**Section 1440.300 Continuing Education Schools Approval and License**

Approval of continuing education (CE) schools. Those entities seeking approval as CE schools shall maintain an office for maintenance of all records, office equipment and office space necessary for customer service.

a) The CE school's office may be subject to inspection by authorized representatives of the Division during regular working hours and upon at least 24 hours' notice when the Division has reason to believe that there is not full compliance with the Act or this Part and that this inspection is necessary to ensure full compliance.

b) The Division shall be reimbursed by any out-of-state CE school for all reasonable expenses incurred by the inspector in the course of the inspection.

c) Entities seeking approval as CE schools shall file a CE school application, on forms provided by the Division, along with the required fee. The application shall include the following:

1) An agreement by the applicant that the applicant shall provide to the Division, upon request, a schedule including location, date, time and name of instructor of each CE course to be offered;

2) The CE school's certification:

A) that the content areas of all CE courses offered by the CE school for CE credit will conform to those listed in this Part;

B) that all CE courses offered by the CE school for CE credit will comply with the criteria in this Section;

C) the CE school will be responsible for verifying attendance at each CE course and providing a certificate of completion signed by the CE school on forms provided by the Division. Further, that the school will maintain these records for not less than 5 years and shall make these records available for inspection by the Division during regular business hours;

D) that, upon request by the Division, the CE school will submit evidence as is necessary to establish compliance with this Section. The evidence shall be required when the Division has reason to believe that there is not full compliance with the Act and this Part and that this information is necessary to ensure compliance;

E) that the CE school will only offer CE, other than self-study CE, in an environment that is conducive to learning (i.e., adequate lighting, seating) and does not jeopardize the health, safety, and welfare of the attendees; and

F) that financial resources are available to equip and maintain its office in a manner necessary to enable the CE school to comply with this Section and this Part, documented by a current balance sheet, an income statement or any similar evidence requested by the Division.

d) CE schools approved to offer the courses shall be deemed to be approved to offer CE programs upon completion of an application for approval and submission of the fee required by Section 1440.170.

e) Within 30 days after the action by the Auction Advisory Board and the Division, the Division shall issue an approval and license to the CE school or notify the CE school, in writing, why approval cannot be issued.

f) Approved CE schools shall comply with the following:

1) No approved CE school shall allow the premises or classrooms utilized during CE courses to be used by anyone to directly or indirectly recruit new affiliates for any company. CE schools and CE instructors shall report to the Division any efforts to recruit licensees.

2) No approved CE school shall advertise that it is endorsed, recommended, or accredited by the Division. The CE school, however, may indicate that the school and the CE course have been approved and licensed by the Division.

3) Approved CE schools shall utilize in the teaching of approved CE courses only CE instructors who are qualified and knowledgeable in the content offered in the course.

4) Approved CE schools shall specify in any advertising promoting CE courses the number of CE hours that may be credited toward Illinois CE requirements for license renewal. Further, approved CE schools shall specify the number of mandatory or elective CE course hours that may be earned by successfully completing the course.

5) All CE courses given by approved CE schools shall be open to all licensees and not be limited to members of a single organization or group.

g) The CE school shall be responsible for assuring verified attendance at each CE course or self-study examination. No renewal applicant shall receive CE credit for time not actually spent attending the CE course or when a passing score of 70% on the examination was not achieved.

h) To maintain approved CE school status, each CE school shall submit, prior to December 31 of odd numbered years, a school renewal application along with the required fee.

i) Each approved CE school shall submit to the Division on or before the 15th of each month a graduation report of those licensees passing approved CE courses offered by it during the preceding calendar month.

1) If a CE school during the preceding calendar month gave no courses, that CE school shall report in writing that no courses were given.

2) The monthly graduation reports may be submitted in a computer readable format specified by the Division.

3) There is no processing fee for a monthly graduation report submitted in the computer readable format specified by the Division. Each monthly graduation report submitted on paper or in a format other than that specified by the Division shall be accompanied by a processing fee of $.50 per student, per course, listed on the report, payable by check to the Division.

4) A monthly graduation report received by the Division with a postmark after the day it is due (the 15th day of the month) shall be accompanied by an administrative fee of $200 in addition to the fees set forth in subsection (i)(3).

5) If a CE school fails to file monthly graduation reports or a statement saying that none were given, or fails to pay required fees, if any, as set forth in subsections (i)(3) and (4), for three successive months, then the courses offered by that school may be disqualified until all delinquent graduation reports, processing fees, and administrative fees as set forth in subsections (i)(3) and (4) have been submitted to and are received by the Division. The Division shall send notice to the school of an informal conference before the Board and of pending disqualification.

(Source: Amended at 43 Ill. Reg. 11293, effective October 11, 2019)