**Section 25.835 Request for Extension**

Section 21B-45(e)(9) of the Code allows a licensee who is unable to complete the required professional development by September 1 of the year in which the license has expired, *due to professional development opportunities being unavailable*, to request that the SEPLB extend the deadline for completing the outstanding professional development beyond August 31 of that year.

a) A written request for an extension shall be submitted to the State Superintendent no sooner than April 1 nor later than June 30 of the last year in the 5-year cycle. (See Section 21B-45(e)(9) of the Code.) The request shall indicate the:

1) licensee's name, type of license held (including license number), and endorsements placed on the license;

2) number of clock hours of professional development or Administrators' Academy courses, as applicable, needed to fulfill the requirements;

3) reason the licensee is requesting the extension, to include the efforts made to complete the required professional development before September 1 of the year in which the license would expire; and

4) licensee's plan for completing the outstanding professional development, to include a description of the professional development in which the licensee will participate and the timeline for its completion.

b) The request shall be presented to SEPLB at its next regularly scheduled meeting following receipt of the request. SEPLB shall approve a request when:

1) the preponderance of evidence indicates that failure to complete the professional development was beyond the control of the licensee;

2) the outstanding professional development does not exceed at least 20 percent of the total required for the 5-year renewal cycle or one Administrators' Academy course; and

3) the plan for completing the outstanding professional development will result in the completion of the activities by no later than August 31 of the year immediately subsequent to the year in which the license expired.

c) The licensee shall be notified whether the extension has been granted within 30 days after SEPLB's action, but in no case later than August 31 of the year in which the license will expire.

1) The license of a licensee for which an extension is approved *shall remain valid during the extension period*. (Section 21B-45(e)(9) of the Code) Failure of the licensee to complete the outstanding professional development within the timeline indicated in the approved extension request will result in the license lapsing and the inability of the licensee to register the license with the appropriate ROE.

2) The license of a licensee for which an extension is not granted shall lapse September 1 of the year in which the license expired and cannot be registered. (See Section 25.400(e).)

3) Any professional development completed during the extension period shall first be applied to the previous 5-year renewal cycle and may be credited to the subsequent 5-year renewal cycle only if it exceeds the amount of the outstanding professional development owed.

4) *An unregistered license is invalid after September 1 for employment and performance of services in an Illinois public or State-operated school or cooperative and a charter school*. (Section 21B-45(b) of the Code)

(Source: Amended at 45 Ill. Reg. 7269, effective June 3, 2021)