retains your employment records. Please be sure to provide accurate contact information; inaccurate information will delay the processing of your request.

SECTION 3: MEMBER CERTIFICATION

- Sign and date this section.



APPLICATION TO PURCHASE PRIVATE TEACHING SERVICE

**FORM
685**

(REV. 7/2022)

Chicago Teachers' Pension Fund

425 S. Financial Place, Suite 1400 | Chicago, IL 60605-1000 | 312.641.4464 | Fax 312.641.7185 | www.ctpf.org

PLEASE PRINT OR TYPE. Read attached instructions before completing application.

SECTION 1: MEMBER INFORMATION

Legal Name: First	M.I.	Last	Member ID/Last 4 Digits of SSN:		
Mailing Address: Street		Apt. or Unit no.	City	State	Zip
Telephone number: (with area code)		Birth date:	Optional: anticipated retirement date		
Former name:		E-mail address:			

SECTION 2: FORMER EMPLOYER

Name of former employer:			Telephone number: (with area code)		
Mailing Address: Street		Apt. or Unit no.	City	State	Zip
Former Position:			Employment Dates:		

SECTION 3: MEMBER CERTIFICATION (Check all that apply)

I hereby certify that:

I am a regularly certified, full-time appointed teacher, currently contributing to CTPF.

Name of current school:

I was employed as a teacher or administrator by the aforementioned private school and certified as such by the Illinois State Board of Education.

The above named private school was registered/ recognized by the Illinois State Board of Education.

I am not using the private school service indicated above for benefit purposes under another IL Reciprocal Retirement System.

I authorize my former private school/employer named above to release information to the Chicago Teachers' Pension Fund (CTPF) in an effort to establish private teaching service credit.

Member Signature:	Date
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