**Section 1450.1135 Application for Continuing Education Courses and Curriculum**

a) A licensed education provider seeking to provide CE courses shall submit:

1) A signed and completed CE course application in a format provided by the Division;

2) The required fee set forth in Section 1450.130; and

3) A course description, learning objectives, comprehensive timed outline, course objectives and, when required, the final examination and answer key for each course, as well as the exam proctor policy and written proctor agreement. Materials provided to the students and other information may also be required by the Division. Each outline shall make reference to the textbook used, if applicable, and other material related to the course or subject matter, and shall conform to a standardized curriculum approved by the Division.

b) CE courses shall comply with a standardized curriculum provided by the Division.

c) A licensee may earn credit for a specific CE course only once during the current term of the license.

d) Each CE course shall include one or more subjects from either the core category, as set forth in Sections 1450.450(b)(3)(A) and 1450.540(b)(3)(A), or elective category, as set forth in Sections 1450.450(b)(3)(B) and 1450.540(b)(3)(B), regardless of whether students are in a classroom or are being taught by an interactive webinar or by online distance education. All CE courses shall be a minimum of 1 credit hour and shall be offered, at a minimum, in 1 hour increments. The education provider shall clearly indicate on the certificate of completion the number of credit hours earned from each CE course and identify whether the course was from the core or elective category.

e) All CE courses shall:

1) Contribute to the advancement, integrity, extension and enhancement of professional skills and knowledge in the practice of licensed activities; and

2) Provide experiences that contain subject matter and course materials relevant to that set forth in Section 5-70 of the Act.

f) Each CE course, except those offered in a classroom, by interactive webinar, or by online distance education, shall end in a mandatory proctored final exam prepared and provided by the licensed education provider consisting of at least 12 questions for every 1 credit hour and for which the minimum passing score shall be no less than 75%. The education provider's registration material shall inform the student in writing if the examination will be in electronic format, paper format, or both. Credit hours exclude any time devoted to taking the examination.

1) Pursuant to Section 5-70(j) of the Act, no more than 12 hours of CE credit may be taken in one calendar day. The proctored final exam for a CE course or courses may be given at the end of each individual course or group of courses. For example, a licensee who intends to take 12 hours of CE may complete the proctored final exam and earn CE credit for the courses at the end of each individual course or group of courses, provided that the licensee does not exceed the 12- hour limit of instruction per calendar day referenced in Section 5-70(j) of the Act.

2) All examinations shall be proctored pursuant to an exam proctor policy. Proctors must be impartial third parties (i.e., not a licensee's sponsoring broker, managing broker, relative, or colleague) as defined in Section 1450.100.

3) If a student fails a CE examination twice, the student must successfully retake the CE course and pass the examination in order to receive credit.

4) The education provider shall provide a closed book examination.

g) A licensed education provider must verify student attendance for all courses presented in a classroom, by interactive webinar, or by online distance education.

(Source: Amended at 45 Ill. Reg. 2851, effective February 23, 2021)