**Section 894.30 Certificates of Insurance**

Every plumbing contractor application for original registration or registration renewal shall be accompanied by a certificate of insurance as prescribed under Section 13.1 of the Act and this Part.

a) The Certificate of Insurance shall consist of one of the following:

1) Certificate of Insurance issued by an insurance company authorized to transact business in the State of Illinois; or

2) Certificate of Insurance issued by a Risk Retention Group registered to transact business in the State of Illinois; or

3) Certificate of Insurance issued by an insurance company that is the insurer of a registered purchasing group.

b) The Certificate of Insurance shall be completed on a form provided or approved by the Department and shall be issued in the name of the registered plumbing contractor. The certificate shall include the following:

1) Complete name of the insurance company providing coverage to the registered plumbing contractor;

2) Name, address and telephone number of the insurance agency;

3) Name and address of the insured contractor;

4) Type of insurance coverage;

5) Policy number and expiration date;

6) Minimum limits of liability in accordance with Section 13.1 of the Act and Section 894.20 of this Part;

7) The Illinois Department of Public Health listed as a certificate holder;

8) Signature of the insurance representative authorized to write the certificate.

c) Items not covered by the insurance policy, including withdrawal by an officer of the corporation from worker's compensation coverage, shall be listed and explained on the Certificate of Insurance, or attached to the certificate.

d) Each applicant or registered plumbing contractor, or his or her designated insurance representative, shall provide the Department with the required Certificate of Insurance and notify the Department in writing of any cancellations, material alterations or expiration at least 30 days prior to any such cancellation, alteration or expiration, not withstanding the requirements of subsection (f).

e) Within 30 days after the renewal of an insurance policy, the registered contractor shall forward a copy of the renewed Certificate of Insurance to the Department. Although this responsibility may be delegated to the insurance company, it shall be the responsibility of the registered contractor to ensure that this requirement is met.