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Editor's Note: The Secretary of State Index Department is providing this opportunity to remind you that the next filing period for your Regulatory Agenda will occur from October 15, 2015 until January 4, 2016.

INTRODUCTION

The Illinois Register is the official state document for publishing public notice of rulemaking activity initiated by State governmental agencies. The table of contents is arranged categorically by rulemaking activity and alphabetically by agency within each category.

Rulemaking activity consists of proposed or adopted new rules; amendments to or repealers of existing rules; and rules promulgated by emergency or peremptory action. Executive Orders and Proclamations issued by the Governor; notices of public information required by State Statute; and activities (meeting agendas; Statements of Objection or Recommendation, etc.) of the Joint Committee on Administrative Rules (JCAR), a legislative oversight committee which monitors the rulemaking activities of State Agencies; is also published in the Register.

The Register is a weekly update of the Illinois Administrative Code (a compilation of the rules adopted by State agencies). The most recent edition of the Code, along with the Register, comprise the most current accounting of State agencies' rulemakings.

The Illinois Register is the property of the State of Illinois, granted by the authority of the Illinois Administrative Procedure Act [5 ILCS 100/1-1, et seq.].

ILLINOIS REGISTER PUBLICATION SCHEDULE FOR 2015

Issue#	Rules Due Date	Date of Issue
1	December 22, 2014	January 2, 2015
2	December 29, 2014	January 9, 2015
3	January 5, 2015	January 16, 2015
4	January 12, 2015	January 23, 2015
5	January 20, 2015	January 30, 2015
6	January 26, 2015	February 6, 2015
7	February 2, 2015	February 13, 2015
8	February 9, 2015	February 20, 2015
9	February 17, 2015	February 27, 2015
10	February 23, 2015	March 6, 2015
11	March 2, 2015	March 13, 2015
12	March 9, 2015	March 20, 2015
13	March 16, 2015	March 27, 2015
14	March 23, 2015	April 3, 2015
15	March 30, 2015	April 10, 2015
16	April 6, 2015	April 17, 2015
17	April 13, 2015	April 24, 2015

18	April 20, 2015	May 1, 2015
19	April 27, 2015	May 8, 2015
20	May 4, 2015	May 15, 2015
21	May 11, 2015	May 22, 2015
22	May 18, 2015	May 29, 2015
23	May 26, 2015	June 5, 2015
24	June 1, 2015	June 12, 2015
25	June 8, 2015	June 19, 2015
26	June 15, 2015	June 26, 2015
27	June 22, 2015	July 6, 2015
28	June 29, 2015	July 10, 2015
29	July 6, 2015	July 17, 2015
30	July 13, 2015	July 24, 2015
31	July 20, 2015	July 31, 2015
32	July 27, 2015	August 7, 2015
33	August 3, 2015	August 14, 2015
34	August 10, 2015	August 21, 2015
35	August 17, 2015	August 28, 2015
36	August 24, 2015	September 4, 2015
37	August 31, 2015	September 11, 2015
38	September 8, 2015	September 18, 2015
39	September 14, 2015	September 25, 2015
40	September 21, 2015	October 2, 2015
41	September 28, 2015	October 9, 2015
42	October 5, 2015	October 16, 2015
43	October 13, 2015	October 23, 2015
44	October 19, 2015	October 30, 2015
45	October 26, 2015	November 6, 2015
46	November 2, 2015	November 13, 2015
47	November 9, 2015	November 20, 2015
48	November 16, 2015	November 30, 2015
49	November 23, 2015	December 4, 2015
50	November 30, 2015	December 11, 2015
51	December 7, 2015	December 18, 2015
52	December 14, 2015	December 28, 2015

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

- 1) Heading of the Part: Marking, Inventory, Transfer and Disposal of State-Owned Personal Property
- 2) Code Citation: 44 Ill. Adm. Code 5010
- 3)

<u>Section Numbers:</u>	<u>Proposed Actions:</u>
5010.100	Repealed
5010.210	Amendment
5010.220	Amendment
5010.1210	Amendment
- 4) Statutory Authority: Authorized by the Illinois Property Control Act [30 ILCS 605]
- 5) A Complete Description of the Subjects and Issues Involved: The current rule requires that all State-owned equipment be marked with an identification number. The proposed rule change would require only equipment with a value over \$500 or equipment subject to theft to be given an identification number. All State-owned equipment would still be required to be labeled as property of the State. The rule change would eliminate the outdated and burdensome requirement that all equipment receive an identification number by limiting the requirement only to high-value items.
- 6) Published studies or reports, and sources of underlying data, used to compose this rulemaking: None
- 7) Will this rulemaking replace any emergency rule currently in effect? No
- 8) Does this rulemaking contain an automatic repeal date? No
- 9) Does this rulemaking contain incorporations by reference? No
- 10) Are there any other rulemakings pending on this Part? No
- 11) Statement of Statewide Policy Objective: These proposed amendments neither create nor expand any State mandate on units of local government, school districts or community college districts.
- 12) Time, Place and Manner in which interested persons may comment on this proposed rulemaking: Interested persons may submit written comments within 45 days after the date of publication to:

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

Kevin Behl
Illinois Department of Central Management Services
720 Stratton Office Building
Springfield IL 62706

217/557-5404

- 13) Initial Regulatory Flexibility Analysis:
- A) Types of small businesses, small municipalities and not-for-profit corporations affected: None
 - B) Reporting, bookkeeping or other procedures required for compliance: None
 - C) Types of professional skills necessary for compliance: None
- 14) Regulatory Agenda on which this rulemaking was summarized: July 2015

The full text of the Proposed Amendments begins on the next page:

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

TITLE 44: GOVERNMENT CONTRACTS, GRANTMAKING,
PROCUREMENT AND PROPERTY MANAGEMENT

SUBTITLE D: PROPERTY MANAGEMENT

CHAPTER I: DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

PART 5010

MARKING, INVENTORY, TRANSFER AND DISPOSAL OF
STATE-OWNED PERSONAL PROPERTY

SUBPART A: GENERAL

Section

- 5010.100 Authority ([Repealed](#))
- 5010.110 Policy
- 5010.120 Applicability

SUBPART B: MARKING AND INVENTORY OF STATE PROPERTY

Section

- 5010.200 Definition of Equipment
- 5010.210 Marking of State-Owned Equipment
- 5010.220 Inventory of Equipment
- 5010.230 Required Entries on Inventory Records
- 5010.240 Definition of Required Entries
- 5010.250 Demolition
- 5010.260 Cannibalization

SUBPART C: PROPERTY REPORTING SYSTEM

Section

- 5010.300 Property Change Report (Repealed)
- 5010.310 Transaction Codes
- 5010.320 Vehicle Reporting

SUBPART D: INVENTORY REQUIREMENTS

Section

- 5010.400 Equipment Inventory Reporting
- 5010.410 Types of Inventory

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

5010.420	Report of Equipment Acquired through Central Management Services (Repealed)
5010.430	Report of Equipment not Acquired through Central Management Services Real Property Acquisitions (Repealed)
5010.435	Report of Equipment Purchased on the Installment Plan
5010.440	Fund Codes Used on Agency Report of Acquired New Properties and Additions Form
5010.450	Monthly Inventory (Repealed)
5010.460	Annual Inventory
5010.470	Reporting "On Location" Equipment for Annual Inventory Report
5010.480	Reporting U.S. Property on Annual Inventory
5010.485	Inventories of Facilities Scheduled for Closure
5010.490	Discrepancies
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5010.610	Disposal of Transferable Equipment
5010.620	Report of Transferable Equipment
5010.630	Moving and Storage of Transferable Equipment
5010.640	Agency Requests for Transferable Equipment
5010.650	Holding Time for Transferable Equipment
5010.660	Sale of Transferable Equipment
5010.670	Sale of Transferable Equipment to Municipalities or Units of Local Government, Illinois School Districts, and Not-for-Profit Educational, Charitable and Public Health Organizations
5010.680	Trade-Ins
5010.690	Trade-In Procedure
5010.700	Exceptions to Trade-In Procedure
5010.710	Determination of Appraised Value
5010.720	Notice of Sales of Transferable Equipment
5010.730	Terms of Sale to Municipalities and Units of Local Government in Illinois, Illinois School Districts, and Not-for-Profit Educational, Charitable and Public Health Organizations
5010.740	Public Sale of Transferable Equipment
5010.750	Method of Sale

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

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5010.760	Frequency of Sales
5010.770	Notice of Public Sales
5010.780	Terms of Public Sale
5010.790	Alternative Methods of Sale
5010.800	Proceeds of Sales of Transferable Equipment

SUBPART F: SCRAP SALES AND PROCEDURES

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5010.910	Criteria for Scrapping
5010.920	Permission to Scrap
5010.930	Scrapping Under Special Circumstances
5010.940	Method of Disposal
5010.950	Sale of Scrap
5010.960	Authorization to Sell Scrap
5010.970	Notice of Sale
5010.980	Terms of Sales
5010.990	Payment for Scrap by Bidder
5010.1000	Assistance in Sales
5010.1010	Proceeds of Sale of Scrap

SUBPART G: DISPOSITION OF VEHICLES

Section	
5010.1100	Disposal of State-Owned Vehicles
5010.1110	Vehicles to be Turned Over to the Property Control Division
5010.1120	Turning in Operable Vehicles
5010.1130	Transfer of Operable Vehicles to State Agencies
5010.1140	Sale of Vehicles
5010.1150	Inoperable Vehicles
5010.1160	Request for Disposal of Inoperable Vehicles
5010.1170	Funds Derived from Vehicle Sales

SUBPART H: DISPOSITION OF ELECTRONIC DATA PROCESSING EQUIPMENT

Section	
5010.1200	Disposal of Electronic Data Processing Equipment
5010.1210	Agencies Authorized to Dispose of Surplus EDP Equipment by Sale

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

5010.1220	Transfer of Surplus EDP Equipment
5010.1230	Sale of EDP Equipment
5010.1240	Terms of Contract
5010.1250	Payment
5010.1260	Proceeds from Sale of Surplus EDP Equipment

SUBPART I: ANTIQUE, HISTORICAL AND SPECIAL INTEREST PROPERTY

Section

5010.1300	Property Value
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SUBPART J: EXEMPTIONS

Section

5010.1400	Request for Exemption
5010.1410	Transfer of Property Purchased with Non-Appropriated Funds for Research at State Universities (Repealed)

SUBPART K: DISPOSITION OF LABORATORY EQUIPMENT

Section

5010.1500	Listing of Laboratory Equipment
5010.1510	Proceeds from Sales of Laboratory Equipment

SUBPART L: DISPOSITION OF HAZARDOUS MATERIAL

Section

5010.1600	Disposal of Hazardous Material
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AUTHORITY: Implementing and authorized by Sections 67.15 and 67.22 of the Civil Administrative Code of Illinois [20 ILCS 405/67.15 and 67.22] and Sections 1 through 7, 8 and 9 of the State Property Control Act [30 ILCS 605/1-7, 8 and 9].

SOURCE: Adopted at 7 Ill. Reg. 9170, effective June 22, 1983; codified at 8 Ill. Reg. 17254; emergency amendment at 11 Ill. Reg. 2909, effective January 29, 1987, for a maximum of 150 days; amended at 12 Ill. Reg. 10671, effective June 14, 1988; emergency amendment at 14 Ill. Reg. 8714, effective May 15, 1990, for a maximum of 150 days; amended at 14 Ill. Reg. 15775, effective September 17, 1990; amended at 16 Ill. Reg. 17595, effective November 9, 1992; amended at 22 Ill. Reg. 6931, effective April 6, 1998; recodified Title of the Part at 39 Ill. Reg.

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

5903; amended at 40 Ill. Reg. _____, effective _____.

SUBPART A: GENERAL

Section 5010.100 Authority (Repealed)

~~These rules are promulgated under authority of Illinois Revised Statutes, 1981, Chapter 127, paragraphs 63b13.15, 63b13.22, 133b1, 133b2, 133b3, 133b4, 133b4.1, 133b4.2, 133b4.3, 133b5, 133b6, 133b7, 133b8, 133b9, 133b9.1, 133b9.2, 133b9.3, 133b9.4, 133b9.5, 133b9.6, 133b9.7, 133b9.8, 133b9.9, 133b9.10, 133b10, 133b11 and 133b12.~~

(Source: Repealed at 40 Ill. Reg. _____, effective _____)

SUBPART B: MARKING AND INVENTORY OF STATE PROPERTY

Section 5010.210 Marking of State-Owned Equipment

- a) The agencies are responsible for marking each piece of State-owned equipment in their possession ~~to indicate that it is the property of the State of Illinois with a unique six digit identification number to be assigned by the agency holding the property.~~
- b) The ~~marking identification number~~ may be applied by using the agency's inventory decal or by indelibly marking ~~the number on~~ the property.
- c) ~~Equipment with a value of \$500 or more and equipment that is subject to theft with a value less than \$500 must be marked with a unique identification number to be assigned by the agency holding the property. Each agency is responsible for adopting policies clearly delineating categories of equipment considered to be subject to theft. The identification number shall be affixed to the property in a general area easily located by all and in no danger of being damaged.~~
 - 1) ~~The identification number may be applied by using the agency's inventory decal or by indelibly marking the number on the property.~~
 - 2) ~~The identification number shall be affixed to the property in a general area easily located by all and in no danger of being damaged.~~
 - 3) ~~When equipment consists of several pieces that are likely to be used~~

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

separately (e.g., tool sets), each piece shall be marked in a manner that the identification number is not easily removed.

- d) ~~When equipment consists of several pieces which are likely to be used separately (such as tool sets), each piece shall be marked in such a manner that the identification number is not easily removed.~~
- e)
- 1) ~~When an agency's inventory decal is used to mark equipment, equipment with a value of \$500 or more shall be marked with a distinctive form of identification selected by the holding agency and filed with the Division of Property Control.~~
 - 2) ~~All equipment regardless of value shall be clearly marked to indicate that it is the property of the State of Illinois.~~

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 5010.220 Inventory of Equipment

~~a) All equipment with an acquisition value of \$500 or more~~ and equipment that is subject to theft with a value less than \$500 must be ~~is subject to being~~ reported to CMS by the holding agency. Equipment with an acquisition value of less than \$500 that is not subject to theft is not subject to reporting; however, agencies will be responsible for establishing and maintaining internal control records over these items.

- b) ~~All items of equipment with an acquisition value of under \$500 are not required to be reported to CMS, except that all firearms, cameras, calculators, antiques, and other items subject to theft must be reported regardless of acquisition cost.~~

(Source: Amended at 40 Ill. Reg. _____, effective _____)

SUBPART H: DISPOSITION OF ELECTRONIC DATA PROCESSING EQUIPMENT

Section 5010.1210 Agencies authorized to Dispose of Surplus EDP Equipment by Sale

- a) The following agencies may dispose of surplus EDP equipment by sale:
- 1) The Department of Central Management Services.

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

- 2) Any other Illinois agency exempt from the provisions of the Illinois [Procurement Code \[30 ILCS 500\]](#)~~Purchasing Act (Ill. Rev. Stat. ch. 127, pars. 132, et seq.)~~ upon receiving permission of the Director of Central Management Services.
- b) Agencies requesting permission to sell surplus EDP equipment shall submit a request in writing to the Director of Central Management Services. No permission shall be granted unless the Director of Central Management Services finds the transaction financially advantageous to the State.
- c) The request ~~Request~~ should include:
 - 1) a general ~~General~~ description of the equipment;~~;~~
 - 2) the age and condition of the equipment;~~;~~ and
 - 3) the reason for disposal.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

NOTICE OF PROPOSED AMENDMENTS

- 1) Heading of the Part: Illinois Public Accounting Act
- 2) Code Citation: 68 Ill. Adm. Code 1420
- 3)

<u>Section Numbers:</u>	<u>Proposed Actions:</u>
1420.5	New Section
1420.10	Amendment
1420.20	Amendment
1420.25	Repeal
1420.30	Amendment
1420.35	Repeal
1420.40	Amendment
1420.50	Amendment
1420.60	Amendment
1420.70	Amendment
1420.72	New Section
1420.75	Amendment
1420.80	Amendment
1420.85	New Section
1420.90	Repeal
1420.200	New Section
- 4) Statutory Authority: Implementing the Illinois Public Accounting Act [225 ILCS 450] and authorized by Section 2105-15(7) of the Civil Administrative Code of Illinois [20 ILCS 2105/2105-15(7)]
- 5) A Complete Description of the Subjects and Issues Involved: PA 98-254, effective January 1, 2014, was the sunset reauthorization of the Act. The sunset requires changes regarding the following: (1) the qualifications required for CPA firm licensure as outlined in Section 1420.30 of the rules; (2) peer review requirements as outlined in Section 1420.75 of the rules; (3) inactive status for licenses as outlined in the newly created Section 1420.85 of the rules; and (4) the definition of "accountancy activities" which is referenced throughout the entirety of the rules.

PA 98-730 provides that any individual who is the holder of a CPA of any state who has applied to Department may perform accountancy activities and Section 1420.50 is being amended to permit this practice.

DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

NOTICE OF PROPOSED AMENDMENTS

PA 95-386 repealed Section 9.1 of the Act which allowed a temporary permit to practice; accordingly, Section 1420.35 Temporary Practice is being repealed.

All provisions referencing licensure for registered CPAs are being amended to reflect that a registration as a CPA is no longer available for new applicants as of July 1, 2012 pursuant to Section 4(d) of the Act. This includes repealing Section 1420.25 which allowed application for new registered CPA applicants, striking the fee for new registered CPA applicants in Section 1420.40, and the provision for application as a new registered CPA by endorsement in Section 1420.50.

Section 1420.05 Definitions is being added to clarify meaning of commonly used words in the rules. Section 1420.10 Experience is being amended to accurately reflect the Department's longstanding policies in analyzing the experience requirement for licensure. Section 1420.20 Application for Licensure as a CPA is being amended to allow a provision addressing "foreign accountants" pursuant to Section 5.1 of the Act. Section 1420.70 is being reorganized to increase clarity and transparency regarding continuing professional education requirements. Section 1420.72 Continuing Professional Education Sponsors is being added, which was taken from 1420.70, in order to delineate the responsibilities of CPAs versus Continuing Professional Education Sponsors. Section 1420.90 Annual Report of the Committee is repealed as the Act only requires the Illinois Board of Examiners to submit an annual report, not the Public Accountant Registration Committee.

The professional conduct rules set forth in 68 Ill. Adm. Code 1430 are no longer current. In light of this, Section 1420.200 is added to incorporate the American Institute of Certified Public Accountants Code of Professional Conduct as the State's minimum standards for professional conduct, and 68 Ill. Adm. Code 1430 is being repealed to ensure that the State of Illinois is adequately protected against unprofessional conduct within the accountancy profession.

Overall, the rules are being amended to provide consistency with the Department's regulation of various professions under Title 68 and for technical clean up.

- 6) Any published studies or reports, along with the sources of underlying data, that were used when comprising this rulemaking, in accordance with 1 Ill. Adm. Code 100.355:
None
- 7) Will this rulemaking replace any emergency rule currently in effect? No

DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

NOTICE OF PROPOSED AMENDMENTS

- 8) Does this rulemaking contain an automatic repeal date? No
- 9) Does this rulemaking contain incorporations by reference? Yes. Please see Sections 1420.72(b)(3)(A), 1420.75(b), and 1420.200.
- 10) Are there any other rulemakings pending on this Part? No
- 11) Statement of Statewide Policy Objective: This rulemaking will not require a local government to establish, expand or modify its activities in such a way as to necessitate additional expenditures from local revenues.
- 12) Time, Place and Manner in which interested persons may comment on this proposed rulemaking: Persons who wish to comment on this proposed rulemaking may submit written comments no later than 45 days after the publication of this Notice to:

Department of Financial and Professional Regulation
Attention: Craig Cellini
320 West Washington, 3rd Floor
Springfield IL 62786

217/785-0813
fax: 217/557-4451

All written comments received within 45 days after this issue of the *Illinois Register* will be considered.

- 13) Initial Regulatory Flexibility Analysis:
- A) Types of small businesses, small municipalities and not-for-profit corporations affected: Those providing public accounting services.
- B) Reporting, bookkeeping or other procedures required for compliance: Please review the proposal for revised and new requirements.
- C) Types of professional skills necessary for compliance: Public accounting skills are required for licensure.
- 14) Regulatory Agenda on which this rulemaking was summarized: July 2014

DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

NOTICE OF PROPOSED AMENDMENTS

The full text of the Proposed Amendments begins on the next page:

DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

NOTICE OF PROPOSED AMENDMENTS

TITLE 68: PROFESSIONS AND OCCUPATIONS

CHAPTER VII: DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

SUBCHAPTER b: PROFESSIONS AND OCCUPATIONS

PART 1420

ILLINOIS PUBLIC ACCOUNTING ACT

Section

1420.5	Definitions
1420.10	Experience
1420.20	Application for Licensure as a Certified Public Accountant
1420.25	Application for Licensure as a Registered Certified Public Accountant (Repealed)
1420.30	Application for Licensure as a Certified Public Accounting Firm
1420.35	Temporary Practice (Repealed)
1420.40	Fees for the Administration of the Act
1420.50	Endorsement
1420.60	Restoration
1420.70	Continuing Professional Education
1420.72	Continuing Professional Education Sponsors
1420.75	Peer Review
1420.80	Renewals
1420.85	Inactive Status
1420.90	Annual Report of the Committee (Repealed)
1420.100	Conduct of Hearings (Repealed)
1420.110	Granting Variances
1420.200	Unprofessional Conduct

AUTHORITY: Implementing the Illinois Public Accounting Act [225 ILCS 450] and authorized by Section 2105-15(7) of the Civil Administrative Code of Illinois [20 ILCS 2105/2105-15(7)].

SOURCE: Rules and Regulations for the Administration and Enforcement of the Provisions of the Illinois Public Accounting Act, effective June 30, 1975; codified at 5 Ill. Reg. 11058; amended at 5 Ill. Reg. 14171, effective December 3, 1981; emergency amendment at 6 Ill. Reg. 916, effective January 6, 1982, for a maximum of 150 days; amended at 6 Ill. Reg. 7748, effective June 15, 1982; emergency amendment at 7 Ill. Reg. 14548, effective October 13, 1983, for a maximum of 150 days; amended at 8 Ill. Reg. 6179, effective April 25, 1984; amended at 9 Ill. Reg. 5708, effective April 15, 1985; amended at 9 Ill. Reg. 8738, effective May 28, 1985; amended at 9 Ill. Reg. 13360, effective August 21, 1985; amended at 10 Ill. Reg. 20739, effective December 1, 1986; amended at 11 Ill. Reg. 18276, effective October 27, 1987;

DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

NOTICE OF PROPOSED AMENDMENTS

transferred from Chapter I, 68 Ill. Adm. Code 420 (Department of Registration and Education) to Chapter VII, 68 Ill. Adm. Code 1420 (Department of Professional Regulation) pursuant to P.A. 85-225, effective January 1, 1988, at 12 Ill. Reg. 2944; amended at 19 Ill. Reg. 16258, effective November 28, 1995; amended at 21 Ill. Reg. 15255, effective November 17, 1997; amended at 24 Ill. Reg. 14005, effective August 31, 2000; amended at 29 Ill. Reg. 9853, effective August 1, 2005; emergency amendment at 30 Ill. Reg. 16435, effective September 29, 2006; amended at 31 Ill. Reg. 3475, effective February 15, 2007; amended at 35 Ill. Reg. 1957, effective January 20, 2011; amended at 36 Ill. Reg. 14689, effective October 5, 2012; amended at 40 Ill. Reg. _____, effective _____.

Section 1420.5 Definitions

"Act" means the Illinois Public Accounting Act [225 ILCS 450].

"AICPA" means the American Institute of Certified Public Accountants.

"Board" means the Board of Examiners established under Section 2 of the Act.

"Client" means the person or entity that retains a CPA or CPA firm for the performance of accountancy activities.

"Committee" means the Public Accountant Registration and Licensure Committee appointed by the Secretary.

"CPA" means a certified public accountant who holds a license or registration issued by the Department or an individual authorized to use the CPA title under Section 5.2 of the Act.

"CPA Firm" means a sole proprietorship, corporation, registered limited liability partnership, limited liability company, partnership, professional service corporation, or any other form of organization issued a license in accordance with the Act.

"CPE" means continuing professional education.

"CPE Sponsor" means a continuing professional education sponsor as set forth in Section 1420.72.

DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

NOTICE OF PROPOSED AMENDMENTS

"Department" means the Illinois Department of Financial and Professional Regulation.

"Director" means the Director of the Department of Financial and Professional Regulation-Division of Professional Regulation.

"Division" means the Department of Financial and Professional Regulation-Division of Professional Regulation.

"NASBA" means the National Association of State Boards of Accountancy.

"PRRC" means a Peer Review Report Committee.

"Society" means the Illinois CPA Society.

(Source: Added at 40 Ill. Reg. _____, effective _____)

Section 1420.10 Experience

- a) The ~~Department of Financial and Professional Regulation-Division of Professional Regulation (Division)~~ may ~~shall~~ license ~~individuals who have received CPA certificates issued by the Board (see 23 Ill. Adm. Code 1400) and as certified public accountants~~ ~~individuals~~ who have had at least one year of full-time experience, or its equivalent, providing any type of service or advice involving the use of accounting, attest, management advisory, financial advisory, tax or consulting skills that may be gained through employment in government, industry, academia, or public practice. Applicants may only receive experience after completing the education requirements for licensure as determined by the Board (see 23 Ill. Adm. Code 1400.90).
- b) The term "year" shall be 12 months with an average of at least 20 work days per month during which the applicant was engaged in full-time employment equal to 1500 hours or more annually.
- c) If an individual works part-time for more than one year, but less than four years, and gains 2000 hours of experience, the individual has met the equivalent of "one year of full-time experience" required by subsection (a).

DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

NOTICE OF PROPOSED AMENDMENTS

- d) Verification of the experience required by this Section shall be completed and signed by an applicant's designated supervisor or the authorized agent of the employer.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 1420.20 Application for Licensure as a Certified Public Accountant

- a) An applicant for licensure as a CPA certified public accountant shall submit file an application with the Division that shall include the following to the Division:
- 1) A completed and signed application on forms provided by the Division;
 - 2)a) Certification of the issuance of a valid and unrevoked Illinois CPA certificate Certified Public Accountant (C.P.A.) Certificate, issued by the Illinois Board of Examiners; a similar CPA certification from another jurisdiction; or current registration as a CPA certified public accountant with the Division;
 - 3)b) Proof of the experience required by pursuant to Section 1420.10 of this Part;
- e) A complete work history since receipt of either the Certified Public Accountant Certificate or registration as a certified public accountant with the Division;
- 4d) The required fee set forth, specified in Section 1420.40; and
 - 5e) If the applicant's CPA certificate from the Board was issued more than 4 years prior to the application for a license as a licensed CPA under this Section, the applicant shall submit proof Proof acceptable to the Division of having completed not less than 90 hours of verifiable CPE, including 4 hours covering the subject of professional ethics continuing education, as defined in (see Section 1420.70) within of this Part, in the 3 years immediately preceding the application, if more than 4 years have elapsed since the applicant has been awarded the C.P.A. certificate required by subsection (a); and
- b f) As set forth in Section 5.1 of the Act, foreign accountants shall comply with this Section. A certification of licensure from another jurisdiction, if applicable,

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~~stating:~~

- ~~1) The date of issuance of the applicant's license;~~
- ~~2) Whether the records of the licensing authority contain any record of disciplinary action taken or pending.~~

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 1420.25 Application for Licensure as a Registered Certified Public Accountant
(Repealed)

- ~~a) Any person seeking a license as a registered certified public accountant pursuant to Section 4 (Transitional Language) of the Act shall file an application with the Division postmarked no later than June 30, 2010 on forms provided by the Division. The application shall include the following:~~
 - ~~1) Proof of a Certified Public Accountant certificate issued by the Illinois Board of Examiners or proof of similar certification from another jurisdiction with equivalent educational requirements and examination standards. The Division may rely on the determinations of the National Qualification Appraisal Service of the National Association of State Boards of Accountancy or any other qualification appraisal service, as it deems appropriate; and~~
 - ~~2) The required fee specified in Section 1420.40.~~
- ~~b) Individuals providing professional services on a temporary basis, other than those services constituting the practice of public accounting as defined in Section 8 of the Act, shall not be required to obtain registration as a registered certified public accountant so long as practice is conducted in accordance with Section 1420.35(b).~~

(Source: Repealed at 40 Ill. Reg. _____, effective _____)

Section 1420.30 Application for Licensure as a Certified Public Accounting Firm

- a) For purposes of this Section:

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- 1) "Applicant Firm" or "Firm" shall include:
 - A) A sole proprietorship, corporation, registered limited liability partnership, limited liability company, partnership, professional service corporation, partnership, corporation, limited liability company or any other form of ~~business~~ organization determined by the Division or other regulatory authority to be authorized or entitled to conduct business in this State and meeting requirements of the Act relating to the performance of accountancy activities~~practice of public accounting~~ in this State;
 - B) A public accounting unit consisting of an individual licensee operating under an assumed~~a business~~ name other than the licensee's own name, including but not limited to a business name, that contains such words as "and Company", "and Associates" or similar words indicating that others take part in the conduct of the business.
- 2) "Member" includes a partner in a partnership, officer or shareholder in a corporation, member of a limited liability company and any other person (natural or otherwise) who or ~~that which~~ is the owner of an interest in an applicant a firm and who has responsibility for accountancy activities in this State as set forth in Section 14.4 of the Act.
- b) An applicant~~A~~ firm seeking licensure shall submit:
 - 1) A completed and signed~~a~~ application on forms provided by~~to~~ the Division;
 - 2) The~~with the~~ required fee set forth in Section 1420.40; and;
 - 3) Along with one affidavit stating:
 - A)1) The name, address and license number of each member personally engaged in Illinois in the performance of accountancy activities~~practice of public accounting~~;
 - B)2) The name, address and license number of each person who shall be responsible for the proper licensure~~in charge~~ of an office of the

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firm in Illinois; and.

- C)e) ~~The~~A majority of the ownership of the firm, in terms of financial ~~interests~~interest and voting rights of all partners, officers, shareholders or; members ~~or managers~~, belongs to persons licensed or registered in some state, and that the partners, officers, shareholders or; members ~~or managers~~ whose ~~principal~~principle place of business is in this State and who perform accountancy activities~~practice public accounting~~ in this State ~~shall~~ hold a valid license issued by this State.
- c)d) Every CPA firm licensed under the Act shall notify the Division of any change in members at the time of renewal.
- d) An individual exercising the practice privilege afforded under Section 5.2 of the Act who performs services for which a CPA firm license is required under Section 5.2(d) of the Act shall not be required to obtain an individual CPA license.
- e) Effective December 31, 2016, any professional service corporation applying for licensure to practice accountancy activities in Illinois shall be issued a CPA firm license, so long as all requirements set forth in the Act and this Section are met.
- f) Effective December 31, 2018, all actively licensed professional service corporations practicing accountancy activities in Illinois shall be issued a CPA firm license under the Act, so long as all requirements of the Act and this Section are met.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 1420.35 Temporary Practice (Repealed)

- a) ~~Any person temporarily practicing public accounting (as defined in Section 8 of the Act) pursuant to this Section shall, within 30 days after commencing practice, file a notice with the Division, on forms prescribed by the Division, that shall include a self-certification stating the date the applicant's license was issued and the date of expiration, along with the fee required by Section 1420.40. This temporary permit shall be deemed a license and shall be valid for a period of one year.~~

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- b) ~~Incidental Practice~~
- 1) ~~Individuals providing professional services, other than those services constituting the practice of public accounting as defined in Section 8 of the Act, shall not be required to obtain this temporary practice permit or obtain registration as a registered certified public accountant so long as:~~
- A) ~~the individual is lawfully practicing in another state;~~
- B) ~~the professional services provided in this State are incidental to practice in another state; and~~
- C) ~~the individual does not solicit Illinois clients, maintain a physical presence in Illinois, or maintain clients in Illinois that are not incidental to practice in another state.~~
- 2) ~~Practice in this State is "incidental" to practice in another state if it is a continuation or extension of an engagement or client relationship originating in another state.~~

(Source: Repealed at 40 Ill. Reg. _____, effective _____)

Section 1420.40 Fees ~~For the Administration of the Act~~

~~The following fees shall be paid to the Division for the functions performed by the Division under the Act and shall be non-refundable:~~

- a) The fee for application as a licensed CPA ~~certified public accountant~~ is \$120;
- b) ~~The fee for application as a registered certified public accountant is \$90;~~
- be) The fee for renewal of a license as a licensed CPA ~~certified public accountant~~ is \$40 per year;
- cd) The fee for renewal of a license as a registered CPA ~~certified public accountant~~ is \$30 per year;
- de) The fee for a license as a CPA firm ~~engaged in public accounting~~ is \$120;

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- ~~ef)~~ The fee for renewal of a license as a CPA firm ~~engaged in public accounting~~ is \$40 per year;
- ~~fg)~~ The fee for restoration of a license from inactive status is the current renewal fee;
- ~~gh)~~ The fee for restoration of a license as a licensed CPA, registered CPA, CPA firm, or CPE sponsor, other than from inactive status, is \$50 plus all lapsed renewal fees, not to exceed \$260;
- ~~hi)~~ The fee for certification of a licensee's record is \$20;
- ~~ij)~~ The fee for a duplicate or replacement license is \$20;
- ~~jk)~~ The fee for a wall certificate is the cost of production;
- ~~kl)~~ The fee for change of name or address on a licensee's record, other than during renewal, is \$20;
- ~~m)~~ ~~The processing fee for temporary registration to practice public accounting within Illinois is \$50 for one year;~~
- ~~ln)~~ The fee for a roster of licensed and/or registered CPA ~~certified public accountants~~ shall be the actual cost of producing such a roster. ~~Actual roster cost shall equal (total number of licensees in list requested) times the multiplier (cost of paper), plus fixed costs (such as personnel, handling and forms);~~
- ~~me)~~ The fee for application to be a CPE sponsor ~~is of approved continuing education courses shall be~~ \$150. Publicly supported colleges, universities and governmental agencies located in Illinois are exempt from payment of fees for CPE ~~continuing education~~ sponsor application ~~registration~~ and renewal;
- ~~np)~~ The renewal fee for CPE sponsors ~~of CPE~~ shall be \$150 per year.;
- ~~q)~~ ~~Upon request, one copy of the Act and Rules will be provided free of charge. Additional copies may be obtained for one dollar per copy.~~

(Source: Amended at 40 Ill. Reg. _____, effective _____)

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Section 1420.50 Endorsement

- a) Any person currently licensed in another jurisdiction who desires to obtain a license as a licensed ~~CPA certified public accountant~~ by endorsement shall ~~submit; file an~~
- 1) ~~A completed and signed~~ application ~~on forms provided by~~ with the Division; ~~together with:~~
 - 2) ~~+~~ Certification from the jurisdiction of original licensure of the issuance of ~~an a valid and~~ unrevoked license ~~or permit~~ showing the applicant possesses qualifications substantially equivalent to this State's current licensing requirements ~~and whether the records of the licensing authority contain any record of disciplinary action taken or pending~~. If the qualifications by which an individual was licensed were not substantially equivalent, after passing the examination upon which ~~the his or her~~ license ~~or other permit~~ to practice was based, an applicant shall have not less than 4 years of experience in the ~~performance of accountancy activities~~ ~~practice of public accounting~~ within the 10 years immediately preceding the date of application;
 - 3) ~~2)~~ ~~Certification~~ ~~A certification~~ from the jurisdiction of current licensure ~~in which he/she is licensed~~ stating:
 - A) The date of issuance of the applicant's license;
 - B) Whether the records of the licensing authority contain any record of disciplinary action taken or pending; ~~and~~
 - 3) ~~A complete work history since obtaining original licensure or other permit to practice; and~~
 - 4) The required fee ~~set forth~~ ~~specified~~ in Section 1420.40.
- b) ~~Any person currently certified or licensed in another jurisdiction who desires to obtain a license as a registered certified public accountant by endorsement shall file an application with the Division, together with:~~

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- 1) ~~Certification from the jurisdiction of original certification or licensure of the issuance of a valid and unrevoked license or permit showing the applicant possesses qualifications substantially equivalent to the State's current licensing requirements;~~
 - 2) ~~A certification from the jurisdiction in which he/she is currently licensed stating:~~
 - A) ~~The date of issuance of the applicant's license;~~
 - B) ~~Whether the records of the licensing authority contain any record of disciplinary action taken or pending;~~
 - 3) ~~The required fee specified in Section 1420.40.~~
- b)e) In determining the substantial equivalency of any state's requirements to Illinois' requirements, the Division may rely on the determinations of ~~NASBA~~the National Qualification Appraisal Service of the National Association of State Boards of Accountancy or such other qualification appraisal service as it deems appropriate.
- c) Letter of Authorization
- 1) In accordance with Section 14.2(d) of the Act, a letter of authorization may be issued to the applicant upon receipt of the following:
 - A) A completed and signed application on forms provided by the Division;
 - B) The required fee set forth in Section 1420.40; and
 - C) Certification from a jurisdiction of current licensure stating the date of issuance of the applicant's license and whether the records of the licensing authority contain any record of disciplinary action taken or pending.
 - 2) The letter of authorization shall allow the applicant to perform accountancy activities as set forth in Section 8.05 of the Act for no longer than 6 months, or until denial of the application by the Department if sooner. Any individual performing accountancy activities under this

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subsection (c) shall be subject to discipline as if fully licensed under the Act.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 1420.60 Restoration

- a) A person seeking restoration of a license as a registered CPA, ~~certified public accountant~~, after it has expired or been placed on inactive status for 5 years or more, shall submit; file
- 1) a completed and signed~~an~~ application for restoration on forms provided by~~with~~ the Division; and, ~~together with~~
 - 2) the required fee set forth~~specified~~ in Section 1420.40 ~~of this Part~~.
- b) A person seeking restoration of a license as a licensed CPA, ~~certified public accountant~~, after it has expired or been placed on inactive status for 5 years or more, shall submit; file
- 1) a completed and signed~~an~~ application on forms provided by~~with~~ the Division; ~~together with~~
 - 2) the required fee set forth~~specified~~ in Section 1420.40; ~~of this Part and~~
 - 3) proof of required CPE~~120 hours of continuing education~~ as set forth~~defined~~ in Section 1420.70 ~~of this Part~~ in the 3 years immediately preceding the application for restoration; and. ~~Not less than 4 hours of the 120 hours shall be courses covering the subject of professional ethics.~~
 - 4) One~~The applicant shall also submit one~~ of the following:
 - A) 1) Verification~~One verification~~ of employment completed by an employer, co-worker or client; ~~or~~
 - 2) Proof of active practice in another jurisdiction. ~~Such evidence shall include a statement from the appropriate board or licensing authority in the other jurisdiction that the licensee was authorized to practice during the term of said active practice; or~~

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- ~~B)3)~~ Verification of employment and certification~~Certification~~ of licensure from the licensing authority, stating the dates of licensure and whether the records of the licensing authority contain any record of disciplinary action taken or pending; ~~or~~
- ~~C)4)~~ Verification~~One verification~~ of employment attesting to the applicant's performance of accountancy activities~~practice of public accounting~~ in a jurisdiction where licensure is not required; ~~or~~
- ~~D)5)~~ An affidavit attesting to military service as provided in Section 17.1 of the Act; or
- ~~E)6)~~ Other proof acceptable to the Division of the applicant's fitness to have the license restored.
- c) Individuals who held a license in Illinois as a certified public accountant less than 3 years are not required to complete the minimum 4 hours in professional ethics.
- d) A person seeking restoration of a license that has expired or been placed on inactive status for less than 5 years shall have the license restored upon payment of the required fee set forth~~as specified~~ in Section 1420.40. A licensed CPA~~certified public accountant~~ must also submit proof of completion~~120 hours of CPE continuing education~~ as set forth~~defined~~ in Section 1420.70 ~~of this Part~~. The CPE hours must have been obtained within the 3 years immediately preceding application for restoration. However, any licensee whose license expired while in military service as set forth~~provided~~ in Section 17.1 of the Act shall be excused from the payment of any lapsed renewal fees if application for restoration is made within 2 years after~~of~~ termination of that~~such~~ service.
- e) Any person seeking restoration of a license within 2 years after honorable discharge from military service as set forth ~~in~~ pursuant to Section 17.1 of the Act will be required to pay only the current renewal fee and will not be required to submit proof of meeting the CPE~~continuing education~~ requirements.
- f) When the accuracy of any submitted documentation or the relevance or sufficiency of the course work or experience is questioned by the Division because of lack of information, discrepancies, ~~or~~ conflicts in information given, or a need for clarification, the licensee seeking restoration of a license will be

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requested to: ~~1) provide such information as may be necessary; and/or 2) appear for an interview before the Committee to explain such relevance or sufficiency, clarify information or clear up any discrepancies or conflicts in information.~~

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 1420.70 Continuing Professional Education

- a) Continuing Professional Education Hour Requirements
- 1) In order to renew a license as a licensed CPA, a licensed CPA shall complete 120 hours of CPE every three year renewal period. Of the 120 hours, at least 4 hours shall be courses covering the subject of professional ethics. A licensed CPA is exempt from CPE requirements for the first renewal following the original issuance of the license.
 - 2) A registered CPA is exempt from CPE requirements.
 - 3) Credit Hours
Each approved CPE course, program or activity shall be measured by program length, with one 50 minute period equal to one CPE credit. One-half CPE credits (equal to 25 minutes) are permitted after the first credit has been earned in a given learning activity. Courses that are part of the curriculum of a university, college or other educational institution shall be awarded CPE course credit at the rate of 15 credit hours for each semester hour, or 10 credit hours for each quarter hour of school credit awarded.
 - 4) CPE credit will be allowed for programs or courses taken toward the satisfaction of CPE requirements in other states. ~~Approved continuing professional education (CPE) course, program or activity, as used in this Part, shall mean a professional development activity that complies with subsection (d) of this Section. In addition, courses sponsored or approved by other states or other state CPA societies shall be considered approved.~~
- b) Approved CPE
- 1) CPE is professional development activities that are formal and informal learning opportunities contributing directly to a CPA's knowledge, ability or competence to perform professional responsibilities. CPE may be

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~~verifiable or nonverifiable, as set forth in subsections (b)(3) and (4). Recognized educational or professional sponsor (sponsor), as used in this Part, shall mean:~~

- ~~1) The American Institute of Certified Public Accountants (AICPA);~~
 - ~~2) The Illinois CPA Society/Foundation (ICPAS/F);~~
 - ~~3) A university or college approved by its governing board in the State of Illinois, or equivalent public authority governing board if in another jurisdiction, to award accounting degrees; or~~
 - ~~4) The National Association of State Boards of Accountancy (NASBA) and persons, firms, associations, corporations or other groups that are members of NASBA's National Registry of CPE Sponsors or Quality Assurance Service (QAS) Program.~~
- e) ~~Any other person, firm, association, corporation or other group responsible for coordination and presentation of a CPE course or program that wishes to become a recognized sponsor shall comply with subsection (1).~~
- d) ~~Professional development activities are formal and informal learning opportunities that contribute directly to a certified public accountant's knowledge, ability or competence to perform his/her professional responsibilities. These activities may be verifiable or non-verifiable. Verifiable activities, as used in this Part, shall mean learning opportunities that comply with subsection (f). Non-verifiable activities, as used in this Part, shall mean learning opportunities that comply with subsection (h).~~
- 2)e) ~~CPE~~ Selection of professional development activities should address a licensee's ~~the CPA's~~ current and future work environment, current knowledge and skills level, and desired or needed additional competencies to meet future opportunities and/or professional responsibilities. Courses, programs or activities shall include as their subject matter one or more of the following fields of study:
- ~~A)1)~~ Accounting
 - ~~B)2)~~ Accounting (Governmental)

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- C)3) Administrative Practice
- D)4) Auditing
- E)5) Auditing (Governmental)
- F)6) Behavioral Ethics
- G)7) Business Law
- H)8) Business Management & Organization (including practice development)
- I)9) Communications
- J)10) Computer Science
- K)11) Economics
- L)12) Finance
- M)13) Management Advisory Services
- N)14) Marketing
- O)15) Mathematics
- P)16) Personal Development (e.g., principle-centered leadership, career planning, time management)
- Q)17) Personnel/HR
- R)18) Production
- S)19) Regulatory Ethics
- T)20) Social Environment of Business

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~~U)21)~~ Specialized Knowledge and Applications

~~V)22)~~ Statistics

~~W)23)~~ Taxes

3) Verifiable CPE is objectively confirmed by a CPE sponsor, including, but not limited to, attending, developing, teaching or presenting CPE.

A) Verifiable CPE shall:

- i) be developed and presented by persons with education and/or experience in the subject matter of the CPE to ensure compliance with the standards stated in this Section and Section 1420.72;
- ii) include some mechanism by which the participants evaluate the quality of the program;
- iii) specify the course objectives, level of knowledge necessary for, and prerequisites to, enrollment, if any, course content, any necessary advance preparation, teaching methods to be used, and the number of CPE hours that will be earned;
- iv) provide each participant with a certificate or other proof of attendance that must include the name, address and authorized signature of the approved sponsor, the name and address of the participant, the title of the course, the number of hours actually attended in each topic, and the date the CPE was given. CPE sponsors shall also provide each participant with an outline of the subject matter. If the CPE sponsor is a CPA firm licensed under the Act, and the CPE is given in a CPA firm, the sponsor will not be required to provide certificates of attendance to the employees of the CPA firm attending the CPE, but must maintain an attendance log containing an authorized signature of the CPA firm; and
- v) include the following self-study CPE:

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- Interactive self-study CPE using interactive learning methodologies that simulate the classroom learning process by employing computer software, other technology or administrative systems that provide significant, ongoing, interactive feedback to the learner regarding the learning process. Interactive self-study CPE shall qualify for full credit. Internet-based live programs (concurrent simulcasts of group live programs or webcasts) are treated as "live" programs and not interactive self-study CPE.

 - Noninteractive self-study CPE that does not employ interactive features. Examples include videos, books and audiotapes for which the participant must complete and submit an examination for grading without knowledge of which questions are answered incorrectly or why. Credit hours for noninteractive self-study CPE shall be allowed on the basis of one-half of the average completion time determined by the sponsor. Noninteractive self-study CPE shall qualify if it meets all other requirements of this Section and Section 1420.72, it indicates average completion time on the course material, and it provides some mechanism or process by which to provide evidence of satisfactory completion by the licensee beyond certification by the licensee. In no case shall credit for noninteractive self-study CPE be given for more than 60 hours during any renewal period. Additionally, not more than 80 hours during any renewal period may consist of a combination of interactive and noninteractive self-study CPE.
- B) A licensee who serves as an instructor, speaker or discussion leader of an approved provider will be allowed CPE credit for actual presentation time, plus actual preparation time of up to 2 hours for each hour of presentation. Time shall not be allowed for repetitious presentations of the same CPE. In no case shall credit

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for actual time of presentation and preparation be given for more than 60 hours during any renewal period.

- C) CPE credit will be allowed for actual authorship of published articles and books, provided the subject matter of the article or book complies with this Section and Section 1420.72. CPE credit shall be allowed for actual time spent in writing or researching, but in no case shall credit for authorship of published articles or books be given for more than 30 hours during any renewal period.
- D) Acceptable evidence of completion of verifiable CPE includes:
- i) For live group CPE or live internet-based CPE, other than in-firm CPE, a certificate or other verification supplied by the CPE sponsor.
 - ii) For self-study CPE, a certificate supplied by the CPE sponsor after satisfactory completion of an examination.
 - iii) For instruction credit, a certificate or other verification supplied by the CPE sponsor.
 - iv) For a university or college course that is successfully completed for credit, a record or transcript of the grade the participant received.
 - v) For a university or college noncredit course, a certificate of attendance issued by a representative of the university or college.
 - vi) For published articles, books or development/review of CPE, a copy of the publication (or in the case of a CPE program, course development documentation) that names the writer or author or contributor, a statement from the writer supporting the number of CPE hours claimed, and the name and contact information of the independent reviewers or publisher.

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- 4) Nonverifiable CPE is independent or informal learning activities that may not be independently confirmed by a CPE sponsor.
- A) Nonverifiable CPE includes the following:
- i) Attendance at CPE coordinated and presented by a person, CPA firm, association, corporation or group, other than a recognized CPE sponsor;
 - ii) Participation and work on technical committees of an international, national or state professional association or member organization;
 - iii) Professional reading of published materials that does not provide a certificate of completion or an assessment process; or
 - iv) Consultation with outside experts or research in a subject area new to the licensee (e.g., how to report discontinued operations) or when regulations or standards have changed (e.g., accounting for leases). Credit may not be claimed for repeat consultations or research in the same subject area when regulations or standards have not changed significantly.
- B) Acceptable evidence for completion of nonverifiable CPE shall include all of the following:
- i) For CPE coordinated and presented by a person, CPA firm, association, corporation or group, other than a recognized CPE sponsor, acceptable evidence shall include a certificate or other verification if supplied by the program sponsor. Acceptable evidence must include copies of the course agenda, program materials or other documents attributable to the learning activity.
 - ii) For CPE listed in subsections (b)(4)(A)(ii) through (iv), acceptable evidence must include all of the following:

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- The nature of the CPE (e.g., research topic or specific new competency acquired) and the source;
 - The dates on which the CPE was undertaken;
 - The number of hours attributed to the CPE;
 - Details of the relevance of the CPE to the participant's current or future professional development; and
 - Copies of consultation memorandums, minutes or other documents attributed to the CPE.
- C) Not more than 10 hours shall be claimed for each of the nonverifiable activities listed in subsections (b)(4)(A)(ii) through (iv) during any renewal period. Not more than 60 hours during any renewal period may consist of a combination of all nonverifiable activities defined in subsection (b)(4).
- 5) Not more than 24 hours during any renewal period may consist of personal development CPE.
- c) Licensees with an address of record outside of Illinois who are actively licensed as a CPA by the state in their address of record shall be considered compliant with the CPE requirements of this Section if the licensee has complied with the CPE renewal requirements of the state in their address of record, so long as the licensee has completed 120 hours of CPE during the Illinois renewal cycle.
- d) The Division may periodically audit CPE course information submitted by licensees.
- e) Waiver of CPE Requirements
- 1) Any renewal applicant seeking renewal of a license without having fully complied with these CPE requirements shall submit to the Division a renewal application, the required fee set forth in Section 1420.40, a statement setting forth the facts concerning noncompliance and a request for waiver of the CPE requirements on the basis of these facts. A request

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for waiver shall be made prior to the renewal date. If the Division finds from such affidavit or any other evidence submitted that extreme hardship has been shown for granting a waiver, the Division shall waive enforcement of CPE requirements for the renewal period for which the applicant has applied.

