

Example 15.1a

(Sample Letter for Transfer of Scores for OE Registers at Other Places of Employment)

Dear

The following candidate has requested that in accordance with section 250.60(f)(2) of the Illinois Administrative Code (80 Ill. Adm. Code §250.60(f)(2) (2000)) his/her score be placed on the register at _____ for consideration for employment.
(place of employment)

Candidate's Name _____

Address _____

Telephone Number _____

Social Security Number _____

Class _____ Score _____

Examination Number _____

Sincerely,

Designated Employer Representative