**Section 1375.220 Continuing Education**

a) Continuing Education (CE) Hours Requirements

1) A licensee shall complete 30 hours of CE during the 24 months preceding renewal.

2) At least 3 of the CE hours must include content related to ethics in the practice of counseling. It is recommended that licensees review the American Counseling Association's 2014 ACA Code of Ethicsand Section 1375.225 (Unprofessional Conduct). Additionally, CE must be obtained as set forth in 68 Ill. Adm. Code 1130 Subpart E.

3) Upon the second renewal of a clinical professional counselor license, 9 of the required 30 CE hours shall be in clinical supervision training. This is a one-time (lifetime) requirement.

4) One CE hour shall equal 50 minutes of attendance. After completion of the initial CE hour, credit may be given in one-half hour increments.

5) A renewal applicant shall not be required to comply with CE requirements for the first renewal of an Illinois license.

6) Professional counselors or clinical professional counselors licensed in Illinois but residing and practicing in other states or jurisdictions shall comply with the CE requirements set forth in this Section.

7) Continuing education credit hours used to satisfy the CE requirements of another jurisdiction may be applied to fulfill the CE requirements of this Section as set forth in subsection (e).

b) Approved Continuing Education

1) CE hours shall be earned by verified attendance (e.g., certificate of attendance or certificate of completion) at or participation in a program or course (herein after "course") that is offered or sponsored by an approved continuing education sponsor who meets the requirements set forth in subsection (c), except for those activities provided in subsections (b)(2), (3) and (4).

2) CE hours may be earned for successful completion of courses in person or remote. Remote courses may be live or recorded and may include a course by mail, computer, pre-recorded online course/program, live online course, etc. that are offered by an approved sponsor who meets the requirements set forth in subsection (c). Each course shall include an examination.

3) CE hours may be earned through postgraduate training programs (e.g., extern, residency, or fellowship programs) or completion of professional counseling related courses that are a part of the curriculum of a college, university, or graduate school. Courses that are part of the curriculum of a university, college, or other educational institution shall be allotted CE credit at the rate of 15 CE hours for each semester hour or 10 CE hours for each quarter hour of school credit awarded.

4) CE hours may be earned for verified teaching in the field of counseling in an accredited college, university, or graduate school and/or as an instructor of continuing education programs given by approved sponsors. Credit shall be allotted at the rate of 1.5 hours for every hour taught and only for the first presentation of the program (i.e., credit shall not be allowed for repetitious presentations of the same program). A maximum of 10 hours of CE credit may be obtained in this category per prerenewal period.

5) CE hours may be earned for authoring papers, publications, dissertations, or books and for preparing presentations and exhibits in the field of counseling. The preparation of each published paper, book chapter, or professional presentation dealing with professional counseling or clinical professional counseling may be claimed for up to 10 hours of credit. A presentation must be before an audience of professional counselors. 10 credit hours may be claimed for only the first time the information is published or presented.

6) A maximum of 8 hours of CE may be earned per renewal period for clinical supervision received or provided on a regular basis with a set agenda. Clinical supervision shall be documented with a letter from the supervisor indicating the start and end dates in which the supervision occurred, the site where supervision was provided, the number of hours of participation and the name and license number of the supervisor. The letter shall be signed by the supervisor and the supervisee and shall be proof of clinical supervision received and provided.

7) A maximum of 6 hours of CE may be earned per renewal period for leadership activities. These activities include, but are not limited to, officer of a state or national counseling organization; editor of a professional counseling journal; member of a national counselor certification board; member of a national ethics disciplinary review committee; chair of a major counseling conference or convention; active member of a counseling committee producing a substantial written product. The leadership shall be documented in a letter of confirmation on the organization's letterhead and shall include the start and end dates of leadership, the name of the organization and the position held.

c) Approved CE Sponsors and Programs

1) Sponsor, as used in this Section, shall mean:

A) National Board for Certified Counselors or its affiliates;

B) American Counseling Association or its affiliates;

C) Commission on Rehabilitation Counselor or its affiliates;

D) American Association for Marriage and Family Therapy or its affiliates;