- 2) Extreme hardship shall be determined on an individual basis and is defined as an inability to devote sufficient hours to fulfilling the CPE requirements during the applicable prerenewal period because of:
 - A) Full-time service in the armed forces of the United States of America during a substantial part of the prerenewal period;
 - B) An incapacitating illness documented by a statement from a currently licensed physician; 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, as set forth in this Section and Section 1420.72, shall be deemed to be in good standing until the final decision on the application is made by the Division.
- f) ~~Verifiable activities are learning opportunities that can be objectively confirmed by a program sponsor, including, but not limited to, attending, developing, teaching or presenting formal programs or courses. These activities will qualify if they meet the following minimum requirements:~~
 - 1) ~~All courses and programs shall be developed and presented by persons with education and/or experience in the subject matter of the program to ensure compliance with the standards stated in this Section.~~
 - 2) ~~All programs must include some mechanism by which the participants evaluate the over-all quality of the program.~~
 - 3) ~~All courses and programs shall specify the course objectives, level of knowledge necessary for, and prerequisites to enrollment, if any, course content, any necessary advance preparation, teaching methods to be used, and the number of CPE hours that will be earned.~~

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- 4) ~~An interactive self-study course or program is a program that uses interactive learning methodologies that simulate the classroom learning process by employing computer software, other technology or administrative systems that provide significant, ongoing, interactive feedback to the learner regarding his or her learning process. Interactive self-study courses or programs shall qualify for full credit.~~
- 5) ~~A non-interactive self-study course or program is a program that does not employ interactive features. Examples include videos, books and audiotapes for which the participant must complete and submit an examination for grading without knowledge of which questions are answered incorrectly or why. Credit hours for non-interactive self-study courses or programs shall be allowed on the basis of one-half of the average completion time determined by the sponsor.~~
- 6) ~~The sponsors of all courses and programs shall provide each participant with a certificate or other proof of attendance that must include the name and address of the sponsor, the name and address of the participant, the title of the course, the number of hours actually attended in each topic, and the date the course or program was given. The sponsors shall also provide each participant with an outline of the course subject matter. If the sponsor is a public accounting firm licensed under the Act, and the course is given in-firm, the sponsor will not be required to provide certificates of attendance to the employees of the firm attending the course.~~
- g) Acceptable evidence of completion of verifiable activities shall include the following:
 - 1) ~~For live group programs or live internet-based programs, other than in-firm courses or programs, a certificate or other verification supplied by the program sponsor.~~
 - 2) ~~For self-study programs, a certificate supplied by the program sponsor after satisfactory completion of an examination.~~
 - 3) ~~For instruction credit, a certificate or other verification supplied by the program sponsor.~~

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- 4) ~~For a university or college course that is successfully completed for credit, a record or transcript of the grade the participant received.~~
- 5) ~~For a university or college non-credit course, a certificate of attendance issued by a representative of the university or college.~~
- 6) ~~For published articles, books or development/review of CPE programs:~~
 - A) ~~a copy of the publication (or in the case of a CPE program, course development documentation) that names the writer or author or contributor;~~
 - B) ~~a statement from the writer supporting the number of CPE hours claimed; and~~
 - C) ~~the name and contact information of the independent reviewers or publisher.~~
- h) ~~Non-verifiable activities are independent or informal learning activities that may not be independently confirmed by a recognized educational or professional sponsor. The following non-verifiable activities shall qualify for CPE credit:~~
 - 1) ~~Attendance at programs or courses coordinated and presented by a person, firm, association, corporation or group, other than a recognized educational or professional sponsor.~~
 - 2) ~~Participation and work on technical committees of an international, national or state professional association or member organization.~~
 - 3) ~~Professional reading of published materials that does not provide a certificate of completion or an assessment process.~~
 - 4) ~~Consultation with outside experts or research in a subject area new to the licensee (e.g., how to report discontinued operations) or when regulations or standards have changed (e.g., accounting for leases). Credit may not be claimed for repeat consultations or research in the same subject area when regulations or standards have not changed significantly.~~

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- i) ~~Acceptable evidence for completion of non-verifiable activities shall include the following:~~
- 1) ~~For programs or courses coordinated and presented by a person, firm, association, corporation or group, other than a recognized educational or professional sponsor, acceptable evidence may include a certificate of other verification supplied by the program sponsor. If a certificate or other verification is not available, acceptable evidence shall include copies of the course agenda, program materials, or other documents attributable to the learning activity.~~
 - 2) ~~For activities listed in subsections (h)(2) through (h)(4), acceptable evidence shall include the following:~~
 - A) ~~The nature of the activity (e.g., research topic or specific new competency acquired) and the source.~~
 - B) ~~The dates on which the learning activity was undertaken.~~
 - C) ~~The number of hours attributed to the learning activity.~~
 - D) ~~Details of the relevance of the learning activity to the participant's current or future professional development.~~
 - E) ~~Copies of consultation memorandums, minutes or other documents attributed to the learning activity.~~
- j) ~~Credit Hours – Each approved CPE course, program, or activity shall be measured by program length, with one 50 minute period equal to one CPE credit. One-half CPE credits (equal to 25 minutes) are permitted after the first credit has been earned in a given learning activity. Courses that are part of the curriculum of a university, college or other educational institution shall be awarded CPE course credit at the rate of 15 credit hours for each semester hour, or 10 credit hours for each quarter hour of school credit awarded.~~
- 1) ~~A licensee who serves as an instructor, speaker or discussion leader of an approved course will be allowed CPE course credit for actual presentation time, plus actual preparation time of up to 2 hours for each hour of presentation. Preparation time shall not be allowed for repetitious~~

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~~presentations of the same course, and will only be allowed for additional study or research. In no case shall credit for actual time of presentation and preparation be given for more than 60 hours during any renewal period.~~

- ~~2) CPE course credit will be allowed for actual authorship of published articles, books and development/review of CPE programs, provided the subject matter of the article, book or development/review of CPE program complies with this Section. CPE course credit shall be allowed for actual time spent in writing or researching, but in no case shall credit for authorship of published articles, books or development/review of CPE programs be given for more than 30 hours during any renewal period.~~
- ~~3) A non-interactive self-study course or program shall qualify if it meets all other requirements of this Section, it indicates average completion time on the course material, and it provides some mechanism or process by which to provide evidence of satisfactory completion by the licensee beyond certification by the licensee. In no case shall credit for non-interactive self-study courses or programs be given for more than 60 hours during any renewal period.~~
- ~~4) In addition to the limitations stated in subsection (j)(3), not more than 80 hours during any renewal period may consist of a combination of interactive and non-interactive self-study courses or programs.~~
- ~~5) Not more than 10 hours shall be claimed for each of the non-verifiable activities listed in subsections (h)(2) through (h)(4) during any renewal period.~~
- ~~6) In addition to the limitations stated in subsection (j)(5), not more than 60 hours during any renewal period may consist of a combination of all non-verifiable activities defined in subsection (h).~~
- ~~7) In no case shall credit from personal development courses or programs be given for more than 24 hours during any renewal period.~~
- ~~8) CPE course credit will be allowed for programs or courses taken toward the satisfaction of continuing education requirements in other states.~~

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- k) ~~Recognized educational or professional sponsors, as specified in subsection (b), shall be approved upon filing a sponsor application with the Division and payment of the required fee set forth in Section 1420.40. Such filing shall not prevent the Division from requiring additional information to ensure full and continued compliance with the statute and this Part. The Division will require the added information when it has reason to believe that there is not full and continued compliance with the statute and this Part and the additional information is necessary to ensure compliance.~~
- l) ~~All other sponsors shall be approved upon application to the Division, payment of the required fee set forth in Section 1420.40 and submission to the Division of the following additional certification:~~
- 1) ~~That all courses and programs offered by the sponsor for CPE course credit will comply with this Section;~~
 - 2) ~~That the sponsor will be responsible for verifying attendance at each course or program and will maintain attendance records for not less than five years; and~~
 - 3) ~~That, upon request by the Division, the sponsor will submit evidence necessary to establish compliance with the requirements of this Section. That evidence will be requested when the Division has reason to believe that there is not full and continued compliance with the statute and this Part and that the information is necessary to ensure compliance.~~
- m) ~~Upon failure of any sponsor to comply with the requirements of this Section, the Division shall issue a written notification to the sponsor that it must remedy its non-compliance prior to providing further approved courses.~~
- n) ~~All sponsor approvals shall expire December 31 of each year and may be renewed by submitting a renewal application and the required fee set forth in Section 1420.40.~~
- o) ~~The Division shall periodically audit CPE course information submitted by applicants to verify the information, and shall verify the information upon receipt of a written complaint or allegation that a particular applicant or group of applicants has not fully complied with the requirements of the Act or this Part.~~

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- ~~p) Any approved sponsor's courses shall be disapproved if the sponsor fails or refuses to provide information to the Division for ascertaining compliance with this Part as specified in subsections (k) and (l).~~

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 1420.72 Continuing Professional Education Sponsors

- a) CPE may be earned for verified attendance at or participation in any course or program given or approved by one of the following:
- 1) AICPA;
 - 2) Illinois CPA Society/Foundation;
 - 3) A university or college approved by its governing board in the State of Illinois, or equivalent public authority governing board if in another jurisdiction, to award accounting degrees;
 - 4) CPE sponsored by, or approved by, other states or other state CPA societies;
 - 5) A person, CPA firm, association, corporation or any other group that applies pursuant to subsection (b) and has been licensed and authorized by the Division to coordinate and present CPE; or
 - 6) NASBA and persons, CPA firms, associations, corporations or other groups that are members of NASBA's National Registry of CPE Sponsors or Quality Assurance Service Program.
- b) An entity seeking a CPE sponsor license, including those set forth in subsections (a)(1) through (5), shall submit:
- 1) A completed and signed application on forms provided by the Division;
 - 2) The required fee set forth in Section 1420.40, with the exception of CPE sponsors set forth in subsection (a)(3);
 - 3) Certification that:

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- A) All CPE offered by the sponsor for CPE credit will comply with this Section and Section 1420.70;
 - B) The CPE sponsor will verify attendance at all CPE and will maintain attendance records for not less than five years; and
 - C) Upon request by the Division, the sponsor will submit evidence necessary to establish compliance with the requirements of Section 1420.70 and this Section.
- c) Upon failure of any CPE sponsor to comply with the requirements of Section 1420.70 and this Section, the Division shall issue a written notification to the CPE sponsor that it must remedy its noncompliance prior to providing further CPE.
- d) CPE sponsors' CPE may be disapproved if the CPE sponsor fails to provide information to the Division.

(Source: Added at 40 Ill. Reg. _____, effective _____)

Section 1420.75 Peer Review

- a) Establishment of Peer Review Program
- 1) Pursuant to Section 16(e) of the ~~Illinois Public Accounting Act (Act)~~, the Division establishes a Peer Review Program to monitor a CPA firm's and sole practitioner's compliance with applicable accounting, auditing and other attestation standards adopted by generally recognized standard-setting bodies. The program may include education, remediation, disciplinary sanctions or other corrective action in which performance does not comply with professional or regulatory standards.
 - 2) The Division shall not require any CPA firm or sole practitioner to become a member of any Peer Review Administrator.
- b) Standards for Peer Reviews
- The Division adopts the ~~American Institute of Certified Public Accountants (AICPA)~~ Standards for Performing and Reporting on Peer Reviews (~~20152009~~, no later amendments or editions apply) and related Interpretations (~~20152009~~, no

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later amendments or editions apply), 1211 Avenue of the Americas, New York NY 10036-8775, for reviews commencing on or after January 1, 2009, and, for public company audit firms, the firm inspection standards required under the Sarbanes-Oxley Act of 2002 (SOX) (18 USC 7201 et seq.), as its minimum standards for review.

- c) Peer Review Administrators
- 1) The Division, upon recommendation of the ~~Public Accountant Registration Committee~~ (Committee), approves as a Qualified Peer Review Administrator the AICPA, ~~the~~ AICPA National Peer Review Committee, the ~~Illinois CPA~~-Society, other state CPA societies, and other organizations that are fully involved in the administration of the AICPA Peer Review Program, the National Conference of CPA Practitioners (NCCPAP), and the Public Company Accounting Oversight Board (PCAOB).
 - 2) A Peer Review Administrator not listed in subsection (c)(1) shall ~~submit~~make an application to the Division, on forms ~~provided~~prepared by the Division, to receive authorization to act as a Peer Review Administrator.
 - 3) To qualify as a Peer Review Administrator, an entity must annually submit a peer review plan of administration to the Division for review and approval. The plan of administration must:
 - A) establish a ~~Peer Review Report Committee~~ (PRRC), and subcommittees as needed, and provide professional staff as needed for the operation of the peer review program;
 - B) establish a program to communicate to CPA firms and sole practitioners participating in the peer review program the latest developments in peer review standards and the most common findings in the peer reviews conducted by the Peer Review Administrator;
 - C) establish procedures for resolving any disagreement that may arise out of the performance of a peer review;

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- D) establish procedures to resolve matters that may lead to the dismissal of a CPA firm or sole practitioner from the peer review program;
 - E) establish procedures to evaluate and document the performance of each reviewer, which may lead to the disqualification of a reviewer who does not meet the AICPA standards;
 - F) require the maintenance of records of peer reviews conducted under the program in accordance with the record retention rules of the AICPA; and
 - G) provide reports on the results of the peer review program to the Division upon request.
- 4) A Peer Review Administrator shall submit its plan of administration on forms ~~provided~~prepared by the Division. Peer Review Administrators set forth~~listed~~ in subsection (c)(1) are exempt from the plan of administration submission requirements.
- 5) A Peer Review Administrator is subject to oversight by the Division for the purpose of carrying out the provisions of the Act.
- d) Enrollment and Participation
- 1) For renewals on or after July 1, 2012, satisfactory completion of a peer review is required as a condition for renewal of a license for each CPA firm or sole practitioner who performs accountancy activities outlined in Section 8.05(a)(1)~~provides services requiring a license under Section 8~~ of the Act. For purposes of this Section, satisfactory completion shall be defined as follows:
- A) Peer reviews of CPA firms and sole practitioners that are accepted by the PRRC without remedial or corrective actions shall be considered completed when accepted.
 - B) Peer reviews of CPA firms and sole practitioners that are accepted by the PRRC subject to any identified remedial or correction actions shall be considered accepted on the date the CPA firm or

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sole practitioner signs an acceptance letter from the PRRC agreeing to complete the remedial or corrective actions and shall be considered completed when the [CPA](#) firm or sole practitioner completes the remedial or corrective actions to the satisfaction of the PRRC. The Division may grant renewal of a [CPA](#) firm's or sole practitioner's license upon the acceptance of its peer review, rather than upon the completion of its peer review.

- C) Pursuant to Section 16(g) of the Act, the Division may hold a hearing for any [CPA](#) firm or sole practitioner that fails to satisfactorily complete a peer review or comply with any remedial or corrective actions determined necessary by the PRRC.
- 2) Each [CPA](#) firm or sole practitioner required to participate under Section 16(e) of the Act shall enroll in the program of an approved Peer Review Administrator and shall comply with the review due date assigned by an approved Peer Review Administrator. It is the responsibility of the [CPA](#) firm or sole practitioner required to complete a peer review to schedule and satisfactorily complete a peer review prior to the expiration date set for renewal. Failure to schedule a peer review with an approved Peer Review Administrator in sufficient time to enable the Peer Review Administrator to accept the review, as determined by the Peer Review Administrator, by the renewal date shall not constitute an excuse for failure to satisfactorily complete the peer review required for renewal.
- 3) The Division may accept extensions granted by the Peer Review Administrator to complete a review, ~~provided the Division is notified by the firm or sole practitioner within 20 days after the date that an extension is granted.~~ Extensions exceeding 3 months beyond the original due date established by the Peer Review Administrator must be approved by the Division and only for reasonable cause. Reasonable cause shall be determined on an individual basis by the Division and be defined as an inability to fulfill the peer review requirements during the applicable prerenewal period due to:
- A) full-time service by a sole practitioner in the [Armed Forces](#)~~armed forees~~ of the United States of America during a substantial part of the prerenewal period;

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- B) a temporary incapacitating illness of a sole practitioner documented by a statement from a currently licensed physician;
 - C) undue hardship (prolonged hospitalization, family illness, [CPA](#) firm dissolution or reorganization); or
 - D) any other similar extenuating circumstances.
- 4) A [CPA](#) firm or sole practitioner may choose from among the list of Qualified Peer Review Administrators in subsection (c) to administer its peer review; but must comply with all requirements of the Peer Review Administrator with which it is enrolled.
 - 5) A [CPA](#) firm or sole practitioner choosing to change to another Peer Review Administrator may do so provided that the [CPA](#) firm or sole practitioner authorizes the previous Peer Review Administrator to communicate to the succeeding Peer Review Administrator any outstanding corrective actions related to the [CPA](#) firm's or sole practitioner's most recent review. Any outstanding actions must be cleared and the peer review satisfactorily completed in accordance with subsections (d)(1)(A) and (B) prior to transfer between Peer Review Administrators.
 - 6) An out-of-state [CPA](#) firm practicing in this State pursuant to a practice privilege provided for in Section 5.2(d) of the Act must comply with the peer review program of the state in which the [CPA](#) firm is licensed.
 - 7) An out-of-state [CPA](#) firm practicing in this State pursuant to a practice privilege provided for in Section 5.2(d) of the Act from a state without a peer review program must comply with the peer review requirements set forth in Section 16(e) of the Act.
 - 8) An out-of-state [CPA](#) firm practicing in this State pursuant to a practice privilege provided for in Section 5.2(d) of the Act must submit proof of satisfactory completion of a peer review (or equivalent) ~~and the out-of-state firm shall submit documentation of the satisfactory completion of a peer review~~ at the request of the Division.

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- 9) In the event a CPA firm's or sole practitioner's practice is sold, dissolved or merged with the practice of one or more CPA firms or sole practitioners, determination of successor or predecessor CPA firms, peer review year-end and peer review due date, if any, will be determined by the Peer Review Administrator.
- e) Effect of Successive Substandard Reviews
- 1) CPA firms and sole practitioners enrolled in a Peer Review Program are required under the AICPA Standards for Performing and Reporting on Peer Reviews to cooperate with the Peer Reviewer, Peer Review Administrator and PRRC in all matters related to the review that could impact the CPA firm's or sole practitioner's enrollment in the program.
- 2) If a CPAA firm or sole practitioner receives a system or engagement review with a peer review rating of pass with deficiencies or fail, or its successor, may have an accelerated review as required by the Peer Review Administrator shall send notification to the CPA firm or sole practitioner, or its successor, via certified mail, or other delivery method providing proof of receipt, that failure to receive a report rating of pass on its next system or engagement review may be deemed failure to cooperate under subsections (e)(3) and (4) if it receives two consecutive system or engagement reviews with a peer review rating of pass with deficiencies (formerly "modified").
- 3) If a CPAA firm or sole practitioner, or its successor, receives two consecutive system or engagement reviews with a peer review rating of pass with deficiencies or fail, shall have an accelerated review as required by the Peer Review Committee shall assess whether the CPA firm or sole practitioner, or its successor, has failed to cooperate in all matters related to the review Administrator if it receives two consecutive system or engagement reviews with a peer review rating of fail (formerly "adverse") or if it receives a rating of fail and a rating of pass with deficiencies within 2 consecutive system or engagement reviews.
- 4) If a CPA firm or sole practitioner, or its successor, is deemed to have failed to cooperate, the Peer Review Committee may refer the CPA firm or sole practitioner, or its successor, to the AICPA Peer Review Board, or its equivalent, to consider whether a hearing should be held regarding the

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CPA firm's or sole practitioner's, or its successor's, termination from the Peer Review Program.

- 5) If a CPA firm or sole practitioner, or its successor, is deemed to have cooperated in all matters related to the review, the CPA firm or sole practitioner, or its successor, shall have an accelerated review.
- 6)3) If any accelerated review results in a peer review rating of pass with deficiencies or fail:
- A) the CPA firm or sole practitioner may complete attest engagements for which field work has already begun only if it engages a third party reviewer acceptable to the Division; and
 - B) the CPA firm or sole practitioner shall not perform any other service requiring a license under Section 8.05 of the Act until given permission by the Division to resume practice. The Division may impose disciplinary or nondisciplinary guidelines and conditions for continued practice.
- 7)4) The Division, in its discretion, may require any CPA firm or sole practitioner that has received a report with a peer review rating of pass with deficiencies or fail to be subject to remedial action as determined by the Division.
- f) PRRC Peer Review Report Committee Qualifications and Responsibilities
- 1) PRRC Peer Review Report Committee members are subject to the qualifications and have the responsibilities outlined in the AICPA Standards for Performing and Reporting on Peer Reviews and related guidance.
 - 2) Each PRRC member must comply with the confidentiality requirements of Section 16(f)(2) of the Act. The Peer Review Administrator may annually require its PRRC members to sign a statement acknowledging their appointments and the responsibilities and obligations of their appointments.
- g) Division Access to Results of CPA Firm's or Sole Practitioner's Peer Reviews

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- 1) The Division may request from a CPA firm or a sole practitioner any of the following peer review documents:
 - A) peer review report;
 - B) letter of response, if applicable;
 - C) acceptance letter;
 - D) letter signed by the reviewed CPA firm accepting the peer review documents with the understanding that the CPA firm agrees to take certain actions, if applicable;
 - E) letter notifying the reviewed CPA firm that certain required actions have been completed, if applicable.
- 2) To comply with the Division's request in subsection (g)(1), the CPA firm or sole practitioner must submit the requested documents to the Division within 45 days after the request, either by mail or electronically (e.g., by fax or email). In addition, the submission requirement may be met by allowing the documents to be made available to the Division via a state board access only website by the Peer Review Administrator ~~(when that process is available)~~.

h) The Division may consider the recommendation of the Public Accountant Registration and Licensure Committee regarding peer review in the State of Illinois.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 1420.80 Renewals

- a) Individuals

Every license issued to an individual under the Act shall expire on September 30 every three years. The holder of a license may renew the license during the 2 months preceding the expiration date ~~thereof~~ by ~~submitting~~ paying the ~~required~~ fee required by Section 1420.40 and meeting the CPE requirements set forth in Section 1420.70. ~~Licensed certified public accountants shall complete 120 hours~~

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~~of CPE in accordance with Section 1420.70 of this Part. Of the 120 hours, not less than 4 hours shall be courses covering the subject of professional ethics. A registered certified public accountant is exempt from CPE requirements.~~

- b) CPA Firms
Every license for a CPA firm shall expire on November 30 every 3 years. CPA firms~~Firms~~ may renew their license during the 2 months preceding the expiration date ~~thereof~~ by submitting the ~~required~~ fee required by Section 1420.40, notification of any change in members residing in Illinois, and verification that the CPA firm continues to meet the qualifications set forth in Section 14 of the Act.
- c) CPE Sponsors
Every license for a CPE sponsor shall expire on December 31 every year. CPE sponsors may renew their license during the 2 months preceding the expiration date by submitting the fee required by Section 1420.40 and verification that the CPE sponsor continues to meet the qualifications set forth in Section 1420.72A~~licensed certified public accountant is exempt from CPE requirements for the first renewal.~~
- d) It is the responsibility of each licensee to notify the Division of any change of address. Failure to receive a renewal form from the Division shall not constitute an excuse for failure to renew.
- e) Practicing or offering to practice on a license that has expired shall be considered unlicensed activity and shall be grounds for discipline pursuant to Section 9 of the Act, except as set forth in Section 17.2 of the Act.~~A licensee may file an application for renewal without having fully complied with the continuing education requirements by requesting a waiver of such requirements. The request shall include an affidavit setting forth the facts upon which the request for waiver is based. If the Division finds from the affidavit or any other evidence submitted that good cause has been shown for non-compliance, the Division shall waive enforcement, extend the time within which the applicant shall comply, or establish a particular program or schedule of continuing education for the renewal period for which the applicant has applied. At that time, the renewal applicant will be requested to submit the required renewal fee. Good cause shall be defined as an inability to devote sufficient hours to fulfilling the CPE course requirements during the applicable period because of:~~

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- 1) ~~Full-time service in the armed forces of the United States of America during a substantial part of such period; or~~
- 2) ~~Extreme hardship, which shall be determined on an individual basis by the Committee and shall be limited to documentation of:~~
 - A) ~~An incapacitating illness,~~
 - B) ~~A physical inability to travel to the sites of approved programs, or~~
 - C) ~~Any other similar extenuating circumstances.~~
- f) ~~An interview before the Committee with respect to a request for waiver or other action shall be granted if the interview is requested at the time the request for waiver is filed with the Division. The renewal applicant requesting waiver shall be given at least 20 days' written notice of the date, time and place of the interview, by certified mail, return receipt requested.~~
- g) ~~A renewal applicant who fails to include evidence of completion of the requisite number of CPE course hours shall be referred to the Committee for recommendation for further action by the Division.~~
- h) ~~No carry over of continuing education hours is allowed from one prerenewal period to another.~~

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 1420.85 Inactive Status

- a) A licensed or registered CPA who notifies the Department, on forms provided by the Department, may place the license or registration on inactive status and shall be excused from paying renewal fees until he or she notifies the Department in writing of the intention to resume active practice.
- b) Any person violating Section 17.2(d), (e) or (f) of the Act shall be considered to be practicing without a license or registration and shall be subject to the disciplinary provisions of the Act.

