**Section 25.170 Licensure Officers**

Each educator preparation provider (EPP) recognized pursuant to Section 25.115 shall assign one or more individuals to serve as a licensure officer, whose duties shall include confirming candidate eligibility for licensure and entitling candidates for licensure upon program completion.

a) Licensure Officer

1) Pursuant to Section 21B-100 of the Code, licensure officers are required to attend training conducted by the State Superintendent of Education and review new legislation and administrative rules as such become available.

2) Each EPP shall identify at least one primary licensure officer and at least one secondary licensure officer who will perform the primary licensure officer’s duties in the primary licensure officer's absence.

3) Upon hiring a new licensure officer, each EPP dean or designee shall notify the State Superintendent, in writing, of the new licensure officer’s name and contact information. This notification must be submitted no later than 10 business days after the individual begins the position.

4) Each new licensure officer shall be required to attend a training session hosted by the State Superintendent prior to entitling any candidate for licensure.

5) The licensure officer shall serve as the main point of contact between the institution and the State Superintendent during entitlement audits.

b) Entitling Candidates for Licensure

1) Licensure officers shall provide each candidate, upon enrollment, with written documentation detailing how to create an ELIS account and how to apply for an entitlement.

2) Within 60 days after a candidate’s enrollment in a program, licensure officers shall place that candidate in “pre-completion” status in ELIS.

(Source: Added at 46 Ill. Reg. 12973, effective July 13, 2022)