E) Employee Assistance Professional Association (EAPA) and Employee Assistance Society of North America (EASNA) or its affiliates;

F) Social Work Continuing Education Sponsors approved by the Division in accordance with the rules for the administration of Clinical Social Work and Social Work Practice Act [225 ILCS 20], 68 Ill. Adm. Code 1470.95;

G) American Psychological Association or its affiliates;

H) Illinois Counseling Association or its affiliates;

I) Illinois Mental Health Counselors Association or its affiliates;

J) American Medical Association or its affiliates;

K) Marriage and Family Therapy Continuing Education Sponsors approved by the Division in accordance with the Marriage and Family Therapy Licensing Act [225 ILCS 55] and 68 Ill. Adm. Code 1283.110;

L) Clinical Psychologist Continuing Education Sponsors approved by the Division in accordance with the Clinical Psychologist Licensing Act [225 ILCS 15] and 68 Ill. Adm. Code 1400.85;

M) Accredited colleges, universities, State agencies; and

N) Any other person, firm, or association that has been approved and authorized by the Division pursuant to subsection (c)(2) to coordinate and present continuing education courses.

2) An entity seeking approval as a CE sponsor pursuant to subsection (c)(1)(N) shall submit an application, on forms supplied by the Division, along with the fee set forth in Section 1375.205. (State agencies, State colleges, community colleges, and State universities in Illinois shall be exempt from paying this fee.) The application shall include:

A) Certification:

i) That all courses offered by the sponsor for CE credit shall comply with the criteria in subsection (c)(3) and all other criteria in this Section;

ii) That the sponsor shall be responsible for verifying full-time continuous attendance at each course and provide a certificate of attendance as set forth in subsection (c)(9);

iii) That, upon request by the Division, the sponsor shall submit evidence (e.g., certificate of attendance or course material) as is necessary to establish compliance with this Section. Evidence shall be required when the Division has reason to believe that there is not full compliance with the statute and this Part and that this information is necessary to ensure compliance;

B) A copy of a sample course with faculty, course materials and syllabi.

3) All courses shall:

A) Contribute to the advancement, extension and enhancement of the professional skills and scientific knowledge of the licensee in the practice of professional counseling or clinical professional counseling;

B) Foster the enhancement of general or specialized counseling or clinical counseling practice and values;

C) Be developed and presented by persons with education and/or experience in the subject matter of the course;

D) Specify the course objectives, course content and teaching methods to be used; and

E) Specify the number of CE hours that may be applied to fulfilling the Illinois CE requirements for license renewal.

4) Each CE course shall provide a mechanism for evaluation of the course and instructor by the participants. The evaluation may be completed on-site immediately following the course presentation or an evaluation questionnaire may be distributed to participants to be completed and returned by mail or electronically. The sponsor and the instructor, together, shall review the evaluation outcome and revise subsequent courses accordingly.

5) An approved sponsor may subcontract with individuals and organizations to provide approved courses. All advertising, promotional materials, and certificates of attendance must identify the licensed sponsor and the sponsor's license number. The presenter of the course may also be identified but should be identified as a presenter. When a licensed sponsor subcontracts with a presenter, the licensed sponsor retains all responsibility for monitoring attendance, providing certificates of attendance and ensuring the course meets all of the criteria established by the Act and this Part, including the maintenance of records.

6) All courses given by approved sponsors shall be open to all licensed professional counselors and licensed clinical professional counselors and not be limited to members of a single organization or group.

7) To maintain approval as a sponsor pursuant to subsection (c)(2), each sponsor shall submit to the Division by March 30 of each odd-numbered year a renewal application, the fee set forth in Section 1375.205 and a list of courses offered within the last 24 months. The list shall include a brief description, location, date, and time of each course given by the sponsor and by any subcontractor.

8) Certification of Attendance. It shall be the responsibility of a sponsor to provide each participant in a course with a certificate of attendance or participation. The sponsor's certificate of attendance shall contain:

A) The name, address and license number of the sponsor;

B) The name and address of the participant;

C) A brief statement of the subject matter;

D) The number of hours attended in each course;

E) The date and place of the course; and

F) The signature of the sponsor or person responsible for the CE course.