(Source: Added at 40 Ill. Reg. _____, effective _____)

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Section 1420.90 Annual Report of the Committee (Repealed)

~~The Public Accountant Registration Committee shall submit a written report, on an annual basis, to the Director in which it shall evaluate its own and the Division's performance, inform the Division of practice developments within the public accounting profession and provide recommendations for statutory or regulatory program changes.~~

(Source: Repealed at 40 Ill. Reg. _____, effective _____)

Section 1420.200 Unprofessional Conduct

- a) Pursuant to Section 20.01(a)(12) of the Act, unprofessional conduct in the practice of accountancy activities shall include, but not be limited to:
- 1) Knowingly misrepresenting facts and, when engaged in accountancy activities, including the rendering of tax and management advisory services;
 - 2) Undertaking any engagement that a licensee cannot reasonably expect to complete with professional competence;
 - 3) Permitting his, her or its name to be used in conjunction with any forecast of future transactions in a manner that may lead to the belief that the licensee vouches for the achievability of the forecast;
 - 4) Committing an act that violates public policy or is discreditable to the public accounting profession;
 - 5) Failure to disclose a referral fee to a client for recommending or referring any service of a CPA to any entity or who pays a referral fee to obtain a client;
 - 6) Engaging in any business or occupation that impairs the objectivity of a licensee's judgment in connection with the rendering of professional services;
 - 7) Practicing accountancy activities in a form of organization not permitted by Illinois law or regulation;

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- 8) Practicing under a CPA firm name that is misleading. For the purposes of Section 1400.200, an owner surviving the death or withdrawal of all other owners may continue to practice under a name that includes the name of past owners for up to two years after becoming a sole practitioner;
- 9) Discriminating against clients on the basis of race, gender, religion, age, national origin, political affiliation, social or economic status, choice of lifestyle, or sexual orientation; and
- 10) Directly or indirectly giving to or receiving from any person any fee, commission, rebate or other form of compensation for any professional services not actually rendered.
- b) The Division hereby incorporates by reference the AICPA Code of Professional Conduct (2015, no later editions or amendments included), 1211 Avenue of the Americas, New York NY 10036-8775, as its minimum standards for professional conduct.

(Source: Added at 40 Ill. Reg. _____, effective _____)

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- 1) Heading of the Part: Educator Licensure
- 2) Code Citation: 23 Ill. Adm. Code 25
- 3)

<u>Section Numbers:</u>	<u>Proposed Actions:</u>
25.15	Amendment
25.25	Amendment
25.60	Amendment
25.70	Amendment
25.72	Amendment
25.335	Amendment
25.337	Amendment
25.345	Amendment
25.355	Amendment
25.400	Amendment
25.425	Amendment
25.450	Amendment
25.480	Amendment
25.485	Amendment
25.486	Amendment
25.487	Amendment
25.488	Amendment
25.489	Amendment
25.490	Amendment
25.491	Amendment
25.520	Amendment
25.610	Amendment
25.620	Amendment
25.800	Amendment
25.805	Amendment
25.830	Amendment
25.855	Amendment
- 4) Statutory Authority: 105 ILCS 5/2-3.6
- 5) A Complete Description of the Subjects and Issues Involved: Four recently enacted public acts affect Part 25, resulting in the following changes being proposed.

PA 99-58, effective July 16, 2015, in part, establishes criteria for receipt of the professional educator license that are similar for applicants prepared in an approved

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Illinois educator preparation program and those who were prepared in an out-of-state or out-of-country program. Other changes resulting from the new law:

- Align coursework requirements for applicants prepared in other states or countries to those required of individuals prepared in Illinois-approved educator preparation programs (Sections 25.25 and 25.355);
- Eliminate the requirement that not-for-profit entities wishing to offer alternative teacher preparation programs have those programs approved by the Illinois Board of Higher Education, as well as the State Board of Education (Section 25.60);
- Eliminate the requirement that applicants for the educator license with stipulations for career and technical educator have accrued the requisite hours of work experience in the "10 years immediately preceding the application" (Sections 25.70 and 25.72);
- Remove the deadline for recording of renewal activities in the Educator License Information System (ELIS) (Sections 25.70, 25.800 and 25.830);
- Modify the timeline for receipt of the general administrative endorsement (Section 25.335);
- State in the rule the availability of the educator license with stipulations endorsed for chief school business official (ELS-CSBO) for those individuals who would otherwise qualify for the endorsement on the professional educator license (PEL) but have not taken the required coursework in reading and education of the exceptional child (Section 25.345, 25.800 and 25.805); and
- Remove the educator license with stipulations endorsed for paraprofessional endorsement (ELS-PPE) from the types of licenses whose validity may lapse, subjecting the holder of the license to a penalty of either a \$150 fee or completion of nine semester hours of coursework in order to get the license reinstated (Section 25.450).

PA 99-21, effective January 1, 2016, requires that individuals assigned to serve as student teachers in recognized nonpublic schools or in public schools be subject to a fingerprint-based criminal history records check. Schools are required to submit the student teacher's identification information to the required law enforcement agencies after receiving authorization to do so from the student teacher; however, the costs for the background check are borne by the student teacher. The school also must perform a check of the Statewide Sex Offender Database and the Violent Offender Against Youth Database. Mention of these new requirements is being made in Section 25.620, which addresses requirements for student teaching.

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PA 99-35, effective January 1, 2016, limits the requirement to pass the basic skills test in order to renew the educator license with stipulations endorsed either for career and technical educator or provisional career and technical educator to only those receiving the license on or after January 1, 2015 (Section 25.72). The law codifies into law a regulatory provision placed into Section 25.70 in April in response to PA 98-751, effective January 1, 2015, which moved the requirement to pass the basic skills from before the license would be issued to before the license could be renewed.

PA 99-130, effective July 24, 2015, added museums to the list of statutorily approved providers of professional development for the purpose of license renewal (Section 25.855). PA 99-58 also further authorized public community colleges, and State agencies, boards and commissions to be statutorily approved providers. Previous legislation, PA 98-1147, effective December 31, 2014, further expanded the approved entities to include "a not-for-profit organization that, as of the effective date of this amendatory Act of the 98th General Assembly, has had or has a grant from or a contract with the State Board of Education to provide professional development services in the area of English Language Learning to Illinois school districts, teachers, or administrators". Given the legislative interest in this part of the renewal system, a general statement cross-referencing the law is being added at Section 25.855 to accommodate future changes in statute without the need to make corresponding changes in the rules.

Proposed modifications that are not the result of legislation are described below.

- Section 25.60(c)(3)(A) requires the State Superintendent to review and approve the transcript of an applicant for an alternative education program who does not have a major in one of the areas required under the law (i.e., reading, English language arts, mathematics or one of the sciences). Alternative programs have been submitting these transcripts without allowing sufficient time for their review. For this reason, it is proposed that any transcript for review must be submitted to the State Superintendent no later than 45 days before the applicant would be admitted into the program.
- The requirements for receipt of the principal or superintendent endorsement are being clarified in Sections 25.337 and 25.355 to include a master's degree or equivalent.
- Section 25.400(h) is being revised to include a caveat that individuals holding an educator license in "retired status" are not required to register the license if they are working as substitute teachers for less than 50 percent of full-time equivalency.

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- Sections 25.480 and 25.485 through 25.491 are being revised to include an individual's request to have his or her license reinstated as a trigger for verifying compliance with a number of statutory or policy circumstances (e.g., previous sanction on a license, child support payment violation, noncompliance with tax laws, convictions, evaluation results) that could result in a license not being reinstated.
- 6) Published studies or reports, and sources of underlying data, used to compose this rulemaking: None
 - 7) Will this rulemaking replace any emergency rule currently in effect? No
 - 8) Does this rulemaking contain an automatic repeal date? No
 - 9) Does this rulemaking contain incorporations by reference? No
 - 10) Are there any other rulemakings pending on this Part? No
 - 11) Statement of Statewide Policy Objective: This rulemaking will not create or enlarge a State mandate.
 - 12) Time, Place and Manner in which interested persons may comment on this proposed rulemaking: Written comments may be submitted within 45 days of the publication of this Notice to:

Shelley Helton
Agency Rules Coordinator
Illinois State Board of Education
100 North First Street, S-493
Springfield IL 62777-0001

217/782-5270
rules@isbe.net
 - 13) Initial Regulatory Flexibility Analysis:
 - A) Types of small businesses, small municipalities and not-for-profit corporations affected: None
 - B) Reporting, bookkeeping or other procedures required for compliance: None

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- C) Types of professional skills necessary for compliance: None
- 14) Regulatory Agenda on which this rulemaking was summarized: July 2015

The full text of the Proposed Amendments begins on the next page:

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TITLE 23: EDUCATION AND CULTURAL RESOURCES

SUBTITLE A: EDUCATION

CHAPTER I: STATE BOARD OF EDUCATION

SUBCHAPTER b: PERSONNEL

PART 25

EDUCATOR LICENSURE

SUBPART A: DEFINITIONS

Section

25.10 Accredited Institution

SUBPART B: LICENSES

Section

25.11 New Certificates (February 15, 2000) (Repealed)

25.15 Types of Licenses; Exchange

25.20 Requirements for the Elementary Certificate (Repealed)

25.22 Requirements for the Elementary Certificate (2004) (Repealed)

25.25 Requirements for the Professional Educator License

25.30 Endorsement in Teacher Leadership (Through December 31, 2012) (Repealed)

25.32 Teacher Leader Endorsement (Beginning September 1, 2012)

25.35 Acquisition of Subsequent Certificates; Removal of Deficiencies (Repealed)

25.37 Acquisition of Subsequent Teaching Endorsements on a Professional Educator License

25.40 Requirements for the Special Certificate (Repealed)

25.42 Requirements for the Special Certificate (2004) (Repealed)

25.43 Standards for Licensure of Special Education Teachers

25.45 Standards for the Initial Special Preschool-Age 12 Certificate – Speech and Language Impaired (Repealed)

25.46 Special Provisions for the Learning Behavior Specialist I Endorsement

25.47 Special Provisions for the Learning Behavior Specialist I Approval

25.48 Short-Term Emergency Approval in Special Education

25.50 General Certificate (Repealed)

25.60 Alternative Educator Licensure Program for Teachers (Beginning January 1, 2013)

25.65 Alternative Educator Licensure

25.67 Alternative Route to Teacher Licensure

25.70 Endorsement for Career and Technical Educator

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- 25.72 Endorsement for Provisional Career and Technical Educator
- 25.75 Part-time Provisional Certificates (Repealed)
- 25.80 Endorsement for Part-time Provisional Career and Technical Educator
- 25.82 Requirements for the Early Childhood Certificate (2004) (Repealed)
- 25.85 Special Provisions for Endorsement in Foreign Language for Individuals Currently Certified (Repealed)
- 25.86 Special Provisions for Endorsement in Foreign Language for Individuals Prepared as Teachers But Not Currently Certified (Repealed)
- 25.90 Endorsement for Transitional Bilingual Educator
- 25.92 Endorsement for Visiting International Educator
- 25.95 Language Endorsement for the Transitional Bilingual Educator
- 25.96 Endorsement for Early Childhood Education (Birth through Grade 2)
- 25.97 Endorsement for Elementary Education (Grades 1 through 6)
- 25.99 Endorsement for the Middle Grades (Grades 5 through 8)
- 25.100 Teaching Endorsements on the Professional Educator License
- 25.105 Temporary Substitute Teaching Permit (Repealed)

SUBPART C: APPROVING PROGRAMS THAT PREPARE PROFESSIONAL
EDUCATORS IN THE STATE OF ILLINOIS

- Section
- 25.110 System of Approval: Levels of Approval (Repealed)
- 25.115 Recognition of Institutions and Educational Units, and Approval of Programs
- 25.120 Standards and Criteria for Institutional Recognition and Program Approval (Repealed)
- 25.125 Accreditation Review of the Educational Unit (Repealed)
- 25.127 Review of Individual Programs (Repealed)
- 25.130 Interventions by the State Board of Education and State Educator Preparation and Licensure Board
- 25.135 Interim Provisions for Continuing Accreditation and Approval – July 1, 2000, through Fall Visits of 2001 (Repealed)
- 25.136 Interim Provisions for Continuing Accreditation – Institutions Visited from Spring of 2002 through Spring of 2003 (Repealed)
- 25.137 Interim Provisions for Continuing Accreditation and Approval – July 1, 1999, through June 30, 2000 (Repealed)
- 25.140 Requirements for the Institution's Educational Unit Assessment Systems
- 25.142 Assessment Requirements for Individual Programs
- 25.145 Approval of New Programs Within Recognized Institutions
- 25.147 Approval of Programs for Foreign Language Beginning July 1, 2003
- 25.150 The Periodic Review Process (Repealed)

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- 25.155 Procedures for the Initial Recognition of an Institution as an Educator Preparation Institution and Its Educational Unit
- 25.160 Notification of Recommendations; Decisions by State Board of Education
- 25.165 Discontinuation of Programs

SUBPART D: SCHOOL SUPPORT PERSONNEL

Section

- 25.200 Relationship Among Endorsements in Subpart D
- 25.210 Requirements for the Certification of School Social Workers (Repealed)
- 25.215 Endorsement for School Social Workers
- 25.220 Requirements for the Certification of Guidance Personnel (Repealed)
- 25.225 Endorsement for School Counselors
- 25.227 Interim Approval for School Counselor Interns
- 25.230 Nationally Certified School Psychologist
- 25.235 Endorsement for School Psychologists
- 25.240 Standard for School Nurse Endorsement (Repealed)
- 25.245 Endorsement for School Nurses
- 25.250 Standards for Non-Teaching Speech-Language Pathologists
- 25.252 Endorsement for Non-Teaching Speech-Language Pathologists
- 25.255 Interim Approval for Speech-Language Pathologist Interns
- 25.275 Renewal of the Professional Educator License Endorsed for School Support Personnel (Repealed)

SUBPART E: REQUIREMENTS FOR THE LICENSURE OF
ADMINISTRATIVE AND SUPERVISORY STAFF

Section

- 25.300 Relationship Among Credentials in Subpart E
- 25.310 Definitions (Repealed)
- 25.311 Alternative Route to Superintendent Endorsement (Beginning January 1, 2013)
- 25.313 Alternative Route to Administrative Endorsement (Through August 31, 2013) (Repealed)
- 25.314 Alternative Route to Administrative Certification for Teacher Leaders (Repealed)
- 25.315 Renewal of Administrative Endorsement (Repealed)
- 25.320 Application for Approval of Program (Repealed)
- 25.322 General Supervisory Endorsement (Repealed)
- 25.330 Standards and Guide for Approved Programs (Repealed)
- 25.333 General Administrative Endorsement (Repealed)
- 25.335 General Administrative Endorsement (Through [June 30, 2016](#)~~August 31, 2014~~)

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25.337	Principal Endorsement (2013)
25.338	Designation as Master Principal (Repealed)
25.344	Chief School Business Official Endorsement (Repealed)
25.345	Endorsement for Chief School Business Official
25.355	Endorsement for Superintendent (Beginning September 1, 2016 2019)
25.360	Endorsement for Superintendent (Through August 31, 2019)
25.365	Endorsement for Director of Special Education

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25.400	Registration of Licenses; Fees
25.405	Military Service; Licensure
25.410	Reporting Requirements for Revoked or Suspended Licenses; License Application Denials
25.411	Voluntary Removal of Endorsements
25.415	Credit in Junior College (Repealed)
25.420	Psychology Accepted as Professional Education (Repealed)
25.425	Individuals Prepared in Out-of-State Institutions
25.427	Limitation on Evaluation or Entitlement
25.430	Short-Term Authorization for Positions Otherwise Unfilled
25.435	School Service Personnel Certificate – Waiver of Evaluations (Repealed)
25.437	Equivalency of General Education Requirements (Repealed)
25.440	Master of Arts NCATE (Repealed)
25.442	Illinois Teacher Corps Programs (Through August 31, 2013) (Repealed)
25.444	Illinois Teaching Excellence Program
25.445	College Credit for High School Mathematics and Language Courses (Repealed)
25.450	Lapsed Licenses
25.455	Substitute Certificates (Repealed)
25.460	Provisional Special and Provisional High School Certificates (Repealed)
25.464	Short-Term Authorization for Positions Otherwise Unfilled (Repealed)
25.465	Credit (Repealed)
25.470	Meaning of Experience on Administrative Certificates (Repealed)
25.475	Renewal Requirements for Holders of Multiple Types of Endorsements on a Professional Educator License (Repealed)
25.480	Supplemental Documentation and Review of Certain License Applications
25.485	Licensure of Persons with Prior Certificate or License Sanctions
25.486	Licensure of Persons Who Are Delinquent in the Payment of Child Support
25.487	Licensure of Persons with Illinois Tax Noncompliance
25.488	Licensure of Persons Named in Reports of Child Abuse or Neglect

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25.489	Licensure of Persons Who Are in Default on Student Loans
25.490	Licensure of Persons Who Have Been Convicted of a Crime
25.491	Licensure of Persons with Unsatisfactory Performance Evaluation Ratings
25.493	Part-Time Teaching Interns (Repealed)
25.495	Approval of Out-of-State Institutions and Programs (Repealed)
25.497	Supervisory Endorsements

SUBPART G: PARAPROFESSIONALS; OTHER PERSONNEL

Section	
25.510	Endorsement for Paraprofessional Educators
25.520	Substitute Teaching License
25.530	Specialized Instruction by Noncertificated Personnel (Repealed)
25.540	Approved Teacher Aide Programs (Repealed)
25.550	Approval of Educational Interpreters

SUBPART H: CLINICAL EXPERIENCES

Section	
25.610	Definitions
25.620	Student Teaching
25.630	Pay for Student Teaching (Repealed)

SUBPART I: ILLINOIS LICENSURE TESTING SYSTEM

Section	
25.705	Purpose – Severability
25.710	Definitions
25.715	Test Validation
25.717	Test Equivalence
25.720	Applicability of Testing Requirement and Scores
25.725	Applicability of Scores (Repealed)
25.728	Use of Test Results by Institutions of Higher Education
25.730	Registration – Paper-and-Pencil Testing
25.731	Registration – Computer-Based Testing
25.732	Late Registration
25.733	Emergency Registration
25.735	Frequency and Location of Tests
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25.750	Conditions of Testing
25.755	Cancellation of Scores; Voiding of Scores
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25.765	Individual Test Score Reports
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25.775	Institution Test Score Reports
25.780	Fees

SUBPART J: RENEWAL OF PROFESSIONAL EDUCATOR LICENSES

Section	
25.800	Professional Development Required (Beginning July 1, 2014)
25.805	Continuing Professional Development Options
25.807	Additional Specifications Related to Professional Development Activities of Special Education Teachers (Repealed)
25.810	State Priorities (Repealed)
25.815	Submission and Review of the Plan (Repealed)
25.820	Requirements for Coursework on the Assessment of One's Own Performance (Repealed)
25.825	Requirements for Coursework Related to the National Board for Professional Teaching Standards (NBPTS) (Repealed)
25.830	Verification of Completed Activities; Renewal Process
25.832	Validity and Renewal of NBPTS Master Teacher Designation
25.835	Request for Extension
25.840	Appeals to the State Educator Preparation and Licensure Board
25.845	Responsibilities of School Districts (Repealed)
25.848	General Responsibilities of LPDCs (Repealed)
25.850	General Responsibilities of Regional Superintendents (Repealed)
25.855	Approval of Professional Development Providers
25.860	Reporting by and Audits of Providers
25.865	Awarding of Credit for Activities with Providers
25.870	Continuing Education Units (CEUs) (Repealed)
25.872	Special Provisions for Interactive, Electronically Delivered Continuing Professional Development (Repealed)
25.875	Continuing Professional Development Units (CPDUs) (Through June 30, 2014)
25.880	"Valid and Exempt" Licenses; Proportionate Reduction; Part-Time Teaching
25.885	Funding; Expenses (Repealed)

SUBPART K: REQUIREMENTS FOR RECEIPT OF
THE STANDARD TEACHING CERTIFICATE

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Section

- 25.900 Applicability of Requirements in this Subpart (Repealed)
25.905 Choices Available to Holders of Initial Certificates (Repealed)
25.910 Requirements for Induction and Mentoring (Repealed)
25.915 Requirements for Coursework on the Assessment of One's Own Performance (Repealed)
25.920 Requirements for Coursework Related to the National Board for Professional Teaching Standards (NBPTS) (Repealed)
25.925 Requirements Related to Advanced Degrees and Related Coursework (Repealed)
25.930 Requirements for Continuing Professional Development Units (CPDUs) (Repealed)
25.935 Additional Activities for Which CPDUs May Be Earned (Repealed)
25.940 Examination (Repealed)
25.942 Requirements for Additional Options (Repealed)
25.945 Procedural Requirements (Repealed)
- 25.APPENDIX A Statistical Test Equating – Licensure Testing System
25.APPENDIX B Certificates Available Effective February 15, 2000 (Repealed)
25.APPENDIX C Exchange of Certificates for Licenses (July 1, 2013)
25.APPENDIX D Criteria for Identification of Teachers as "Highly Qualified" in Various Circumstances
25.APPENDIX E Endorsement Structure Beginning July 1, 2013

AUTHORITY: Implementing Articles 21 and 21B and authorized by Section 2-3.6 of the School Code [105 ILCS 5/Art. 21, Art. 21B, and 2-3.6].

SOURCE: Rules and Regulations to Govern the Certification of Teachers adopted September 15, 1977; amended at 4 Ill. Reg. 28, p. 336, effective July 16, 1982; amended at 7 Ill. Reg. 5429, effective April 11, 1983; codified at 8 Ill. Reg. 1441; amended at 9 Ill. Reg. 1046, effective January 16, 1985; amended at 10 Ill. Reg. 12578, effective July 8, 1986; amended at 10 Ill. Reg. 15044, effective August 28, 1986; amended at 11 Ill. Reg. 12670, effective July 15, 1987; amended at 12 Ill. Reg. 3709, effective February 1, 1988; amended at 12 Ill. Reg. 16022, effective September 23, 1988; amended at 14 Ill. Reg. 1243, effective January 8, 1990; amended at 14 Ill. Reg. 17936, effective October 18, 1990; amended at 15 Ill. Reg. 17048, effective November 13, 1991; amended at 16 Ill. Reg. 18789, effective November 23, 1992; amended at 19 Ill. Reg. 16826, effective December 11, 1995; amended at 21 Ill. Reg. 11536, effective August 1, 1997; emergency amendment at 22 Ill. Reg. 5097, effective February 27, 1998, for a maximum of 150 days; amended at 22 Ill. Reg. 11767, effective June 25, 1998; amended at 22 Ill. Reg. 19745, effective October 30, 1998; amended at 23 Ill. Reg. 2843, effective February 26,

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1999; amended at 23 Ill. Reg. 7231, effective June 14, 1999; amended at 24 Ill. Reg. 7206, effective May 1, 2000; emergency amendments at 24 Ill. Reg. 9915, effective June 21, 2000, for a maximum of 150 days; amended at 24 Ill. Reg. 12930, effective August 14, 2000; preemptory amendment at 24 Ill. Reg. 16109, effective October 12, 2000; preemptory amendment suspended at 25 Ill. Reg. 3718, effective February 21, 2001; preemptory amendment repealed by joint resolution of the General Assembly, effective May 31, 2001; emergency amendments at 25 Ill. Reg. 9360, effective July 1, 2001, for a maximum of 150 days; emergency expired November 27, 2001; emergency amendments at 25 Ill. Reg. 11935, effective August 31, 2001, for a maximum of 150 days; amended at 25 Ill. Reg. 16031, effective November 28, 2001; amended at 26 Ill. Reg. 348, effective January 1, 2002; amended at 26 Ill. Reg. 11867, effective July 19, 2002; amended at 26 Ill. Reg. 16167, effective October 21, 2002; amended at 27 Ill. Reg. 5744, effective March 21, 2003; amended at 27 Ill. Reg. 8071, effective April 28, 2003; emergency amendments at 27 Ill. Reg. 10482, effective June 26, 2003, for a maximum of 150 days; amended at 27 Ill. Reg. 12523, effective July 21, 2003; amended at 27 Ill. Reg. 16412, effective October 20, 2003; emergency amendment at 28 Ill. Reg. 2451, effective January 23, 2004, for a maximum of 150 days; amended at 28 Ill. Reg. 8556, effective June 1, 2004; emergency amendments at 28 Ill. Reg. 12438, effective August 20, 2004, for a maximum of 150 days; emergency expired January 16, 2005; amended at 29 Ill. Reg. 1212, effective January 4, 2005; amended at 29 Ill. Reg. 10068, effective June 30, 2005; amended at 29 Ill. Reg. 12374, effective July 28, 2005; emergency amendment at 29 Ill. Reg. 14547, effective September 16, 2005, for a maximum of 150 days; amended at 29 Ill. Reg. 15831, effective October 3, 2005; amended at 30 Ill. Reg. 1835, effective January 26, 2006; amended at 30 Ill. Reg. 2766, effective February 21, 2006; amended at 30 Ill. Reg. 8494, effective April 21, 2006; amended at 31 Ill. Reg. 10645, effective July 16, 2007; amended at 32 Ill. Reg. 3413, effective February 22, 2008; amended at 32 Ill. Reg. 13263, effective July 25, 2008; emergency amendment at 32 Ill. Reg. 18876, effective November 21, 2008, for a maximum of 150 days; amended at 33 Ill. Reg. 5462, effective March 24, 2009; amended at 34 Ill. Reg. 1582, effective January 12, 2010; amended at 34 Ill. Reg. 15357, effective September 21, 2010; amended at 35 Ill. Reg. 4315, effective February 23, 2011; preemptory amendment at 35 Ill. Reg. 14663, effective August 22, 2011; amended at 35 Ill. Reg. 16755, effective September 29, 2011; amended at 36 Ill. Reg. 2191, effective January 24, 2012; amended at 36 Ill. Reg. 12455, effective July 23, 2012; emergency amendment at 36 Ill. Reg. 12903, effective July 24, 2012, for a maximum of 150 days; amended at 37 Ill. Reg. 199, effective December 19, 2012; amended at 37 Ill. Reg. 8379, effective June 12, 2013; amended at 37 Ill. Reg. 16729, effective October 2, 2013; amended at 38 Ill. Reg. 11261, effective May 6, 2014; amended at 38 Ill. Reg. 18933, effective September 8, 2014; amended at 38 Ill. Reg. 21788, effective November 3, 2014; amended at 39 Ill. Reg. 6649, effective April 27, 2015; amended at 39 Ill. Reg. 13722, effective October 5, 2015; amended at 40 Ill. Reg. _____, effective _____.

