**Section 1501.206 Approval of Providers of Training for Trustee Leadership Training**

Entities that offer professional development activities, such as training organizations, institutions, firms, professional associations, and colleges and universities, may apply to the State Board for approval to conduct leadership training activities for members of the board of trustees of an Illinois public community college district in each of the topics specified in Section 3-8.5 of the Act.

a) Except as provided in subsections (b), each entity wishing to receive approval to offer the leadership training required under Section 3-8.5 of the Act shall submit an application on a form supplied by the State Board. Each entity shall provide:

1) a description of the intended offerings in any of the required areas;

2) the qualifications and experience of the entity and of each presenter to be assigned to provide the leadership training, which shall include evidence of a presenter's specific skills and knowledge in the area or areas in which he or she will be assigned;

3) the mode of delivery of the professional development (e.g., in-person instruction, online learning);

4) a sample course schedule or syllabi; and

5) a schedule of fees the entity intends to charge for each mode of delivery of training.

b) An entity that meets any of the following criteria will be pre-approved by the State Board to provide leadership training:

1) The leadership training course or course provider is accredited by the Illinois Minimum Continuing Legal Education Board;

2) The leadership training provider is an Illinois Department of Financial and Professional Regulation registered public accountant continuing professional education sponsor;

3) The leadership training course is provided by an Illinois public community college using the college's own qualified faculty or staff; or

4) The leadership training course is provided by the Illinois Office of the Attorney General.

c) All pre-approved entities, except the Illinois Office of the Attorney General, shall submit notification of intent to provide leadership training and verification of status as a pre-approved provider on forms provided by the State Board. The State Board may request reverification of pre-approved status at any time.

d) Applicants may be asked to clarify particular aspects of their materials.

e) The State Board shall consider each application for approval at its next regularly scheduled meeting. Applications submitted within 30 days prior to a regularly scheduled State Board meeting shall be considered at the next regularly scheduled meeting.

f) An entity shall be approved to offer leadership training if the entity's application presents evidence that:

1) the leadership training that it sponsors or conducts will be developed and presented by persons with education and experience in the applicable areas to which they will be assigned; and

2) the proposed training meets the requirements of Section 3-8.5 of the Act.

g) The State Board will post on its website the list of all approved providers. The website also will indicate that the Illinois Community College Trustees Association is authorized under Section 3-8.5(c) of the Act to provide leadership training.

h) Approval as a provider shall be valid for two years commencing on the date of initial approval or renewal. To request renewal of approval, a provider shall submit a renewal application on a form supplied by the State Board containing:

1) a description of any significant changes in the material submitted as part of its approved application or a certification that no such changes have occurred;

2) evidence that the material to be used in the renewal cycle conforms to current statute, rules and procedures of the State Board; and

3) a listing of trainings provided during the last approval period.

i) A provider's approval shall be renewed if the application conforms to the requirements of subsection (h), provided that the Executive Director has received no evidence of noncompliance with the requirements of this Section.

j) The State Board may evaluate an approved provider at any time to ensure compliance with the requirements of this Section. Upon request by the State Board, a provider shall supply information regarding its schedule of leadership training, which the State Board may, at its discretion, monitor at any time.  In the event an evaluation indicates that the requirements have not been met, the State Board may withdraw approval of the provider.

(Source: Added at 43 Ill. Reg. 7454, effective June 20, 2019)