9) The sponsor shall maintain attendance records for not less than 5 years.

10) The sponsor shall be responsible for assuring that no renewal applicant shall receive CE credit for time not actually spent attending the course.

11) Upon the failure of a sponsor to comply with any of the requirements of this Section, the Division, after notice to the sponsor and hearing before and recommendation by the Board (see 68 Ill. Adm. Code 1110), shall thereafter refuse to accept for CE credit attendance at or participation in any of that sponsor's CE courses until such time as the Division receives assurances of compliance with this Section.

12) Notwithstanding any other provision of this Section, the Division or Board may evaluate any sponsor of any approved CE course at any time to ensure compliance with requirements of this Section.

d) Certification of Compliance with CE Requirements

1) Each renewal applicant shall certify, on the renewal application, full compliance with the CE requirements set forth in subsections (a) and (b).

2) The Division may require additional evidence demonstrating compliance with the CE requirements (e.g., certificate of attendance). This additional evidence shall be required in the context of the Division's random audit. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of compliance.

3) When there appears to be a lack of compliance with CE requirements, an applicant shall be notified in writing and may request a hearing with the Board. At that time the Board may recommend that steps be taken to begin formal disciplinary proceedings as required by Section 10-65 of the Illinois Administrative Procedure Act [5 ILCS 100].

e) Continuing Education Attended in Other Jurisdictions

1) If a licensee attended or is seeking CE hours offered in another jurisdiction not given by an approved sponsor for which the licensee will be claiming credit toward full compliance in Illinois, the applicant shall submit an individual course approval request form, along with a $25 processing fee, prior to participation in the course. The course shall be reviewed using the criteria set forth in subsection (c)(3).

2) If a licensee fails to submit an out of state CE approval form prior to participation in the course, late approval may be obtained by submitting the approval request form with the $25 processing fee plus a $50 per CE hour late fee not to exceed $300. The Board shall review and recommend approval or disapproval of the program using the criteria set forth in subsection (c)(3).

3) CE completed remotely whether live or asynchronous (e.g., self-study, book-study, or computer/online based course) is not eligible for out-of-state CE credit. Instead it must be provided by an approved CE provider as set forth in subsection (b)(2).

f) Restoration of Nonrenewed License. Upon satisfactory evidence of compliance with CE requirements and the provisions of Section 1375.80 or 1375.170, the Division shall restore the license upon payment of the required fee as provided in Section 1375.205.

g) Waiver of CE Requirements

1) Any renewal applicant seeking renewal of a license without having fully complied with these CE requirements may file with the Division a renewal application along with the required fee set forth in Section 1375.205; a statement setting forth the facts concerning noncompliance; and request for waiver of the CE requirements based upon those facts. A request for waiver shall be made prior to the renewal date. If the Division, upon the written recommendation of the Board, finds that good cause has been shown for granting a waiver, the Division shall waive enforcement of CE requirements for the renewal period for which the applicant has applied.

2) Good cause shall be determined on an individual basis by the Board and is defined as an inability to devote sufficient hours to fulfilling the CE requirements during the applicable pre-renewal period because of:

A) Full-time service in the armed forces of the United States of America during all or a substantial part of the pre-renewal period;

B) A temporary incapacitating illness documented by a licensed physician. A second, consecutive request for a CE waiver pursuant to this subsection (g)(2)(B) shall be prima facie proof that the renewal applicant has a physical or mental illness, including, but not limited to, deterioration through the aging process or loss of cognitive or motor skills that results in the licensee's inability to practice professional counseling or clinical professional counseling with reasonable judgment, skill or safety, in violation of Section 80(a)(18) of the Act, and shall be grounds for denial of the renewal application or other disciplinary or non-disciplinary action; or

C) Any other similar extenuating circumstances.

3) Any renewal applicant who, prior to the expiration date of the license, submits a request for a waiver, in whole or in part, pursuant to the provisions of this Section shall be deemed to be in good standing until the final decision on the application is made by the Division.

(Source: Amended at 48 Ill. Reg. 8776, effective June 4, 2024)