SUBPART B: LICENSES

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Section 25.15 Types of Licenses; Exchange

Article 21B of the School Code [105 ILCS 5/Art. 21B] establishes a new system of educator licensure to be implemented on or before July 1, 2013 that will replace the system of certification set forth in Article 21 of the School Code [105 ILCS 5/Art. 21]. The requirements of this Section apply to the initial exchange of Illinois teaching, special, administrative, school service personnel and other types of educator certificates for the corresponding license and endorsement authorized under Article 21B of the School Code and this Part.

- a) The system of licensure to be established shall consist of the following licenses as set forth in Section 21B-20 of the School Code [105 ILCS 5/21B-20]. The license that corresponds to each teaching, special, administrative, school service personnel or other types of educator certificates or approvals previously issued by the State Board of Education is as follows.
 - 1) **Professional Educator License**
Any individual holding an initial, standard or master teaching certificate, special certificate, administrative certificate or school service personnel certificate prior to July 1, 2013 shall have that certificate converted to a professional educator license upon implementation of the new system of licensure.
 - A) Certificates subject to exchange are listed in Appendix C.
 - B) The current renewal and registration status of an individual's certificate (i.e., valid and active, valid and exempt, lapsed), as well as any sanctions (i.e., suspended or revoked) imposed on the certificate at the time of the exchange, shall be noted in the State Board of Education's electronic Educator Licensure Information System (ELIS) when the applicable endorsement is added to the professional educator license.
 - C) Each endorsement on a teaching or special certificate shall be recorded on the professional educator license issued pursuant to this Section.
 - i) Any individual holding an Illinois teaching certificate with approval in bilingual education, English as a Second Language or English as a New Language issued pursuant to

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- 23 Ill. Adm. Code 1.780 (Standards for Teachers in Bilingual Education Programs) shall have that approval recorded on the professional educator license as a comparable endorsement indicating the grade levels to be served and, as applicable, the transitional bilingual language of instruction.
- ii) Any individual holding an Illinois teaching certificate with approval issued under 23 Ill. Adm. Code 226.810 (Special Education Teaching Approval) for Learning Behavior Specialist I, early childhood special education or bilingual special education shall receive an approval letter that indicates the grade levels and age ranges of the students to be served.
 - iii) Any individual holding an Illinois teaching certificate and short-term emergency certification issued under Section 25.48 ~~of this Part~~ shall receive a short-term emergency approval letter.
 - iv) Any individual holding an Illinois teaching certificate and approval under 23 Ill. Code 226.820 for school social worker, school psychologist or school nurse intern shall receive an approval letter indicating the school support personnel area of approval.
- D) Each administrative or school service personnel certificate for which an endorsement will be issued pursuant to Section 21B-25 of the School Code shall be recorded on the professional educator license issued pursuant to this Section. As applicable, each endorsement issued on the administrative or school service personnel certificate also shall be recorded as a separate endorsement on the professional educator license.
- E) Any individual holding a master certificate issued under Section 21-2 of the School Code [105 ILCS 5/21-2] shall be issued a professional educator license with a National Board for Professional Teaching Standards (NBPTS) master teacher designation. (See 105 ILCS 5/21B-65.) An NBPTS master

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teacher designation shall not qualify a licensee to teach in a particular field except as provided in this subsection (a)(1)(E).

- i) *Any individual who, on or after July 1, 2012, has been issued a Master Certificate pursuant to Section 21-2 of the School Code [105 ILCS 5/21-2] or a National Board for Professional Teaching Standards designation on a Professional Educator License pursuant to Section 21B-65 of the School Code may work as a teacher only in an area for which he or she also holds the Illinois endorsement required for that position. [105 ILCS 5/21B-65] Therefore, after July 1, 2012, the area of NBPTS certification obtained by an individual shall be noted on the master certificate as a "NBPTS master teacher designation", rather than an Illinois endorsement, and that designation shall automatically transfer to the professional educator license.*
 - ii) *Any individual who, prior to June 30, 2012, has been issued an endorsement for a particular area on a Master Certificate may work as a teacher in that area even without having been issued the Illinois endorsement required for that position. [105 ILCS 5/21B-65] An Illinois endorsement placed on a master certificate previous to July 1, 2012 will be shown as an endorsement on the professional educator license.*
- 2) Educator License with Stipulations
- Any individual holding a provisional, alternative provisional (i.e., teaching or administrative), resident teacher, provisional vocational, temporary provisional vocational, transitional bilingual or visiting international certificate or holding approval to serve as a paraprofessional shall have that certificate or approval converted to an educator license with stipulations upon implementation of the new system of licensure. An educator license with stipulations shall be endorsed with one or more endorsements authorized under Section 21B-20(2) of the School Code [105 ILCS 5/21B-20(2)]. Each endorsement shall correspond to the certificate or approval that the individual held prior to July 1, 2013. That is:

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- A) An individual holding a provisional certificate issued under Section 21-10(B) of the School Code [105 ILCS 5/21-10(B)] shall be issued an educator license with stipulations endorsed for "provisional educator" and the area of endorsement (i.e., teaching, administrative or school support personnel) and, as applicable, for the grade levels and subject areas that are listed on the provisional certificate.
- i) In accordance with Section 21B-20(2)(A) of the School Code, *a provisional educator endorsement for principals may not be issued, nor may any person with a provisional educator endorsement serve as a principal in a public school in this State.* An individual with a provisional certificate or an educator license with stipulations endorsed for provisional educator (general administrative) who is employed as a principal for the 2012-13 school year may continue to serve in that capacity through the end of that school year.
- ii) After July 1, 2013, an educator license with stipulations endorsed for provisional educator (general administrative) may be issued, but all deficiencies identified for the receipt of a professional educator license endorsed for general administrative shall be satisfied and an application submitted for the endorsement, by the deadlines set forth in Section 21B-20(2)(A) of the School Code no later than June 30, 2014 and the general administrative endorsement issued by August 31, 2014. After that time, the requirements of Section 25.337 and 23 Ill. Adm. Code 30 (Programs for the Preparation of Principals in Illinois) shall apply for individuals seeking employment as principals or assistant principals.
- B) An individual holding an alternative provisional teaching certificate issued under Section 21-5b or 21-5c of the School Code [105 ILCS 5/21-5b and 21-5c] shall be issued an educator license with stipulations endorsed for "alternative provisional educator" and for the content areas and grade levels currently on the alternative provisional teaching certificate.

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- C) An individual holding an alternative administrative certificate issued under Section 21-5d of the School Code [105 ILCS 5/21-5d] shall be issued an educator license with stipulations endorsed for "alternative provisional superintendent".
- D) An individual holding a resident teacher certificate issued under Section 21-11.3 of the School Code [105 ILCS 5/21-11.3] shall be issued an educator license with stipulations endorsed for "resident teacher" and for the content areas and grade levels on the resident teacher certificate.
- E) An individual holding a provisional vocational certificate issued under Section 21-10(C)(1) of the School Code [105 ILCS 5/21-10(C)(1)] shall be issued an educator license with stipulations endorsed for "career and technical educator" and for the content areas and grade levels on the provisional vocational certificate.
- F) An individual holding a temporary provisional vocational certificate issued under Section 21-10(C)(2) of the School Code shall be issued an educator license with stipulations endorsed for "provisional career and technical educator" and for the content areas and grade levels on the temporary provisional vocational certificate.
- G) An individual holding a transitional bilingual certificate issued under Section 14C-8 of the School Code [105 ILCS 5/14C-8] shall be issued an educator license with stipulations endorsed for "transitional bilingual educator", as well as for the transitional bilingual language and grade levels indicated on the transitional bilingual certificate.
- H) An individual holding a visiting international teacher certificate issued under Section 25.92 ~~of this Part~~ shall be issued an educator license with stipulations endorsed for "visiting international educator", as well as for the transitional bilingual language, content area and foreign language on the visiting international teacher certificate.
- I) An individual holding a paraprofessional approval letter issued under Section 25.510 of this Part who either has an associate

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degree or has a minimum of 60 semester hours of college credit from a regionally accredited institution of higher education, or who has passed a test of basic skills required under Section 21B-30 of the School Code shall be issued an educator license with stipulations endorsed for "paraprofessional educator".

- J) An individual holding paraprofessional approval issued under Section 25.510 who has fewer than 60 semester hours of college credit or has not passed a test of basic skills shall receive a paraprofessional approval letter issued by the State Superintendent of Education.
- 3) Substitute Teaching License: Any individual holding a substitute teaching certificate issued under Section 21-9 of the School Code shall be issued a substitute teaching license.
- 4) An individual holding an interim certificate endorsed in a school support personnel area pursuant to Subpart D-~~of this Part~~ shall not be issued a license but shall receive an approval letter issued by the State Superintendent.
- 5) An individual holding an educational interpreter approval at the standard or master level issued pursuant to Section 25.550-~~of this Part~~ shall receive an educational interpreter approval. An individual holding an educational interpreter approval at the initial level shall be issued an interim approval, which shall be valid for the period of time remaining in the validity period of the initial approval issued and shall not be renewed.
- b) The applicable license, any endorsements on that license and the status of those endorsements (see Section 25.15(a)(1)(B)-~~of this Part~~) shall be recorded in the State Board of Education's electronic Educator Licensure Information System (ELIS) (see <http://www.isbe.net/certification/>). The licensee may view the certificate exchange in the ELIS; no paper copies of his or her license will be issued.
- c) The professional educator license or the educator license with stipulations received under this Section shall be valid for the period of time remaining in the validity period of the Illinois certificate that was exchanged for the license. After this initial validity period, provided that any conditions for renewal of the license are met:

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- 1) *all professional educator licenses are valid until June 30 immediately following five years of being issued* [105 ILCS 5/21B-20(1)]; and
 - 2) each educator license with stipulations is valid for the period of time set forth in Section 21B-20(2) of the School Code for the specific endorsement.
- d) Applicability
- 1) The provisions of subsection (c) of this Section do not apply to:
 - A) A NBPTS' master designation on a professional educator license, which shall remain valid for the length of time that an individual's NBPTS certification is in effect (see Section 25.832 of this Part);
 - B) A substitute teaching license issued under this Section, which shall be valid until June 30, 2018, and may be renewed provided the licensee has passed Illinois' test of basic skills required under Section 21B-30 of the School Code and Section ~~25.520~~~~25.720~~ of this Part. *An individual who has passed a test of basic skills for the first licensure renewal is not required to retake the test for further renewals* (Section 21B-20(3) of the School Code);
 - C) An educator license with stipulations endorsed for provisional career and technical educator issued under this Section, which shall be valid until June 30, 2018, and may be renewed for one, five-year period provided the licensee has passed Illinois' test of basic skills required under Section 21B-30 of the School Code and Section 25.720 of this Part and *has completed a minimum of 20 semester hours of coursework from a regionally accredited institution and as otherwise provided in* (Section 21B-20(2)(F) of the School Code ~~and~~) ~~(also see~~ Section 25.72 of this Part);
 - D) Any educator license with stipulations endorsed for paraprofessional educator shall be valid until June 30 following five years of the license being issued pursuant to this Section.

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- 2) An educator educational interpreter approval shall be valid until June 30 following five years of the approval being issued pursuant to this Section; this subsection (d)(2) does not apply to any interim approval issued.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 25.25 Requirements for the Professional Educator License

Beginning July 1, 2013, the requirements of this Section shall apply to the issuance of professional educator licenses. All professional education and content-area coursework that forms part of an application for licensure, endorsement or approval submitted under this Part that is received on or after February 1, 2012 must have been passed with a grade no lower than "C" or equivalent in order to be counted towards fulfillment of the applicable requirements.

- a) Each applicant shall:
 - 1) hold a bachelor's degree;
 - 2) have completed an approved Illinois educator preparation program for the type of endorsement (i.e., teaching, administrative or school support personnel) sought on the professional educator license (see Subpart C of ~~this Part~~), including coursework addressing:
 - A) *the psychology of, the identification of, and the methods of instruction for the exceptional child, including without limitation the learning disabled* [105 ILCS 5/21B-20(1)], which shall focus on the characteristics and methods of instruction for cross-categorical special education students so that all teachers:
 - i) understand the impact that disabilities have on the cognitive, physical, emotional, social and communication development of an individual and provide opportunities that support the intellectual, social and personal development of all students;
 - ii) understand how students differ in their approaches to learning and create instructional opportunities that are adapted to diverse learners; and

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- iii) understand instructional planning and design instruction based on knowledge of the discipline, students, community and curriculum goal;
- B) *methods of reading and reading in the content area* [105 ILCS 5/21B-20(1)], which for teachers and administrators shall address each of the following standards:
- i) varied instructional approaches used before, during, and after reading, including those that develop word knowledge, vocabulary, comprehension, fluency, and strategy used in the content areas;
 - ii) the construction of meaning through the interactions of the reader's background knowledge and experiences, the information in the text, and the purpose of the reading situation;
 - iii) communication theory, language development, and the role of language in learning;
 - iv) the relationships among reading, writing and oral communication and understanding how to integrate these components to increase content learning;
 - v) the design, selection, modification and evaluation of a wide range of materials for the content areas and the reading needs of the student;
 - vi) variety of formal and informal assessments to recognize and address the reading, writing, and oral communication needs of each student; and
 - vii) varied instructional approaches that develop word knowledge, vocabulary, comprehension, fluency, and strategy use in the content areas; and
- C) *methods of reading and reading in the content area* [105 ILCS 5/21B-20(1)], which for school support personnel shall address each of the following standards:

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- i) understands how students acquire reading competency;
 - ii) understands reading deficits and reading levels, and how they contribute to a student's ability to succeed in kindergarten through grade 12;
 - iii) understands the correlation of behavior and classroom culture (discipline, management, control, influence on engagement) on reading development and reading acquisition; and
 - iv) uses the skills and strategies specific to their school support personnel specialty to support or enhance reading skill development, as applicable;:-
- 3) pursuant to Section 21B-35 of the School Code, have completed a comparable teaching or administrative preparation program in another state or country (see Section 25.425 of this Part), including:
- A) ~~coursework~~*a minimum of one course that is equivalent to at least three semester hours in the methods of instruction of the exceptional child* in cross-categorical special education that meets the requirements of subsection (a)(1)(A);
 - B) ~~a minimum of six semester hours of coursework in methods of reading and reading in the content area~~ that meets the requirements of subsection (a)(1)(B) ~~or (C), as applicable~~; and
 - C) ~~coursework~~*a minimum of one course that is equivalent to at least three semester hours in instructional strategies for English language learners*, which shall address bilingual education, English as a Second Language or English as a New Language methods;:-
- 4) pursuant to Section 21B-35 of the School Code, have completed a comparable school support personnel preparation program in another state or country (see Section 25.425), including college coursework in:

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- A) *the methods of instruction of the exceptional child* (Section 21B-35(a)(3) of the School Code) in cross-categorical special education, which shall meet the requirements outlined in subsection (a)(1)(A)~~Section 25.25(a)(1)(A)~~;
 - B) *the methods of reading and reading in the content area* (Section 21B-35(a)(4) of the School Code), which shall meet the requirements outlined in subsection (a)(1)(C)~~Section 25.25(a)(1)(C)~~; and
 - C) *instructional strategies for English language learners* (Section 21B-35(a)(5) of the School Code), which shall align to standards for addressing second language acquisition and the diverse learner set forth in the Standards for the Speech-Language Pathologist (23 Ill. Adm. Code 28.230) or, for other school support personnel, the applicable standards in 23 Ill. Adm. Code 23 (Standards for School Support Personnel Endorsements).
- b) Each applicant for a professional educator license endorsed in a teaching field shall have completed:
- 1) 32 semester hours, or a major as identified by the accredited institution on the individual's official transcript, in early childhood education, elementary education, or a field of specialization, as applicable to the type of endorsement sought on the professional educator license; and
 - 2) student teaching in conformance with the requirements of Section 25.620, except in the following circumstances:
 - A) Applicants awarded credit in student teaching on a transcript issued by a regionally accredited institution of higher education and presenting evidence of teaching experience, as verified by the employer, need not complete another student teaching experience, except as may be required under Section 25.37.
 - B) One full year's teaching experience on a valid certificate or license in the public schools shall be accepted in lieu of student teaching.
- c) For the purposes of this Part:

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- 1) a "valid certificate or license" means a certificate or license endorsed in the specific teaching field and grade levels for which Illinois licensure is sought that is equivalent to an educator license with stipulations endorsed for provisional educator or an Illinois professional educator license ; and
 - 2) "one full year's teaching experience" means the equivalent of two semesters of scheduled full-time teaching, which may, however, be accumulated in any combination of increments. That is, it need not be accumulated through full-time teaching.
- d) Evidence of teaching experience, as may be required under this Part, may be satisfied in one of the following ways:
- 1) For teachers employed in Illinois public schools, verification of the teacher's experience obtained from the State Board of Education's ELIS may be used.
 - 2) The chief administrator or other designated official of the employing school district or nonpublic school (or other employing entity, if applicable to the holder of a professional educator license endorsed for early childhood; also see subsection (d)(4)) may submit a letter documenting the nature and duration of the applicant's teaching.
 - 3) A letter signed by an official of the state education agency in another state may be substituted for an employer's letter when the latter cannot be secured.
 - 4) Early childhood teaching experience shall be understood as contributing to the fulfillment of this requirement if gained in a position for which a professional educator license endorsed for early childhood was required pursuant to the rules of the State Board of Education at 23 Ill. Adm. Code 235 (Early Childhood Block Grant).
 - 5) Experience gained while teaching in a home school shall not be applicable to the fulfillment of this requirement.
- e) Each applicant for a professional educator license endorsed in an administrative or school support personnel field shall meet the applicable requirements of Subpart D or E ~~of this Part~~, respectively.

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- f) The professional educator license shall be endorsed in accordance with this Part.
- g) Each applicant shall be required to pass the tests required for the professional educator license as specified in Section 21B-30 of the School Code [105 ILCS 5/21B-30] and Section 25.720 of this Part.
- h) Nothing in this Section is intended to preclude an applicant from seeking the issuance of an educator license with stipulations endorsed for provisional educator in specific fields (i.e., teaching, administrative or school support personnel) and, as applicable, content areas and grade levels under Section 21B-20 of the School Code in the event that the individual has failed to meet one or more of the requirements for a professional educator license in his or her area of endorsement.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 25.60 Alternative Educator Licensure Program for Teachers (Beginning January 1, 2013)

This Section establishes requirements in addition to those set forth in Section 21B-50 of the School Code [105 ILCS 5/21B-50] for an institution of higher education or a not-for-profit entity recognized and approved to offer educator preparation programs under Subpart C to provide an alternative approach to obtaining a professional educator license.

- a) General Requirements
Each alternative educator licensure program shall:
 - 1) Include a program of study that addresses the content enumerated in Section 21B-50(b)(1) of the School Code. For purposes of this subsection (a)(1), instruction relative to special education and reading shall meet the criteria set forth in Section 25.25(a)(1) of this Part and, for English language learners, the criteria found in 23 Ill. Adm. Code 24 (Standards for All Illinois Teachers).
 - 2) Provide two years of residency pursuant to Section 21B-50(b)(2) and (3) of the School Code during which the candidate is assigned to teach full time for two school years as the teacher of record or a co-teacher.
 - A) During the first school year of the residency, the program shall assign a mentor to each candidate. The mentor shall:

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- i) hold a professional educator license and be employed by the school district where the candidate is serving his or her residency;
 - ii) have three years of full-time teaching experience in the 10 years immediately preceding his or her assignment as a mentor; and
 - iii) have achieved a performance evaluation rating of proficient or higher in his or her two most recent evaluations.
 - B) During the second year of residency, the program shall assign a teacher who meets the requirements of subsection (a)(2)(A) to serve as a coach for each candidate, providing consultation and support, as needed.
- 3) Involve a partnership of the institution or not-for-profit entity offering the alternative educator program with a public school district or nonpublic school that meets the criteria set forth in Section 21B-50(d) of the School Code. Candidates also may serve:
 - A) in the case of early childhood endorsements, in a position for which a professional educator license endorsed for early childhood is required pursuant to the rules of the State Board of Education at 23 Ill. Adm. Code 235 (Early Childhood Block Grant); or
 - B) in a facility operated by a provider approved by the State Superintendent to contract with school districts for the provision of special education services pursuant to Section 14-7.02 of the School Code [105 ILCS 5/14-7.02] and 23 Ill. Adm. Code 401 (Special Education Facilities Under Section 14-7.02 of the School Code); or
 - C) in a charter school.
- 4) At the conclusion of the second year of residency, each program shall administer a comprehensive assessment to gauge the candidate's teaching effectiveness that is conducted by the principal of the school to which the candidate is assigned and the coordinator of the alternative educator

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program appointed by the institution or not-for-profit entity. (See Section 21B-50(b)(4) of the School Code.)

b) Candidate Qualifications

- 1) In order to enroll in the program, each candidate shall pass Illinois' test of basic skills and the content-area test for which licensure is sought, as required under Section 21B-30 of the School Code and Section 25.720. (See Section 21B-50(c)(5) of the School Code.)
- 2) In order to participate in the first year of residency, the candidate shall:
 - A) apply for an educator license with stipulations endorsed for provisional alternative educator, which shall be issued upon the presentation of evidence of having met the requirements set forth in Section 21B-50(c) of the School Code and payment of the fee required under Section 21B-40 of the School Code; and
 - B) complete the course of study required under subsection (a)(1).
- 3) In order to participate in the second year of residency, the candidate shall:
 - A) complete any additional coursework relative to the standards set forth in 23 Ill. Adm. Code 24 (Standards for All Illinois Teachers) and the content-area standards for the teaching field of the endorsement, as required under Section 25.115(e);
 - B) pass the Teacher Performance Assessment (TPA), except that candidates beginning their second year of residency in the 2015-16 school year shall be required to pass the TPA during that year (also see subsection ~~(c)(4)(e)(5)~~); and
 - C) be recommended for second year of residency in accordance with the program's process established pursuant to subsection ~~(c)(6)(C)(e)(7)(E)~~.

c) Proposal Requirements

- 1) Each proposal shall describe the role and responsibilities of the institution or not-for-profit entity and of the school district or nonpublic school with

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which the institution or entity will partner. The proposal also shall identify the program coordinator to be assigned by the institution or entity to oversee the candidates in the alternative program.

- A) The proposal shall include a plan to ensure that the program coordinator visits the classroom in which each candidate is placed for an average of one day a week during the school year.
- B) Any program coordinator assigned to the candidates under this subsection (c)(1) shall have had three years of teaching experience in any of the grades of prekindergarten through grade 12 in the 10 years immediately preceding his or her assignment to the position and meet the requirement for training under subsection ~~(c)(7)(e)(8)~~.

~~2) Each proposal shall describe the need for individuals holding the type of endorsements to be awarded upon program completion, including, but not limited to, evidence of a shortage of these types of educators (e.g., special education, math, science), either across the State or in certain geographical areas. If the shortage is specific to a certain area, describe the steps to be taken to attract candidates from that area of the State or to place candidates in positions in schools located there.~~

~~2)3) Each proposal shall demonstrate how the program will evaluate the congruence of a candidate's baccalaureate education, his or her employment experience in a field requiring application of that education, and the teaching area for which the candidate seeks preparation and licensure.~~

~~3)4) For candidates who have not completed a major in the particular content area of the endorsement sought, as required under Section 21B-50(c) of the School Code, the institution or not-for-profit entity shall describe the process and criteria it will use to determine whether the coursework the candidate completed aligns to the standards for the content area of the endorsement and represents at least 32 semester hours of credit in that content area.~~

- A) Any transcript evaluation the program conducts pursuant to this subsection ~~(c)(3)(e)(4)~~ shall be provided to the State

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Superintendent for his or her approval no later than 45 days before the candidate is to be admitted into the program.

- B) For candidates seeking an endorsement in early childhood, elementary or special education, a *major in the content area of one of the sciences* (Section 21B-50(c)(3) of the School Code) shall be understood to mean any of the physical or social sciences.
- ~~4)5)~~ Each proposal shall provide an assurance that all candidates will be required to pass TPA prior to beginning the second year of residency, except as otherwise provided in Section 25.60(b)(3).
- ~~5)6)~~ Each proposal shall describe the proposed course of study.
- A) Each proposal shall demonstrate how candidates will acquire knowledge of content and skills equivalent to the content and skills contained in a preparation program approved pursuant to Subpart C with regard to:
- i) *instructional planning;*
 - ii) *instructional strategies, including those meeting the criteria for instruction relative to special education, reading and English language learning set forth in Section 25.25(b) of this Part;*
 - iii) *classroom management; and*
 - iv) *the assessment of students and use of data to drive instruction.* (Section 21B-50(b)(1) of the School Code)
- B) Each proposal shall include provisions for determining the amount of time individual candidates will need in order to complete the proposed course of study, based upon factors, such as their experience and the type of program offered.
- C) Each proposal shall describe the field experiences in which candidates will participate before beginning their first year of residency.

