**Section 1325.50 Agency Organization**

a) Division of Licensing and Testing

1) The Division of Licensing and Testing is primarily responsible for verifying applicant eligibility by determining training and education relative to the requirements of the various licensing acts and rules and administration of examinations to candidates.

2) The Committees and Boards appointed for each licensed profession are advisory to the Department and except for medical disciplinary, also function primarily within the Division of Licensing and Testing (there is no committee for collection agencies or land sales). Requests for information about scheduling and agendas of Committee and Board meetings should be directed to the Division of Licensing and Testing.

3) The nursing education coordinators who are responsible for evaluation of nursing programs in the State are also a part of this Division.

4) Other functions include processing of renewal, reinstatement and restoration applications, changes of name and address of registrants, and certifications of licensure.

b) Division of Enforcement

The Division of Enforcement is responsible for monitoring the practices of occupations licensed by the Department; investigating complaints received concerning persons and entities licensed by the Department; and prosecuting disciplinary matters before the Committees and Boards.

c) General Counsel

The General Counsel serves as the legal advisor to the Department and its various Boards and Commissions. In addition, the Office of the General Counsel is responsible for the development and implementation of rules, legislation (including Sunset review) and policy and for the resolution of the more complex and technical licensing issues. The General Counsel's office also serves as liaison to the Attorney General in all litigation affecting the Department and responds to all subpoenas and other legal process served upon the Department. The General Counsel's office will also process, through a designated staff person, all requests for information under the Freedom of Information Act.

d) Office of the Medical Coordinator

The Office of the Medical Coordinator is in the Springfield Office of the Department and is responsible for enforcement and discipline of persons licensed pursuant to the provisions of the Medical Practice Act (Ill. Rev. Stat. 1981, ch. 111, par. 4401, et seq.) and the Physician's Assistant Act (Ill. Rev. Stat. 1981, ch. 111, par. 4751 et seq.). The Medical Coordinator, who is an Illinois licensed physician, hired by the Director of the Department, is the chief enforcement officer of the Medical Practice Act and liaison to the Medical Disciplinary Board. Medical investigators and clerical staff are also assigned to this Office.

e) Office of the Dental Coordinator

The Office of Dental Coordinator is in the Chicago Office of the Department is responsible for enforcement and discipline of persons licensed pursuant to the provisions of the Dental Practice Act (Ill. Rev. Stat. 1981, ch. 111, pars. 2201 et seq.). The Dental Coordinator, who is a dentist licensed in the State of Illinois, hired by the Director of the Department, is the chief enforcement officer of the Dental Practice Act and liaison to the Dental Disciplinary Board. Dental investigators and clerical staff are also assigned to this Office.

f) Real Estate Enforcement

The Office of Real Estate Enforcement is housed in the Springfield Office of the Department and is responsible for enforcement of the Real Estate License Act (Ill. Rev. Stat. 1983, ch. 111, par. 5801, et seq.). The Real Estate Commissioner, hired by the Director, serves as the Chairman of the Real Estate Administration and Disciplinary Board and is the liaison between the Department and the real estate profession and professional associations. Staff of this office includes the Assistant Commissioner of Real Estate, investigators and clerical support who also are responsible for administration and enforcement of the Land Sales Act (Ill. Rev. Stat. 1983, ch. 30, par. 371, et seq.).

g) Data Processing Operations

The Data Processing Operations Section is responsible for all electronic data processing functions of the Department, maintenance of registrant and applicant systems, word processing and roster of persons currently licensed by the Department.

h) Public Information

The Public Information Officer serves as the liaison to the news media and many groups external to the Department. Persons wishing to make submissions or obtain information about the general functions of the Department should contact the Public Information Officer in the Springfield Office of the Department.

i) Internal Auditor

The Internal Auditor is responsible for monitoring all internal functions of the Department.

j) Personnel Management Unit

The Personnel Management Unit is responsible for personnel functions, payroll, retirement, workmen's compensation and liaison with the Department of Personnel and the employee unions.

k) Fiscal Operations

The Fiscal Operations Office is responsible for monitoring all fiscal and bookkeeping functions, business services, printing and supplies.