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- D) Each program shall include a preservice assessment of each candidate's performance, to be conducted by the institution or not-for-profit entity responsible for the program at the conclusion of the course of study in order to determine the candidate's readiness for the two-year teaching assignment. Each proposal shall state the criteria for the institution's or entity's determination of candidates' readiness.
- ~~6)7~~ Each proposal shall describe the proposed arrangements for candidates' teaching assignments under this Section and shall provide for these to be set forth in a formal, written agreement between the participating entity responsible for the program and the school districts, early childhood or nonpublic special education facility, or charter school where candidates will practice. Each agreement shall address:
- A) the nature and intensity of the support to be provided to candidates by the mentor, as well as any experienced teachers and other staff members of the district, including:
- i) the qualifications and experience of the mentor and any of the assisting teachers and staff;
 - ii) the estimated amount of time the mentor and any assisting teachers and staff will devote to advising and assisting candidates; and
 - iii) the specific roles of the mentor and any assisting teachers and staff;
- B) provisions enabling candidates to compensate for teaching time lost due to emergencies; and
- C) the process and criteria to be used by the principal of the school where the candidate is placed and the program coordinator to recommend the candidate's placement in a second year of residency. (Section 21B-50(b)(2) of the School Code)
- ~~7)8~~ Each proposal shall describe the proposed method of comprehensively assessing candidates' teaching performance at the conclusion of the second year of residency, which shall at a minimum meet the requirements set

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forth in 23 Ill. Adm. Code 50.120 (Professional Practice Components for Teachers) and be conducted by an individual who has successfully completed the prequalification process and passed the required assessment authorized by Section 24A-3 of the School Code [105 ILCS 5/24A-3]. The assessment methods shall be set forth in a formal, written agreement between the participating entity responsible for the program and the school districts where candidates will practice. Each agreement shall describe:

- A) the roles of the principal and program coordinator who will participate in the evaluation of candidates;
- B) assessment methods capable of demonstrating whether a candidate is:
 - i) knowledgeable about specific subject matter and strategies for teaching that subject matter to students with differing needs; and
 - ii) skilled in managing and monitoring students' learning; and
- C) the professional development process to be used either for those candidates who receive a "needs improvement" rating at the conclusion of the assessment process or in instances when the principal and program coordinator cannot agree, which shall address the candidate's weaknesses and deficiencies identified during the assessment and assist the candidate in making improvement during the third year of residency relative to those weaknesses and deficiencies. The option for professional development and a third year of residency shall not be afforded to any candidate who receives "unsatisfactory" ratings from both the principal and program coordinator or for anyone who receives an "unsatisfactory" rating from either the principal or program coordinator and a "needs improvement" rating from either the principal or program coordinator.

~~8)9)~~ Each proposal shall delineate any criteria, in addition to a candidate's receiving a rating of "proficient" or higher at the conclusion of the comprehensive assessment required under subsection ~~(c)(7)(e)(8)~~, by which candidates will be recommended for the professional educator

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license endorsed in the content area and grade level of the candidate's residency practice by the participating entity responsible for the program.

- ~~9)10)~~ Proposals shall be submitted to the State Board of Education and addressed as follows:

Alternative Educator Licensure Program
100 North First Street
Springfield, Illinois 62777

- d) Program Approval
~~1)~~ Proposals for the establishment of alternative programs for teacher licensure meeting the specifications of this Section and Section 21B-50 of the School Code shall be approved by the State Superintendent of Education pursuant to the requirements set forth in Section 25.145, in consultation with the State Educator Preparation and Licensure Board.
- ~~2)~~ *Any program offered by a not-for-profit entity also shall be approved by the Board of Higher Education. [105 ILCS 5/21B-50(b)]*
- e) *Successful completion of the program shall be deemed to satisfy any other practice or student teaching and content matter requirements established by law. [105 ILCS 21B-50(b)]* A candidate successfully completing the program shall receive a professional educator license endorsed in the content area and grade levels of his or her residency practice upon application and payment of the fee required under Section 21B-40 of the School Code.
- f) Each alternative program established pursuant to this Section shall be subject to the review process and reporting requirements described in Subpart C.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 25.70 Endorsement for Career and Technical Educator

The requirements of this Section apply to individuals seeking an educator license with stipulations endorsed for career and technical educator pursuant to Section 21B-20(2)(E) of the School Code [105 ILCS 5/21B-20(2)(E)]. The requirements of this Section (except for those specific to license renewal) do not apply to provisional vocational certificates exchanged for an educator license with stipulations endorsed for career and technical educator under Section 25.15.

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- a) Each applicant for an educator license with stipulations endorsed for career and technical educator shall present evidence of having completed 60 semester hours of college coursework from a regionally accredited institution, as well as evidence of having completed 2,000 hours of work experience outside the field of education in each area to be taught ~~in the last 10 years immediately preceding application~~. The required evidence of this work experience shall be written statements from former supervisors who can be reached for verification or, in cases in which supervisors are no longer available to verify the individual's employment, affidavits by the applicant describing the work experience.
- b) Each educator license with stipulations endorsed for career and technical educator issued on or after July 1, 2013 shall be valid until June 30 immediately following five years after the license is issued (see Section 21B-20(2)(E) of the School Code). Renewal of the license after that five-year period shall be contingent upon:
- 1) passage of the test of basic skills required under Section 21B-30 of the School Code [105 ILCS 5/21B-30] and Section 25.720 of this Part, except that individuals holding the educator license with stipulations endorsed for career and technical educator before January 1, 2015 shall be exempt from the provisions of this subsection (b)(1); and
 - 2) the licensee's fulfillment of the applicable requirements of this Section.
- c) For purposes of this subsection (c), coursework completed for license renewal purposes shall be considered "related to education" if it leads to a professional educator license or, for individuals holding a professional educator license, an endorsement on that license for the skill area of instruction, or if it relates to the field of an individual's current teaching assignment or any other field of teaching assignment. Beginning July 1, 2014, each affected licensee shall complete:
- 1) 120 hours of professional development activities in each 5-year renewal cycle that align to the criteria set forth in Section 25.805(a); or
 - 2) 60 hours of professional development activities in each 5-year renewal cycle that align to the criteria set forth in Section 25.805 for any licensee holding a current National Board for Professional Teaching Standards (NBPTS) master teacher designation.

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- d) Credit for CPDUs generated for completion of activities before June 30, 2014 shall be calculated on the basis of this subsection (d). Licensees shall be responsible for completing any additional professional development activities as may be needed to reach a total of 120 clock hours before the end of their 5-year renewal cycle, as applicable. (See Section 25.800(d) and (e).)
- 1) One CPDU shall be equivalent to 1 clock hour of credit under the system to be implemented July 1, 2014.
 - 2) One semester hour of college coursework from a regionally accredited institution of higher education shall be equivalent to 15 clock hours under the system to be implemented July 1, 2014.
 - 3) Completion of any of the activities listed in Section 25.800(e) shall fulfill all or a portion of the professional development required.
- e) The provisions of Sections 25.855 and 25.865 shall apply to the awarding of credit for activities offered by approved providers, provided that:
- 1) the references to Section 21B-45 of the School Code are not applicable to the educator license with stipulations endorsed for career and technical educator; and
 - 2) references to Subpart J of this Part shall be understood as referring to this Section where necessary to the context.
- f) Each educator license with stipulations endorsed for career and technical educator shall be maintained as "valid and active" or "valid and exempt" for each school year of its validity. Periods of exemption shall be determined as discussed in Section 25.880. In addition, individuals holding the educator license with stipulations endorsed for career and technical educator who are working in a position for less than 50 percent of full-time equivalency in any particular school year *shall be considered to be exempt and shall be required to pay only the registration fee in order to renew and maintain the validity of the license* (Section 21B-45(e)(5) of the School Code).
- g) Each licensee shall:
- 1) enter into ELIS any credit earned on or after July 1, 2014, including the name of the activity completed, the date on which it occurred, the number

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of professional development hours received and the name of the provider prior to renewal~~not later than 60 days after the activity is completed~~; and

- 2) at the time of license renewal, electronically sign a statement in ELIS, assuring that he or she has completed the professional development required to renew the license or if required as part of an appeal under Section 25.840.
- h) Beginning July 1, 2015, a licensee who fails to enter into ELIS his or her completed professional development prior to renewal~~within the timeline set forth in subsection (g)~~ shall be unable to include credit for those activities among the clock hours needed to satisfy renewal requirements.
- i) A licensee with respect to whom the State Superintendent of Education has recommended nonrenewal of the educator license with stipulations endorsed for career and technical educator due to failure to complete the professional development requirements set forth in this Section may appeal to the State Educator Preparation and Licensure Board (SEPLB) within 30 days after receipt of the notice of nonrenewal in accordance with the provisions of Section 25.840, except that references to the requirements of Section 21B-45(m) of the School Code shall not apply in the case of the educator license with stipulations endorsed for career and technical educator.
- j) Within 90 days after receiving the appeal, the SEPLB shall review the State Superintendent's recommendation regarding the renewal of the educator license with stipulations endorsed for career and technical educator and notify the affected licensee in writing as to whether his or her license has been renewed or not renewed. This notification shall be by certified mail, return receipt requested and shall occur within 30 days after the SEPLB makes its determination, subject to the right of appeal set forth in this subsection (j).
 - 1) Within 60 days after receipt of an appeal filed by a licensee challenging the State Superintendent's recommendation for nonrenewal, the SEPLB shall determine whether it will hold an appeal hearing or make a determination based on the information outlined in Section 21B-45(m)(2) of the School Code. If a hearing will be held, the Board shall notify the licensee of the date, time and place of the hearing.
 - 2) The licensee shall submit to the SEPLB any additional information the Board determines is necessary to decide the appeal.

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- 3) The SEPLB may request that the licensee appear before it. The licensee shall be given at least 10 days' notice of the date, time and place of the hearing.
- 4) In verifying whether the licensee has met the renewal criteria set forth in this Section, the SEPLB shall review the recommendation of the State Superintendent and all relevant documentation.
- k) The SEPLB shall notify the licensee in writing, within 30 days after reaching a decision, as to whether the educator license with stipulations endorsed for career and technical educator has been renewed. Upon receipt of notification of renewal, the licensee shall pay the applicable registration fee for the next 5-year renewal cycle using ELIS. If the decision is not to renew the license, the notice to the licensee shall be transmitted by certified mail, return receipt requested, and shall state the reason for the decision. The decision of the SEPLB is final and subject to administrative review as set forth in Section 21B-70 of the School Code [105 ILCS 5/21B-70].
- l) An individual whose educator license with stipulations endorsed for career and technical educator is not renewed because of his or her failure to meet the requirements of this Section may renew the license once it has lapsed (i.e., on September 1 of the calendar year in which the license expired) if he or she has paid all back fees, including registration fees, owed and:
 - 1) either paid the penalty or completed the coursework required under Section 21B-45 of the School Code, the latter of which shall not be counted as both satisfying the penalty and meeting the professional development owed; and
 - 2) presented evidence of having completed the balance of the professional development activities that were required for renewal of the license previously held.
- m) The provisions of Section 25.840(e) shall apply to the renewal of the educator license with stipulations endorsed for career and technical educator.
- n) An individual who performs services on an educator license with stipulations endorsed for career and technical educator and concurrently also on a professional

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educator license that is subject to renewal requirements shall be subject to the provisions of Subpart J.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 25.72 Endorsement for Provisional Career and Technical Educator

The requirements of this Section apply to individuals seeking an educator license with stipulations endorsed for provisional career and technical educator pursuant to Section 21B-20(2)(F) of the School Code [105 ILCS 5/21B-20(2)(F)].

- a) Each applicant for an educator license with stipulations endorsed for provisional career and technical educator shall present evidence of having completed 8,000 hours of work experience ~~in the last 10 years immediately preceding application~~ in the skill area for which the applicant is seeking employment. (See Section 21B-20(2)(F).) The required evidence of this work experience shall be written statements from former supervisors who can be reached for verification or, in cases in which supervisors are no longer available to verify the individual's employment, affidavits by the applicant describing the work experience.
- b) At the time application is made for the educator license with stipulations endorsed for provisional career and technical educator, the school district that will employ the individual requesting the license shall verify, in writing, to the State Superintendent that:
 - 1) the district is unable to find a qualified individual holding a professional educator license endorsed for the skill area of instruction or educator license with stipulations endorsed for career and technical educator in the skill area of instruction; and
 - 2) the current circumstances existing in the district require the employment of an individual licensed in the skill area of instruction.
- c) The educator license with stipulations endorsed for provisional career and technical educator is valid *until June 30 immediately following five years after the endorsement was issued.* [105 ILCS 5/21B-20(2)(F)]
- d) In accordance with Section 21B-20(2)(F) of the School Code, the educator license with stipulations endorsed for provisional career and technical educator shall be

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renewed once only for a five-year period provided that the individual seeking the renewal:

- 1) has passed a test of basic skills, as required under Section 21B-30 of the School Code and Section 25.720 of ~~this~~ Part, except that individuals holding the educator license with stipulations endorsed for provisional career and technical educator before January 1, 2015 shall be exempt from the provisions of this subsection (d)(1); and
- 2) has completed a minimum of 20 semester hours of coursework from a regionally accredited institution, which shall be accepted only in the career and technical education content area of the individual's assignment (i.e., agricultural education; business, marketing, and computer education; family and consumer sciences; health careers; or technology education) or in pedagogy.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

SUBPART E: REQUIREMENTS FOR THE LICENSURE OF
ADMINISTRATIVE AND SUPERVISORY STAFF

Section 25.335 General Administrative Endorsement (Through June 30, 2016~~August 31, 2014~~)

This endorsement, to be affixed to a professional educator license, is required for principals, assistant principals, assistant or associate superintendents, and staff filling other similar or related positions as indicated in 23 Ill. Adm. Code 1.705. (See also 23 Ill. Adm. Code 29.120.) No candidates currently are being admitted to general administrative endorsement programs (see Section 21B-25(2)(A) of the School Code). For candidates who have completed a program on or before September 1, 2014~~currently enrolled, and~~ general administrative endorsement shall be issued in accordance with the deadlines set forth at Section 21B-25(2)(A) of the School Code~~after August 31, 2014.~~

- a) Each candidate for the general administrative endorsement shall hold a master's degree or equivalent awarded by a regionally accredited institution of higher education ~~and shall have completed the coursework in educational administration and supervision required by Section 21-7.1(e)(2) of the School Code [105 ILCS 5/21-7.1(e)(2)]~~. For the purposes of this subsection (a), "equivalent" shall mean the completion of a degree beyond the bachelor's degree level (e.g., juris doctor (J.D.), doctor of philosophy (Ph.D.), doctor of education (Ed.D.)).

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- b) Each candidate shall have completed either:
- 1) an Illinois program approved for the preparation of administrators pursuant to Subpart C ~~of this Part~~; or
 - 2) a comparable approved program in another state or country or hold a comparable certificate or license issued by another state or country (see Section 25.425 ~~of this Part~~).
- c) Each candidate shall have two years of full-time teaching or school support personnel experience in public schools, schools under the supervision of the Department of Corrections, schools under the administration of the Department of Human Services, or nonpublic schools recognized by the State Board of Education, pursuant to 23 Ill. Adm. Code 425 (Voluntary Registration and Recognition of Nonpublic Schools), or meeting comparable out-of-state recognition standards.
- d) Each candidate shall be required to pass the applicable content-area test (see Section 25.710), as well as the test of basic skills pursuant to Section 25.720.
- e) A candidate who receives the general administrative endorsement on or before ~~June 30, 2016~~ ~~August 31, 2014~~ may continue to be employed in the positions listed in this Section after ~~July~~ ~~September 1, 2016~~ ~~2014~~. (Also see Section 25.337(d).)
- f) Nothing in this Section is intended to preclude the candidate from seeking the issuance of an educator license with stipulations endorsed for provisional educator under Section 21B-20 of the School Code in the event that the individual has failed to meet one or more of the requirements for a professional educator license in his or her area of endorsement, subject to the restrictions provided at Section 25.15(a)(2) regarding employment as a principal or assistant principal. All deficiencies identified shall be satisfied within the timelines specified at Section 21B-25(2)(A) of the School Code ~~no later than June 30, 2014 and the general administrative endorsement issued no later than August 31, 2014.~~

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 25.337 Principal Endorsement (2013)

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- a) This endorsement is required for principals and assistant principals.
- b) A principal endorsement shall be affixed to a professional educator license provided that the candidate holds a master's degree or equivalent (e.g., juris doctor (J.D.), doctor of philosophy (Ph.D.), doctor of education (Ed.D.)) and either successfully completes each of the requirements specified in 23 Ill. Adm. Code 30 (Programs for the Preparation of Principals in Illinois) or meets each of the requirements specified in Section 21B-35(b-5) of the School Code (also see Section 25.425 of this Part).
- c) Each candidate shall have:
- 1) *four years of teaching experience or, until June 30, 2019, working in the capacity of school support personnel in a public school or nonpublic school recognized by the State Board of Education [105 ILCS 5/21B-25] in accordance with 23 Ill. Adm. Code 425 (Voluntary Registration and Recognition of Nonpublic Schools), which must have been accrued while the individual held a valid professional educator license endorsed in a teaching field or, until June 30, 2019, a school support personnel area (i.e., school counselor, school psychologist, speech language pathologist (non-teaching), school nurse, school social worker, school marriage and family counselor); or*
 - 2) *four years of experience, which must have been accrued while the individual held a valid teaching or, until June 30, 2019, school support personnel certificate or license issued by another state authorizing employment in an out-of-state public school or in an out-of-state nonpublic school meeting out-of-state recognition standards comparable to those set forth by the State Board of Education at 23 Ill. Adm. Code 425.*
- d) For the purposes of Section 21B-25(2)(B) of the School Code [105 ILCS 5/21B-25(2)(B)], a candidate may qualify for the principal endorsement with *fewer than 4 years of experience* upon presentation of certain performance evaluation ratings that incorporate data and indicators of student growth (see Article 24A of the School Code [105 ILCS 5/Art. 24A] and 23 Ill. Adm. Code 50 (Evaluation of Educator Licensed Employees under Articles 24A and 34 of the School Code)).
- 1) A candidate may qualify with three years of experience if he or she has received at least a "proficient" performance evaluation rating in his or her three annual performance evaluations conducted.

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- 2) A candidate may qualify with two years of experience if he or she has received an "excellent" performance evaluation rating in his or her two annual performance evaluations conducted.
- e) Each candidate shall be required to pass the applicable content-area test (see Section 25.710), as well as the test of basic skills, pursuant to Section 25.720.
- f) An individual holding a general administrative endorsement issued pursuant to Section 25.335 of this Part may have that endorsement converted to a principal endorsement in accordance with the process set forth in Section 21B-25 of the School Code.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 25.345 Endorsement for Chief School Business Official

This endorsement is required for chief school business officials. (See also 23 Ill. Adm. Code 29.110.)

- a) Each candidate for the chief school business official's endorsement shall hold a master's degree or equivalent awarded by a regionally accredited institution of higher education. For the purposes of this subsection (a), "equivalent" shall mean the completion of a degree beyond the bachelor's degree level (e.g., juris doctor (J.D.), doctor of philosophy (Ph.D.), doctor of education (Ed.D.)).
- b) Each candidate, other than a candidate whose master's degree was earned in *business administration, finance, or accounting* (Section ~~21B-25(2)(C)21B-25(2)(e)~~ of the School Code [105 ILCS 5/~~21B-25(2)(C)21B-25(2)(e)~~]), shall have completed 24 semester hours of graduate coursework in an Illinois program approved for the preparation of school business officials pursuant to Subpart C of this Part or a comparable approved program in another state or country or hold a comparable certificate or license issued by another state or country (see Section 25.425 of this Part) and either have:
 - 1) *two years' full-time administrative experience in school business management* (Section ~~21B-25(2)(C)21B-25(2)(e)~~ of the School Code); or
 - 2) *two years of university-approved practical experience.*

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- c) Each candidate whose master's degree was earned in *business administration, finance, or accounting* shall complete *an additional six semester hours of internship in school business management from a regionally accredited institution of higher education* (Section ~~21B-25(2)(C)~~~~21B-25(2)(e)~~ of the School Code) that is conducted under the supervision of an individual who holds a current Illinois endorsement for chief school business official or who serves as the school district's chief financial officer. Institutions may consider a candidate's work experience in a school business office that is comparable to the responsibilities of a chief school business official as meeting a portion or all of the six-semester-hour internship requirement. For purposes of this subsection (c), one semester hour shall be equivalent to a minimum of 15-clock hours of experience that a candidate documents as completing.
- d) Each candidate shall be required to pass the applicable content-area test (see Section 25.710), as well as the test of basic skills pursuant to Section 25.720.
- e) Educator License with Stipulations
- 1) Nothing in this Section is intended to preclude the candidate from seeking the issuance of an educator license with stipulations endorsed for provisional educator under Section ~~21B-20(2)(A)~~~~21B-20~~ of the School Code in the event that he or she has failed to meet one or more of the requirements for a professional educator license endorsed for chief school business official.
- 2) A candidate who does not meet the requirements of Section 25.25(a) of this Part regarding coursework pertaining to the exceptional child and reading may apply for an educator license with stipulations endorsed for chief school business official by meeting the requirements set forth either in subsection (b) or (c) of this Section. (Also see Section 21B-20(2)(K) of the School Code.) An individual holding an educator license with stipulations endorsed for chief school business official shall be considered fully qualified to serve as a chief school business official provided he or she meets any renewal requirements set forth in Subpart J of this Part.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 25.355 Endorsement for Superintendent (Beginning September 1, 2016~~2019~~)

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The requirements of this Section apply to candidates admitted to superintendent preparation programs on or after September 1, 2016.

- a) This endorsement is required for superintendents and assistant superintendents.
- b) A superintendent endorsement shall be affixed to a professional educator license provided that the candidate holds a master's degree or equivalent (e.g., juris doctor (J.D.), doctor of philosophy (Ph.D.), doctor of education (Ed.D.)) and either successfully completes each of the requirements specified in 23 Ill. Adm. Code 33 (Programs for the Preparation of Superintendents in Illinois) or meets each of the requirements specified in Section 21B-35(b-5) of the School Code~~has completed a comparable approved program in another state or country or holds a comparable certificate or license issued by another state or country (see Section 25.425). For the purposes of this subsection (b), "comparable" means:~~
 - 1) ~~The out of state program is offered by an institution that has received approval under Subpart C to offer a superintendent preparation program (see 23 Ill. Adm. Code 33); or~~
 - 2) ~~The individual seeking the endorsement has had his or her coursework and preparation program reviewed by an institution approved to offer a superintendent preparation program in Illinois; has successfully completed any deficiencies in that preparation that the institution has identified, as applicable; and has been recommended for entitlement by that institution.~~
- c) In accordance with Section 21B-25(2)(D) of the School Code [105 ILCS 5/21B-25(2)(D)], each candidate shall hold an Illinois professional educator license and have two years of experience working full-time in a general administrative position or as a principal, director of special education or chief school business official either:
 - 1) on the Illinois general administrative, principal, director of special education or chief school business officer endorsement in:
 - A) an Illinois public school; or
 - B) a nonpublic school recognized under 23 Ill. Adm. Code 425 (Voluntary Registration and Recognition of Nonpublic Schools) whose chief administrator is required to hold a professional educator license endorsed for general administrative or principal

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and when a majority of the teachers employed in the school are required to hold a professional educator license endorsed in the teaching field specific to each teacher's assignment; or

- 2) while holding a credential required by the employing state in order to serve as principal, director of special education or chief school business official that is comparable *in validity and educational and experience requirements* (Section 21B-25(2)(D) of the School Code) to the applicable Illinois endorsement, if the candidate completed a comparable out-of-state program for the applicable credential held. (See also Section 25.425 of this Part.)
- d) Each candidate shall be required to pass the applicable content-area test (see Section 25.710), as well as the test of basic skills pursuant to Section 25.720.
- e) Nothing in this Section is intended to preclude the candidate from seeking the issuance of an educator license with stipulations endorsed for provisional educator under Section 21B-20 of the School Code in the event that he or she has failed to meet one or more of the requirements for a professional educator license endorsed for superintendent.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

SUBPART F: GENERAL PROVISIONS

Section 25.400 Registration of Licenses; Fees

Section 21B-40 of the School Code [105 ILCS 5/21B-40] requires the registration of an individual's educator license (i.e., professional educator license, educator license with stipulations or substitute teaching license) and establishes the amount of the registration fee to be paid for each full or partial year in the license's validity period. An individual shall register the license immediately (i.e., no later than six months) after the date on which the license initially was issued and between April 1 and June 30 in the last year of each 5-year renewal cycle. (See Sections 21B-40(a)(4) and 21B-45(k) of the School Code.) Registration fees and requirements applicable in specified situations shall be as set forth in this Section.

- a) An individual shall pay a separate fee to register each license held (i.e., professional educator license, educator license with stipulations or substitute teaching license) for the license's period of validity (i.e., the time period during which the license is valid). An individual who does not hold an educator license

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but who has an approval issued pursuant to this Part is not subject to the requirements of this Section.

- b) An individual is required to register his or her license in each region where he or she teaches or in any county of the State, if the individual is not yet employed, but is required to pay a registration fee in only one region. Therefore, an individual who moves from one region to another after paying a registration fee for a particular period of time:
 - 1) shall be required to register his or her license in the new region; but
 - 2) shall not be required to pay any additional registration fee.
- c) When a registration fee is paid, the amount due shall be the amount required to register the license for its entire period of validity.
- d) Pursuant to Section 25.450 of this Part, a licensee may immediately reinstate the license if it has lapsed (i.e., been expired for a period of six months or more due to failure to register the license) by payment of all accumulated registration fees and either payment of the penalty or completion of the coursework required under Section 21B-45 of the School Code. The amount due for each year in the renewal cycle shall be the fee that was in effect at that time, rather than the annual amount applicable at the time when the fees are paid.
- e) The provisions of subsection (d) do not apply to individuals who are ineligible to register their licenses due to the renewal requirements set forth in Section 21B-45 of the School Code and Subpart J not being met by September 1 of the year in which the license expired. A license subject to this subsection (e) shall be immediately (i.e., within six months) reinstated:
 - 1) upon payment of all accumulated registration fees;
 - 2) either payment of the penalty or completion of the coursework required under Section 21B-45, the latter of which shall not be counted as both satisfying the penalty and meeting the professional development owed; and
 - 3) completion of any outstanding professional development activities required for renewal.

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- f) The amount of the fee that was in effect for any given year shall remain in effect for that year, regardless of when the fee is paid.
- g) In accordance with Section 21B-45(e)(5), *a licensee working in a position that does not require a professional teaching license or an educator license with stipulations or working in a position for less than 50 percent of full-time equivalency for any particular school year is considered to be exempt and shall be required to pay only the registration fee in order to renew and maintain the validity of the license.*
- h) In accordance with Section 21B-45(e)(6), a licensee with a license in retired status *shall not be required to pay registration fees until returning to a position that requires educator licensure, at which time the licensee shall immediately pay a registration fee and complete renewal requirements for that year.* (See Subpart J regarding renewal requirements.) The requirements of this subsection (h) do not apply to a licensee in retired status who holds a professional educator license and works only as a substitute teacher for less than 50 percent of full-time equivalency for any particular school year.
- i) *An unregistered license is invalid after September 1 for employment and performance of services in an Illinois public or State-operated school or cooperative and a charter school.* (Section 21B-45(a) of the School Code)
- j) The other provisions of this Section notwithstanding, no fee paid in connection with the registration of one or more licenses shall have the effect of extending the period of validity of any other license that is subject to additional renewal requirements that have not been met.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 25.425 Individuals Prepared in Out-of-State Institutions

- a) In accordance with Section 21B-35 of the School Code, an applicant who has completed *a comparable state-approved education program* of another state or country may be granted an Illinois professional educator license endorsed in the area (i.e., teaching, administrative or school support personnel) that corresponds to the completed program if he or she meets all the generally applicable requirements of Article 21B of the School Code (e.g., age and good character) and the requirements for the license and the endorsement sought, as specified in the applicable Sections of this Part. As used in each of those Sections, a "comparable

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program" is one that leads to eligibility for service in the same specific capacity in the public schools of the state where the program was completed and is aligned to the standards set forth in Section 25.115(e). A program completed in the United States shall be considered comparable only if it was offered by a regionally accredited institution of higher education or a not-for-profit entity recognized under Subpart C.

- 1) The individual shall hold a bachelor's *degree* or higher *from a regionally accredited institution of higher education and the degreed major or a constructed major must directly correspond to the license or endorsement sought* and meet the requirements for that endorsement as set forth in Section 25.100. (Section 21B-35(a)(2) of the School Code)
- 2) Each applicant for an Illinois professional educator license endorsed in a teaching field *who has not been entitled by an Illinois-approved institution of higher education* must have completed a program that met the following requirements.
 - A) For those who have completed traditional preparation programs, these requirements include:
 - i) college coursework in professional education, including pre-student teaching clinical experiences or equivalent experience, and student teaching or equivalent experience;
 - ii) coursework *in the methods of instruction of the exceptional child* in cross-categorical special education (Section 21B-35(a)(3) of the School Code), which shall meet the requirements outlined in Section 25.25(a)(1)(A) of this Part;
 - iii) *coursework in the methods of reading and reading in the content area* (Section 21B-35(a)(4) of the School Code), which shall meet the requirements outlined in Section 25.25(a)(1)(B) of this Part; and
 - iv) coursework *in instructional strategies for English language learners*, which shall address bilingual education, English as a Second Language or English as a New Language methods (Section 21B-35(a)(5) of the School Code).

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- B) For those who have completed preparation programs in a school support personnel field listed in Subpart D, these requirements include college coursework in:
- i) professional education, including an internship or equivalent experience;
 - ii) *the methods of instruction of the exceptional child* in cross-categorical special education (Section 21B-35(a)(3) of the School Code), which shall meet the requirements outlined in Section 25.25(a)(1)(A) of this Part;
 - iii) *the methods of reading and reading in the content area* (Section 21B-35(a)(4) of the School Code), which shall meet the requirements outlined in Section 25.25(a)(1)(C); and
 - iv) *instructional strategies for English language learners* (Section 21B-35(a)(5) of the School Code), which shall align to standards for addressing second language acquisition and the diverse learner set forth in the Standards for the Speech-Language Pathologist (23 Ill. Adm. Code 28.230) or, for other school support personnel, the applicable standards in 23 Ill. Adm. Code 23 (Standards for School Support Personnel Endorsement).
- C) For those who are seeking an endorsement for principal, the applicant's preparation shall be evaluated in accordance with the criteria specified in Section 25.337.
- D) For those who have completed alternative certification or licensure programs, these requirements include graduation from a regionally accredited institution with a bachelor's degree that directly corresponds to the endorsement sought and meets the requirements for that endorsement as set forth in Section 25.100, an intensive course of study approved by that state for this purpose, and student teaching or another structured teaching experience that forms part of the approved alternative program, as well as the coursework specified in subsection (a)(2)(A).

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- 3) Each out-of-state applicant shall have passed each of the Illinois tests required for the professional educator license and the endorsement sought, as set forth in Section 21B-30 of the School Code [105 ILCS 5/21B-30] and Section 25.720.
- 4) In accordance with Section 21B-30(f) of the School Code, beginning July 1, 2015, each applicant who has not been entitled by an Illinois-approved institution of higher education for a professional educator license endorsed in a teaching field shall pass the TPA (see Section 25.720(e) of this Part). If the applicant has not met this requirement, he or she may:
 - A) apply for an educator license with stipulations endorsed for the grade levels and content area of the endorsement sought, provided he or she holds a valid, comparable certificate or license from another state and has passed the test of basic skills and applicable content-area test required by Section 21B-30 of the School Code and Section 25.720 of this Part, and complete the TPA while employed as a teacher in an Illinois school district; or
 - B) enroll in the student teaching portion of an educator preparation program offered by an Illinois institution of higher education approved to offer a program pursuant to Subpart C ~~of this Part~~, during which time the TPA shall be completed; or
 - C) for purposes of meeting both the requirements of Section 21B-30(f) of the School Code and this subsection (a)(4), an applicant who provides evidence with his or her application of having at least three years of full-time teaching experience and having achieved a "proficient" or higher rating, or the equivalent, on his or her most recent performance evaluation shall not be required to pass the TPA.
- b) An individual may receive additional endorsements on a professional educator license endorsed for teaching by meeting the applicable requirements of Sections 25.37 and 25.100.
- c) A candidate whose credentials were earned at an institution outside the United States shall submit the documents prepared by the foreign institution to a service

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whose evaluations are accepted by the State Board pursuant to subsection (d) to determine if the candidate has met the requirements of Section 21B-35(b) of the School Code, including the coursework required under subsection (a)(2)(A).

- 1) After reviewing the documents submitted, the service shall provide to the State Superintendent of Education a statement identifying the degree held by the individual and indicating whether or not the individual has been prepared as an educator. The service shall also provide a list of the courses completed, with the credits earned equated to semester hours.
 - 2) The transcript provided by the service pursuant to subsection (c)(1) shall be reviewed to determine whether the individual qualifies for a professional educator license and the endorsements for which application was made; if so, he or she shall receive the license and the endorsements indicated by the coursework completed.
 - 3) If the review of the individual's transcript indicates that he or she does not qualify for a professional educator license and the endorsements for which application was made, he or she shall receive a notification of the deficiencies for the license and the endorsement requested.
- d) Evaluation services shall be approved to review foreign credentials for purposes of Illinois licensure if they demonstrate experience working on behalf of either the National Association of Foreign Student Affairs or the American Association of Collegiate Registrars and Admissions Officers. However, the State Board of Education may discontinue acceptance of evaluations from any service based on evidence of material inconsistencies in reviews. The State Board shall maintain an up-to-date list of all organizations whose reviews are being accepted and shall make this list readily available.
- e) If either a candidate who has not been entitled by an Illinois-approved institution of higher education or an applicant from another country has not met one or more of the criteria to receive a professional educator license and endorsements for which he or she has applied, the candidate may apply and qualify for an educator license with stipulations endorsed for provisional educator if he or she meets the requirements of Section 21B-20(2)(A) of the School Code, including passage of the Illinois test of basic skills and any Illinois content-area test required for each endorsement sought, as required by Section 21B-30 of the School Code and Section 25.720 of this Part, *either prior to or within one year after issuance of the*

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educator license with stipulations endorsed for provisional educator. (See Section 21B-20(2)(A) of the School Code.)

- 1) *Applicants who have not been entitled by an Illinois-approved educator preparation program at an Illinois institution of higher education shall not receive a provisional educator endorsement on the educator license with stipulations if the person completed an alternative licensure program in another state, unless the program has been determined to be equivalent to Illinois program requirements.* (Section 21B-20(2)(A) of the School Code)
- 2) Applicants shall be eligible for an educator license with stipulations endorsed for provisional educator, principal or superintendent, provided that they meet the requirements of Section 21B-35(b-5)(1) and (3) of the School Code regarding completion of a program approved by another state or country and issuance of a certificate or license in a teaching field.
- 3) The educator license with stipulations endorsed for provisional educator shall be issued only once, valid until June 30 immediately following two years after the license being issued, unless the licensee, during the time in which he or she held the provisional endorsement:
 - A) passed the test of basic skills and the applicable content-area test, as required under Section 21B-20(2)(A)(ii) of the School Code; and
 - B) did not work in a public school or nonpublic school recognized by the State Board of Education pursuant to 23 Ill. Adm. Code 425 (Voluntary Registration and Recognition of Nonpublic Schools) at any time during the validity period of the educator license with stipulations endorsed for provisional educator.
- 4) An applicant may request one or more endorsements when he or she initially applies for the ~~educator license with stipulations endorsed for provisional~~professional educator ~~license~~ and ~~pays~~pay only one fee required under Section 21B-40 of the School Code. Applications shall be evaluated for only those endorsements requested by the applicant. For those individuals not qualifying for the professional educator license, additional~~Additional~~ endorsements may be requested following issuance of the educator license with stipulations upon application and payment of

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the fee required under Section 21B-40; however, the date of approval of any additional endorsements shall not extend the validity period of the educator license with stipulations.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 25.450 Lapsed Licenses

- a) A lapsed license is a professional educator license or an educator license with stipulations endorsed for career and technical educator or chief school business official for which renewal requirements have not been completed by September 1 of the year in which it expired, or a professional educator license ~~or an educator license with stipulations endorsed for paraprofessional educator~~ that has not been registered for a period of six or more months since the expiration of its last registration. For purposes of this Section, the licenses listed in subsections (a)(1) through (3) do not lapse.
- 1) A professional educator license exchanged for a certificate that was issued between July 1, 1929 and July 1, 1951.
 - 2) A substitute teaching license issued under Section 21B-20(3) of the School Code.
 - 3) An educator license with stipulations issued under Section 21B-20(2) of the School Code endorsed in an area other than career and technical educator or chief school business official ~~paraprofessional educator~~.
- b) In accordance with Section 21B-45(a) of the School Code, a lapsed license shall be immediately (i.e., within six months) reinstated if the individual pays any back fees, including all registration fees, that he or she owes and either:
- 1) pays a \$500 penalty ~~or, if the individual holds only an educator license with stipulations endorsed for paraprofessional educator, a \$150 penalty;~~
or
 - 2) provides evidence of *completing nine semester hours of coursework from a regionally accredited institution of higher education in the content area that most aligns with one or more of the educator's endorsement areas* [105 ILCS 5/21B-45(b)]. For the purposes of this subsection (b)(2):

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- A) coursework shall not be counted as both satisfying the penalty and meeting any professional development owed under subsection (b)(3);
 - B) coursework may include content or methods classes for cross-categorical special education, reading, English language learners (i.e., bilingual education, English as a Second Language or English as a New Language); and
 - C) the validity period for any coursework used for license reinstatement shall expire on September 1 immediately following the fifth full year after the date of the coursework's completion; ~~or~~
- 3) for those licensees whose licenses lapsed on September 1 due to failure to complete renewal requirements, completes all outstanding professional development activities required for renewal.
- c) The penalty referenced in subsection (b)(1) cannot be paid in advance of the individual's license lapsing. In other words, once the license expires due to failure to pay registration fees or complete license renewal requirements, the individual has the option of:
- 1) if the license expired due to failure to pay registration fees and the license has not yet lapsed;
 - A) waiting six months before paying the penalty or presenting evidence of completing the coursework required under subsection (b)(2); or
 - B) paying all registration fees owed; or
 - 2) if the license expired due to failure to complete renewal requirements and the license has not yet lapsed, completing the applicable renewal requirements and/or paying all registration fees owed.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 25.480 Supplemental Documentation and Review of Certain License Applications

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This Section sets forth the requirements for supplemental documentation and other information that an applicant must submit when he or she has provided an affirmative response or indicated noncompliance with any of the requirements set forth in Sections 25.485 through 25.491 ~~of this Part~~. An application for issuance, renewal, reinstatement or registration of a license shall not be processed until all supplemental documentation has been received. References to "license" in this Section and any of Sections 25.485 through 25.491 shall be understood to mean "certificate" if the sanction affected (or the violation occurred when an individual held) a teaching, administrative, school service personnel or substitute teaching certificate previously issued by the State Board of Education.

a) Personal Statement

When a personal statement is required to be submitted, the applicant shall provide the information required under this subsection (a). A personal statement shall not be afforded full weight by the committee reviewing the application and supplemental documentation if the statement fails to adequately address each of the requirements of this subsection (a) to the degree necessary to enable the review committee to make a determination of whether the applicant has been rehabilitated and should be licensed as a professional educator. Each personal statement shall:

- 1) be written in the applicant's own words (statements written by an attorney or someone other than the applicant shall be considered a letter of reference);
- 2) provide a detailed description of the conduct and circumstances that led to the license sanction, or the conviction or a report of child abuse or neglect (whichever is applicable);
- 3) provide evidence that the applicant has rehabilitated himself or herself, including an explanation of why the applicant believes he or she is of good character, merits receipt of an educator license and would be an asset to the field of professional educators; and
- 4) provide any other information that is requested by the State Board of Education that is relevant to the agency's review and understanding of the reasons for license sanction, or circumstances of the conviction or a report of child abuse or neglect (whichever is applicable).

b) Character References

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When character references are required, the applicant shall provide at least three letters that meet the requirements set forth in this subsection (b). A character reference shall not be afforded full weight by the committee reviewing the application and supplemental documentation if the reference fails to adequately address each of the requirements of this subsection (b) to the degree necessary to enable the review committee to make a determination of whether the applicant has been rehabilitated and should be licensed as a professional educator. Each character reference shall:

- 1) be written by a colleague of the applicant who is employed in an educational field or by a faculty member of the applicant's educator preparation program who has first-hand knowledge of or experience working with the applicant; if the applicant has no prior education-related experience, then an employer of the applicant may submit a character reference;
 - 2) state that the purpose of the letter is to assist the applicant in obtaining an educator license and acknowledge the specific conduct and circumstances that led to the applicant's license sanction, or the conviction or a report of child abuse or neglect (whichever is applicable);
 - 3) state the author's relationship (e.g., former instructor, employer, school colleague) with the applicant and the length of time he or she has known the applicant;
 - 4) explain in detail why the author believes that, in spite of the reason for the applicant's license sanction, or the conviction or a report of child abuse or neglect (whichever is applicable), the applicant has been rehabilitated and why the applicant would be an asset to the field of professional educators; and
 - 5) be signed by the author and include the telephone number or email address to be used should the committee reviewing the character reference have questions or need additional information and, as applicable, be presented on the letterhead of the author's place of employment.
- c) Application Review Process
- 1) The application and supplemental documentation shall be reviewed by a committee made up of staff from the State Board of Education's licensure

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division. The committee may contact the applicant if additional information is needed. Upon conclusion of the committee's review, the committee shall notify the applicant of the agency's decision to deny or its intent to deny an application, by certified mail, return receipt requested mailed to the address shown on the application. A decision to issue the license will be recorded in ELIS and an electronic notification to that effect will be sent to the applicant.

- 2) If the agency intends to deny an application on character grounds pursuant to Section 21B-15 of the School Code [105 ILCS 5/21B-15], the applicant shall be notified pursuant to subsection (c)(1) of this Section of the opportunity to request a credibility hearing. The applicant's request for a hearing shall be submitted in writing to the agency no later than 10 days after the applicant's receipt of the agency's notification. Requests shall be sent to the Educator Licensure Division, 100 North First Street, S-306, Springfield, Illinois 62777.
 - A) At this hearing, the applicant may present his or her own statement or provide documentary evidence and present character witnesses who wish to make a statement on behalf of the applicant.
 - B) The applicant shall not be permitted to pose questions to the review committee. An applicant may be represented by counsel at this hearing, but his or her attorney will not be permitted to address or pose questions to the review committee.
 - C) No later than 30 days after the conclusion of the credibility hearing, the review committee shall issue to the applicant its decision to grant or deny the application. The decision of the review committee is a final decision and is reviewable pursuant to the Administrative Review Law [735 ILCS 5/Art. III], as provided in Section 21B-90 of the School Code. A timely filed action for administrative review shall act as a stay of enforcement of the denial.
- d) **Eligibility to Reapply**

An applicant who was denied a license on the grounds that he or she does not have good character or that he or she knowingly misrepresented his or her qualifications to obtain a license pursuant to Section 21B-15 of the School Code is ineligible to apply for any educator license or endorsement on any currently

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held license for a period of five calendar years from the date of the denial. If an application is submitted during the period of ineligibility, the application shall be denied and the application fee will not be refunded.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 25.485 Licensure of Persons with Prior Certificate or License Sanctions

A previous denial of licensure or another action against an individual's license may indicate that issuance, renewal, [reinstatement](#) or registration of a license would also currently be inappropriate. Accordingly, each applicant for the issuance, renewal, [reinstatement](#) or registration of an Illinois professional educator license, an educator license with stipulations or substitute teaching license or for the addition of another credential (e.g., endorsement, approval, designation), including any credential issued under Subpart G ~~of this Part~~, shall be required to indicate on the relevant form whether he or she has ever had a certificate or license denied, suspended or revoked in Illinois or any other state.

- a) Each individual providing an affirmative response to this question shall be required to submit a copy of the notice issued by the responsible agency in the state where the action occurred that includes:
 - 1) the date of the action;
 - 2) the reasons for the action;
 - 3) any penalties that were imposed; and
 - 4) the ending date of each penalty, if applicable.

- b) Subject to subsection (c) or (d) ~~of this Section~~, the State Superintendent of Education shall review the information submitted pursuant to subsection (a) ~~of this Section~~ and shall determine whether issuance, renewal, [reinstatement](#) or registration of a license or issuance of one or more additional credentials, as applicable, is appropriate in light of the circumstances surrounding the previous denial or suspension (including the applicant's age and the background of the applicant at the time of the action), any penalty that was imposed, and any evidence the applicant has provided concerning his or her good character that may mitigate the defect in his or her record. (Also see Section 25.480(b) ~~of this Part~~.)

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- c) The State Superintendent may review any other license held by the applicant to determine if, based on the severity of the misrepresentation, suspension or revocation is warranted.
- d) An application shall not be evaluated from an individual whose previous denial occurred five or fewer years from the date of application.
- e) An application from an individual who has had a license revoked either in Illinois or another state shall not be considered except that the provisions of this subsection shall not apply to any individual who voluntarily surrendered his or her license pursuant to Section 21B-45 of the School Code [105 ILCS 5/21B-45), provided that the voluntary surrender was unrelated to a finding of misconduct.
- f) An application from an individual whose license had been suspended shall not be evaluated for a period of time that is equal to the length of the suspension. The start date of this waiting period shall begin on the day following the date on which the suspension was lifted. The provisions of this subsection (f) shall not apply to:
 - 1) any application to register or renew the license that was subject to the suspension, provided that the license was maintained as valid during the term of the suspension; and
 - 2) any application to renew another license that was not subject to the suspension.
- g) Submission of the application following the time period specified in subsection (e) or (f) ~~of this Section~~ is not a guarantee that the application will be approved and a license, endorsement, approval or designation issued. An individual may appeal the decision to deny the application in accordance with procedures set forth in the Illinois Administrative Procedure Act [5 ILCS 100/Art. 10].
- h) An individual shall not be entitled to a refund of the application fee in the event that his or her application is subsequently denied.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 25.486 Licensure of Persons Who Are Delinquent in the Payment of Child Support

Pursuant to Section 10-65 of the Illinois Administrative Procedure Act [5 ILCS 100/10-65], each State agency must require an applicant for a license to affirm on the application form, under

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penalty of perjury, that he or she is not more than 30 days delinquent in complying with a child support order. Accordingly, each applicant for the issuance, renewal, [reinstatement](#) or registration of an Illinois professional educator license, an educator license with stipulations or substitute teaching license or for the addition of another credential (e.g., endorsement, approval, designation), including any credential issued under Subpart G ~~of this Part~~, shall be required to make this affirmation on the relevant form.

- a) Each individual who fails to provide the affirmation required pursuant to this Section shall be ineligible to receive, register, [reinstate](#) or renew a license or to receive an additional credential until he or she provides to the State Superintendent of Education a statement from the Illinois Department of Healthcare and Family Services, issued on that agency's letterhead, indicating the status of the current child support arrangements.
- b) The State Superintendent shall review the documentation provided by the applicant and determine whether issuance, renewal, [reinstatement](#) or registration of a license or issuance of one or more additional credentials, as applicable, is appropriate based on whether the individual has remedied the delinquency and made satisfactory arrangements to meet future obligations.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 25.487 Licensure of Persons with Illinois Tax Noncompliance

Pursuant to Section 21B-75(c) of the School Code [105 ILCS 5/21B-75(c)], *the State Board may refuse to issue or may suspend the license of any person who fails to file a return or to pay the tax, penalty, or interest shown in a filed return or to pay any final assessment of tax, penalty, or interest, as required by any tax Act administered by the Illinois Department of Revenue, until such time as the requirements of any such tax Act are satisfied.* Accordingly, each applicant for the issuance, renewal, [reinstatement](#) or registration of an Illinois professional educator license, an educator license with stipulations or substitute teaching license or for the addition of another credential (e.g., endorsement, approval, designation), including any credential issued under Subpart G of this Part, shall be required to indicate on the relevant form whether he or she has failed to comply with any of these requirements.

- a) Each individual providing an affirmative response to this question shall be ineligible to receive, register, [reinstate](#) or renew a license or to receive an additional credential until he or she provides to the State Superintendent of Education either:

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- 1) a tax clearance form issued by the Illinois Department of Revenue, indicating that the individual has remedied the failure; or
 - 2) a statement from the Illinois Department of Revenue, issued on that agency's letterhead, that includes an explanation of the matter, including the relevant tax year, the amount owed, and the status of any disputed amount.
- b) If an individual provides the tax clearance form referred to in subsection (a)(1) ~~of this Section~~, he or she shall be eligible for licensure, license registration, license renewal, [license reinstatement](#) or issuance of one or more additional credentials based on the tax matter at issue. If an individual provides a statement under subsection (a)(2) ~~of this Section~~, the State Superintendent shall review the documentation provided and determine whether issuance, renewal, [reinstatement](#) or registration of a license or issuance of one or more additional credentials, as applicable, is appropriate based on whether the individual has made arrangements to remedy the failure that are satisfactory to the Department of Revenue.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 25.488 Licensure of Persons Named in Reports of Child Abuse or Neglect

Pursuant to Section 21B-75(b) of the School Code [105 ILCS 5/21B-75(b)], the State Superintendent of Education, in consultation with the State Educator Preparation and Licensure Board, may initiate the suspension or revocation of a license for abuse or neglect of a child. Accordingly, each applicant for the issuance, registration, [reinstatement](#) or renewal of an Illinois professional educator license, an educator license with stipulations or substitute teaching license or for the addition of another credential (e.g., endorsement, approval, designation), including any credential issued under Subpart G ~~of this Part~~, shall be required to indicate on the relevant form whether he or she has been named as a perpetrator by a state agency responsible for child welfare in Illinois or any other state if the finding in the report was not reversed on appeal.

- a) Each individual providing an affirmative response to this question shall be ineligible to receive, register, [reinstate](#) or renew a license or to receive an additional credential until he or she provides to the State Superintendent of Education:
 - 1) an official copy of the report, including the child's age and sex, the report number assigned by the Department of Children and Family Services or comparable out-of-state agency, the date of the report, and the status of the

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report ("indicated", "unfounded", or other) with supporting documentation for the determination;

- 2) a personal statement that meets the requirements outlined in Section 25.480(a) ~~of this Part~~ that includes a detailed explanation of his or her relationship to the child;
 - 3) character references that meet the requirements outlined in Section 25.480(b) of this Part, in which the authors clearly indicate that they have knowledge that the applicant has been found to be a perpetrator of child abuse or neglect but can also attest to the individual's good character, as defined in Section 21B-15 of the School Code, and rehabilitation; and
 - 4) an explanation of the status of any request to expunge, amend, or remove the report from the responsible state agency's records.
- b) The State Superintendent shall review the documentation provided by the applicant pursuant to subsection (a) of this Section and determine whether issuance, renewal, [reinstatement](#) or registration of a license or issuance of one or more additional credentials, as applicable, is appropriate based on whether the evidence of good character, as defined in Section 21B-15 of the School Code, and rehabilitation provided is convincing when taken together with the gravity of the offense, the individual's age and background at the time of the offense, and any criminal penalty that was imposed.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 25.489 Licensure of Persons Who Are in Default on Student Loans

Pursuant to Section 21B-75(b) of the School Code, a license may be suspended for failure to establish satisfactory repayment on an educational loan guaranteed by the Illinois Student Assistance Commission. Accordingly, each applicant for the issuance, registration, [reinstatement](#) or renewal of an Illinois professional educator license, educator license with stipulations or substitute teaching license or for the addition of another credential (e.g., endorsement, approval, designation), including any credential issued under Subpart G of this Part, shall be required to indicate on the relevant form whether he or she is in default on an Illinois student loan for which no satisfactory repayment plan has been established with the Commission. Each individual providing an affirmative response to this question shall be ineligible to receive, register, [reinstate](#) or renew a license or to receive an additional credential until he or she provides to the State Superintendent of Education a statement from the

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Commission, issued on the Commission's letterhead, indicating that the individual has entered into a satisfactory payment plan.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 25.490 Licensure of Persons Who Have Been Convicted of a Crime

Convictions related to certain offenses, other than those listed in Section 21B-80 of the School Code [105 ILCS 5/21B-80] that result in automatic revocation or denial of licensure, may lead to denial of licensure if they demonstrate that the applicant is not of good character as required by Section 21B-15 of the School Code. Accordingly, each applicant for the issuance, registration, [reinstatement](#) or renewal of an Illinois professional educator license, educator license with stipulations or substitute teaching license or for the addition of another credential (e.g., endorsement, approval, designation), including any credential issued under Subpart G of this Part, shall be required to indicate on the relevant form whether he or she has ever been convicted of a felony or of any sex, narcotics, or drug offense (whether felony or misdemeanor) in Illinois or any other state.

- a) Each individual providing an affirmative response to this question shall be ineligible to receive, register, [reinstate](#) or renew a license or to receive an additional credential if the offense was one of those enumerated in Section 21B-80 of the School Code or, if the offense was not one of those enumerated, until he or she provides to the State Superintendent of Education:
 - 1) a certified court record of the conviction, to include sentencing information;
 - 2) evidence that at least one year has elapsed since the end of the sentence for the criminal offense, where "sentence" includes any period of supervision or probation that was imposed either alone or in combination with a period of incarceration;
 - 3) a personal statement that meets the requirements outlined in Section 25.480(a) ~~of this Part~~; and
 - 4) character references that meet the requirements outlined in Section 25.480(b) of this Part, in which the authors clearly indicate that they have knowledge of the conviction but can also attest to the individual's good character, as defined in Section 21B-15 of the School Code, and rehabilitation.

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- b) The State Superintendent shall review the information submitted pursuant to subsection (a) of this Section and determine whether licensure, license registration, license renewal, [license reinstatement](#) or issuance of one or more additional credentials, as applicable, is appropriate, based on whether the offense was one of those enumerated in Section 21B-80 of the School Code and, if not, whether the evidence of good character, as defined in Section 21B-15 of the School Code, and rehabilitation provided is convincing when taken together with the gravity of the offense, the individual's age and background at the time of the offense, and any criminal penalty that was imposed.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 25.491 Licensure of Persons with Unsatisfactory Performance Evaluation Ratings

The State Superintendent may initiate an action under 23 Ill. Adm. Code 475 (Contested Cases and Other Formal Hearings) for revocation, suspension or required professional development against a license based on incompetency. *Incompetency shall include, without limitation, two or more school terms of service for which the licensee has received an unsatisfactory rating on a performance evaluation conducted pursuant to Article 24A of the School Code [105 ILCS 5/Art. 24A] within a period of seven school terms of service. [105 ILCS 5/21B-75]* A rating of unsatisfactory received following a period of remediation under Section 24A-5 of the School Code shall not count as a "performance evaluation rating" for the purposes of this Section.

- a) Each applicant for the issuance, registration, [reinstatement](#) or renewal of an Illinois professional educator license issued pursuant to Article 21B of the School Code or for the addition of another credential (e.g., endorsement, approval, designation), including any credential issued under Subpart G of this Part, shall be required to indicate on the relevant form whether he or she has received two unsatisfactory performance evaluation ratings within seven school terms of service. Each applicant providing an affirmative response to this question shall be ineligible to receive, register, [reinstatement](#) or renew a license or to receive an additional credential until he or she provides to the State Superintendent of Education a statement or documentation responding to each of the items listed in this subsection (a):
- 1) if known by the applicant, the date upon which the evaluator who provided the unsatisfactory performance evaluation rating successfully completed the prequalification process required under Section 24A-3 of the School Code [105 ILCS 5/24A-3], and any retraining, as applicable;

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- 2) a copy of each remediation plan resulting from the unsatisfactory performance evaluation rating developed for the applicant;
 - 3) an indication of whether the applicant successfully completed each remediation plan (i.e., received a subsequent performance evaluation rating of "proficient" or better);
 - 4) the assignments the applicant held at the time each unsatisfactory performance evaluation rating was received; and
 - 5) the date on which the applicant first began teaching, or in the case of an administrator, the date on which the applicant began his or her first assignment as an administrator, provided that the assignment subjects the applicant to a performance evaluation conducted under Article 24A of the School Code.
- b) If the State Superintendent becomes aware of a licensee's having received two unsatisfactory ratings at any time, the State Superintendent shall request from the educator the information required under subsection (a) ~~of this Section~~. The educator shall submit the information no later than three weeks after receiving the State Superintendent's request.
- c) The State Superintendent shall consider the factors outlined in Section 21B-75(b) when *determining whether to initiate action against one or more licenses based on incompetency and the recommended sanction for any action* (Section 21B-75(b) of the School Code).

(Source: Amended at 40 Ill. Reg. _____, effective _____)

SUBPART G: PARAPROFESSIONALS; OTHER PERSONNEL

Section 25.520 Substitute Teaching License

- a) A substitute teaching license may be issued to an applicant who has met the requirements of Section 21B-20(3) of the School Code [105 ILCS 5/21B-20(3)].
- b) A substitute teaching license is valid until June 30 immediately following five years after the license was issued and may be renewed if the individual has passed a test of basic skills, as authorized under Section 21B-30 of the School Code (see

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Section 25.720). *An individual who has passed a test of basic skills for his or her first licensure renewal is not required to retake the test again for further renewals.* (Section 21B-20(3) of the School Code) For purposes of this subsection (b), "a test of basic skills" is either the Illinois test of basic skills, as described in Section 25.720, or the WorkKeys® assessment offered by ACT with at least the score identified by the State Board of Education in consultation with the SEPLB.

- c) *If an individual has had his or her professional educator license or educator license with stipulations suspended or revoked or has not met the renewal requirements for licensure under Subpart J or Section 25.70, then that individual is not eligible to obtain a substitute teaching license.* (Section 21B-20(3) of the School Code)

(Source: Amended at 40 Ill. Reg. _____, effective _____)

SUBPART H: CLINICAL EXPERIENCES

Section 25.610 Definitions

"Clinical Experiences". That part of the professional preparation program enabling candidates preparing for licensure to acquire practical experience along with theoretical knowledge prior to entering into the full responsibilities of the role for which they are seeking licensure. These practical and structured experiences include pre-student teaching field experiences and student teaching and insure gradual and sequential introduction to, and eventual assumption of, the full range of experiences associated with a role for which a professional educator license is required. At appropriate times the candidate shall demonstrate mastery of skills and techniques necessary for effective performance as a beginning practitioner and to enable evaluation by qualified personnel. The sequence of experiences brings the candidate into contact with a variety of populations and educational situations, including public school settings, encountered by practitioners.

"Clinical Practice". Student teaching or internships that provide candidates with an intensive and extensive culminating activity. Candidates are immersed in the learning community and are provided opportunities to develop and demonstrate competence in the professional roles for which they are preparing.

"College Supervisor". That person employed by the institution of higher

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education to supervise candidates engaged in clinical experiences.

"Cooperating Teacher". That person employed by a school district directly engaged in teaching students in a school and who is immediately responsible for a student engaged in clinical experiences.

"Directed Observation". A clinical experience involving observation of practitioners working under the direction of representatives of schools or educator preparation institutions. This experience is planned, guided and evaluated by a mentor or supervisor and can occur in a variety of educational settings and situations.

"Dispositions". Professional attitudes, values and beliefs demonstrated through both verbal and nonverbal behaviors as educators interact with students, families, colleagues and communities.

"Field Experiences". A variety of early and ongoing field-based opportunities in which candidates may observe, assist, tutor, instruct, and/or conduct research. Field experiences may occur in off-campus settings such as schools, community centers, or homeless shelters.

"Intern Supervisor". That person employed by a school district directly engaged in school support personnel work in a school building and who is immediately responsible for a school support personnel intern.

"Internship". A sustained, continuous, structured and supervised experience lasting for a substantial period of time in which the candidate engages in performance of various aspects of the role and is gradually introduced to the full range of responsibilities associated with the role. Internships take place in all types of situations and settings. The use of internship is usually restricted to school support personnel and administrative programs.

"Practicum". A type of clinical experience characterized by intensive work with students, in a group or one on one, which is carefully designed as part of an approved program; is supervised by a designated representative of the institution offering the program; and provides evidence that the candidate for the endorsement is able to apply the knowledge and skills relevant to that endorsement area.

"Student Teaching". A form of internship [required for approval of educator](#)

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~~preparation programs established by Illinois statute~~ calling for close and competent supervision. It entails preparation for full responsibility in an instructional setting. In the course of the experience, the candidate shall demonstrate mastery of skills and techniques including, but not limited to, planning, organization, evaluation, parent relations and competence in subject matter areas. The experience is carried out under diligent and systematic supervision by college and local school personnel. (Student teaching is referred to as "clinical practice" by NCATE.)

"Supervised Participation". A wide range of experiences in which the candidate assists or engages in purposeful interaction with students and school personnel under the guidance and evaluation of qualified personnel. These experiences are carried out under continuous supervision by appropriate personnel who can appropriately modify the candidate's behavior.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 25.620 Student Teaching

- a) The SEPLB recognizes and accepts student teaching only when it is earned during the candidate's final year of his or her educator preparation program and conducted in a public school or a nonpublic school recognized or seeking recognition pursuant to 23 Ill. Adm. Code 425 (Voluntary Registration and Recognition of Nonpublic Schools).
- b) Student teaching shall be structured as part of comprehensive field experiences and clinical practice, as a supervised part of a teacher preparation program approved pursuant to Subpart C, and in accordance with the standards referred to in Section 25.115(d).
- c) Student teaching shall be completed within the grade range and in the area of specialization appropriate to the endorsement sought on the professional educator license. Additional student teaching may occur in areas for which the candidate meets the relevant requirements related to staff qualifications in 23 Ill. Adm. Code 1.
- d) Beginning with student teaching conducted in the 2014-15 school year, student teaching must be done under the active supervision of a cooperating teacher who is licensed and qualified to teach in the area, has three years of teaching experience in a public school or nonpublic school recognized or seeking

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recognition pursuant to 23 Ill. Adm. Code 425 (~~Voluntary Registration and Recognition of Nonpublic Schools~~), has received a proficient or above performance rating in his or her most recent evaluation and is directly engaged in teaching subject matter or conducting learning activities in the area of student teaching. The requirements of this subsection (d) do not apply in cases in which the student teacher:

- 1) is serving on an educator license with stipulations endorsed for transitional bilingual educator; or
 - 2) is working in a school that is not legally required to employ teachers with licensure and either has two years of teaching experience at that school or presents to the employer the evidence described in Section 25.25(b) ~~of this Part~~ documenting that he or she has two years of teaching experience in one or more other schools in which the chief administrator is required to hold a professional educator license endorsed for either general administrative or principal and the majority of teachers are required to hold a professional educator license endorsed for the grade levels and in the content area in which they are employed; or
 - 3) holds a substitute ~~teaching license certificate~~ and is not subject to the limitations of Section 21B-20(3) of the School Code [105 ILCS 5/21B-20(3)].
- e) In order for a recognized Illinois teacher education institution to award credit for student teaching, the following requirements must be met.:
- 1) The student teacher must be enrolled in a student teaching course at the institution. ~~;~~ ~~and~~
 - 2) The school district or nonpublic school and the institution of higher education shall jointly agree to the student teaching placement and the responsibilities of each person to be involved.
 - 3) The school district or nonpublic school shall ensure the requirements of Section 2-3.25o, 10-21.9 or 34-18.5, as applicable to the school district or nonpublic school, have been met.
- f) An individual may receive credit for student teaching or pre-student teaching clinical experiences that are completed during the time for which the individual is

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paid as a teacher only when the individual:

- 1) holds no educator license issued pursuant to Article 21B of the School Code [105 ILCS 5/Art. 21B] and performs the student teaching or pre-student teaching clinical experiences in a charter school established under Article 27A of the School Code or a nonpublic school recognized or seeking recognition pursuant to 23 Ill. Adm. Code 425-~~(Voluntary Registration and Recognition of Nonpublic Schools)~~; or
- 2) is subject to the authorization for payment stated in Section 25(g) of the Grow Your Own Teacher Education Act [110 ILCS 48/25(g)]; or
- 3) has at least one year of experience in a school or community-based early childhood setting and the student teaching is conducted with his or her current employer and meets the requirements of his or her preparation program; or
- 4) holds an educator license with stipulations endorsed for transitional bilingual educator, career and technical educator, or provisional career and technical educator and works in a school district; or
- 5) holds only a substitute teaching license and, as an employee of a school district operating under Article 34 of the School Code [105 ILCS 5/Art. 34], is not subject to the limitations of Section 21B-20(3) of the School Code regarding the number of days a substitute teacher may be employed.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

SUBPART J: RENEWAL OF PROFESSIONAL EDUCATOR LICENSES

Section 25.800 Professional Development Required (Beginning July 1, 2014)

- a) Pursuant to Section 21B-45 of the School Code [105 ILCS 5/21B-45], renewal of professional educator licenses endorsed in a teaching, administrative or school support personnel field or an educator license with stipulations endorsed for chief school business official (see Section 21B-20 of the School Code) is contingent upon licensees' presentation of proof of professional development activities. For the purposes of this Subpart J, "5-year renewal cycle" for any license shall include the time from the date the license was initially issued to June 30 following five years of the license being issued and every five years thereafter, regardless of

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whether the total validity period exceeds five years. Any portion of an additional year beyond five years that is included in the 5-year renewal cycle shall not increase the amount of professional development that a licensee is required to complete.

- b) Except as provided in Section 25.880 and in subsection (c) of this Section, renewal of an individual's professional educator license shall require the licensee's completion of professional development activities sufficient to satisfy the requirements of Section 21B-45 of the School Code. Each licensee shall:
- 1) enter the information required by Section 21B-45(e) of the School Code into ELIS prior to renewal~~within the timelines specified~~ for each activity completed; and
 - 2) present the evidence of completion upon request by the regional superintendent or a representative of the State Board of Education or if required as part of an appeal under this Subpart J.
- c) Professional Educator License Endorsed for School Support Personnel
- 1) Any licensee who holds a professional educator license endorsed for school support personnel *who is employed and performing services in Illinois public schools and who holds an active and current professional license issued by the Department of Financial and Professional Regulation related to his or her school support personnel endorsement area* may renew his or her professional educator license by paying only the registration fees required under Section 21B-40 of the School Code. (See Section 21B-45(l) of the School Code.) For purposes of this subsection (c), "related to" a school support personnel area shall be:
 - A) for a school counselor, a license issued under the Professional Counselor and Clinical Professional Counselor Licensing and Practice Act [225 ILCS 107];
 - B) for a marriage and family therapist, a license issued under the Marriage and Family Therapist Licensing Act [225 ILCS 55];
 - C) for a school psychologist, a license issued under the Clinical Psychologist Licensing Act [225 ILCS 15];

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- D) for a school speech and language pathologist (school support personnel endorsement only (i.e., nonteaching)), a license issued under the Illinois Speech-Language Pathology and Audiology Practice Act [225 ILCS 110];
 - E) for a school nurse, a license issued under the Nurse Practice Act [225 ILCS 65]; and
 - F) for a school social worker, a license issued under the Clinical Social Work and Social Work Practice Act [225 ILCS 20].
- 2) Upon application for renewal of a professional educator license endorsed in school support personnel, the licensee shall indicate in ELIS whether he or she holds a current and active professional license listed in subsection (c)(1) and electronically sign an assurance that the professional development requirements for that license were met.
 - 3) Any licensee who holds the professional educator license endorsed for school support personnel and does not hold one of the other professional licenses listed in subsection (c)(1) shall complete 120 hours of professional development activities and meet all other requirements for educator licensure renewal set forth in this Subpart J.
 - 4) Any licensee who holds a professional educator license endorsed in a teaching field and for speech-language pathologist but does not hold a school support personnel endorsement shall complete 120 hours of professional development activities and meet all other requirements for educator licensure renewal set forth in this Subpart J regardless of whether he or she also holds a current and active professional license identified in subsection (c)(1)(D).
- d) **Credit for CPDUs Earned Prior to July 1, 2014**
Any licensee who earned continuing professional development units (CPDUs) by completing any of the activities listed in Section 25.875 prior to July 1, 2014 shall have those CPDUs converted to clock hours as set forth in this subsection (d) and have those CPDUs credited to the 5-year renewal cycle during which the CPDUs were completed. For each subsequent 5-year renewal cycle, the licensee shall meet the applicable requirements of Section 25.805. Any licensee who earned CPDUs prior to July 1, 2014 and has not entered those into ELIS shall do so by using the conversion set forth in this subsection (d).

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- 1) One CPDU earned shall equal one clock hour of professional development activities.
 - 2) One semester hour of college coursework related to education from a regionally accredited institution (i.e., completion of an advanced degree, receipt of a subsequent endorsement, completion of coursework in an undergraduate or graduate program) shall equal 15 clock hours of professional development activities.
 - 3) Except as provided in subsection (e)(7) or (e)(8), if the total credit received in the conversion from CPDUs to clock hours is fewer than 120 clock hours, the licensee shall complete a sufficient number of professional development activities, as required under Section 21B-45 of the School Code and this Subpart J, as may be necessary to reach 120 clock hours before the end of his or her 5-year renewal cycle.
- e) Credit for Certain Activities Completed Prior to September 1, 2014
Certain activities completed before August 31, 2014 shall qualify a licensee as meeting all or a portion of the 120 clock hours of professional development required and shall be attributed to the 5-year renewal cycle in which the activity was completed. For each subsequent 5-year renewal cycle, the licensee shall meet the applicable requirements of Section 25.805. Any licensee who earned credit for activities completed prior to September 1, 2014 shall enter his or her completed credit into ELIS by noting the activity completed and the credit earned, as set forth in this subsection (e).
- 1) Completion of all requirements for an advanced degree from a regionally accredited institution in an education-related field may be used to fulfill 120 clock hours of professional development. The degree must be conferred no later than December 31, 2014 in order to qualify under this subsection (e)(1).
 - 2) Completion of all required activities in pursuit of certification or recertification by the National Board for Professional Teaching Standards (NBPTS) may be used to fulfill 120 clock hours of professional development.
 - 3) Receipt of a subsequent Illinois endorsement on a professional educator license may be used to fulfill 120 clock hours of professional

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development. The endorsement must be issued no later than December 31, 2014 to qualify under this subsection (e)(3).

- 4) Becoming "highly qualified" in an additional teaching area may be used to fulfill 120 clock hours of professional development. The criteria applicable to Illinois teachers and the required evidence of completion shall be as set forth in Appendix D. Each individual using this option shall have completed at least some portion of the requirements in the additional field during the 5-year renewal cycle to which the professional development credit is attributed.
- 5) Successful completion of four semester hours of graduate-level coursework on the assessment of one's own performance in relation to the Illinois Professional Teaching Standards may be used to fulfill 120 hours of professional development, provided that the coursework was approved by the State Superintendent of Education; offered by a regionally accredited institution of higher education, either in partnership with a teachers' association or union or with a regional office of education, or by another entity authorized to issue college credit; and included demonstration of performance through the activities listed in this subsection (e)(5) for each of the Illinois Professional Teaching Standards set forth in 23 Ill. Adm. Code 24 (Standards for Illinois Teachers).
 - A) Observation, by the course instructor or another experienced teacher, of the teacher's classroom practice for the purpose of identifying and describing how the teacher:
 - i) made content meaningful for students;
 - ii) motivated individuals and the group and created an environment conducive to positive social interactions, active learning and motivation;
 - iii) used instructional strategies to encourage students' development of critical thinking, problem-solving and performance;
 - iv) communicated using written, verbal, nonverbal and visual communication techniques; and

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- v) maintained standards of professional conduct and provided leadership to improve students' learning.
- B) Review and analysis by the course instructor or another experienced teacher of written documentation prepared by the teacher for at least two lessons that provides evidence of classroom performance related to the Illinois Professional Teaching Standards, with an emphasis on how the teacher:
- i) used his or her understanding of students, assessment data and subject matter to determine learning goals;
 - ii) designed or selected activities and instructional materials and aligned instruction to the relevant Illinois Learning Standards set forth in 23 Ill. Adm. Code 1.Appendix D;
 - iii) adapted or modified curriculum to meet individual students' needs; and
 - iv) sequenced instruction and designed or selected student assessment strategies.
- C) Demonstration of professional expertise on the part of the teacher in reflecting on his or her practice in terms of teaching strengths, weaknesses and implications for improvement according to the Illinois Professional Teaching Standards.
- 6) Successful completion of four semester hours of graduate-level coursework in preparation for meeting the requirements for certification by the National Board for Professional Teaching Standards (NBPTS) may be used to fulfill 120 clock hours of professional development, provided that the coursework was approved by the State Superintendent of Education; offered by a regionally accredited institution of higher education, either in partnership with a teachers' association or union or with a regional office of education, or by another entity authorized to issue college credit; and addressed the five core propositions of NBPTS and relevant standards through the activities described in subsection (e)(5), except that references to the Illinois Professional Teaching Standards shall be understood to mean NBPTS.

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- 7) A licensee who holds a master's degree in an education-related field reduces the 120 clock hours of professional development required by 40 clock hours.
- 8) A licensee who holds a second master's degree, an education specialist or a doctorate in an education-related field or who has attained NBPTS master teacher designation reduces the 120 clock hours of professional development required by 80 clock hours.
- 9) A licensee with a school support personnel endorsement who holds one of the certifications specified in this subsection (e)(9) shall be deemed to have satisfied the continuing professional development requirements.
 - A) Nationally Certified School Psychologist from the National School Psychologist Certification Board;
 - B) Nationally Certified School Nurse from the National Board for Certification of School Nurses;
 - C) Nationally Certified Counselor from the National Board for Certified Counselors; or
 - D) Certificate of Clinical Competence from the American Speech-Language-Hearing Association.
- f) Holders of a professional educator license who are working solely in a substitute teaching capacity are not subject to the requirements of Section 21B-45 of the School Code or this Subpart J.
- g) The ending date of the licensee's 5-year renewal cycle in effect on July 1, 2014 is not changed by the provisions of this Subpart J.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 25.805 Continuing Professional Development Options

- a) Professional development activities shall generate credit for purposes of renewal of a professional educator license endorsed in a teaching, administrative or school support personnel field or an educator license with stipulations endorsed for chief

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[school business official](#) only if they address one or more of the criteria identified in Section 21B-45(d) of the School Code. For the purposes of this Subpart J:

- 1) "Sustained period of time" shall mean professional development that includes structured opportunities for educators to apply what they have learned in real-life situations and/or professional development offered over a course of two or more sessions.
 - 2) "Licensee's performance" shall mean professional development identified by the licensee, school or district that is designed to improve the licensee's knowledge and skills relative to district or school performance and/or student achievement.
 - 3) "State-approved standards" shall mean the standards applicable to the licensee's credential, as set forth in Section 25.115(e).
 - 4) "Related to student growth or district improvement" shall mean professional development identified by the teacher, school or district that would contribute to improvements in academic achievement of students in the licensee's classroom or for the school and district as a whole, as may be identified in the school or district improvement plan.
 - 5) "Higher education coursework" shall mean coursework completed at a postsecondary institution.
- b) Endorsements in a Teaching Field or for School Support Personnel
Any licensee shall complete 120 clock hours of professional development activities during each 5-year renewal cycle, unless otherwise specified in this Subpart J. (Section 21B-45(e)(1) of the School Code)
- c) Administrative Endorsements
- 1) Any licensee holding a professional educator license endorsed in an administrative field *who is working in a position that requires this credential shall complete one Illinois Administrators' Academy (see Section 2-3.53 of the School Code) course each fiscal year, in addition to 100 clock hours of professional development activities during each 5-year renewal cycle. (Section 21B-45(e)(3) of the School Code)*

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- 2) *Beginning in his or her first full 5-year renewal cycle, any licensee holding a professional educator license endorsed in an administrative field who is employed in an Illinois public or State-operated school or cooperative or charter school and is not working in a position requiring the administrative credential is subject to the requirement of subsection (b) and shall complete one Illinois Administrators' Academy course during each 5-year renewal cycle.*
 - A) The licensee is subject to this subsection (c) in *each 5-year renewal cycle in which he or she has held the administrative endorsement for at least one year* and was employed on a full-time basis in each year of the 5-year renewal cycle.
 - B) *The Illinois Administrators' Academy course may count toward the 120 hours of professional development required in each 5-year renewal cycle on a clock-hour basis (Section 21B-45(e)(2) of the School Code) or toward the 60 hours of professional development required under subsection (d).*
- d) **Master Teacher Designation**
Any licensee holding a National Board for Professional Teaching Standards (NBPTS) master teacher designation shall complete a total of 60 clock hours of professional development per 5-year renewal cycle. (Section 21B-45(e)(4) of the School Code) (Also see Section 25.832.).
 - 1) If the master teacher designation is removed during a 5-year renewal cycle, the licensee shall complete at least 20 percent of the professional development required in this Section for each year in which the master teacher designation was not held. (Also see Section 25.832.)
 - 2) Any licensee whose master teacher designation is removed shall be subject to the full renewal requirements that would apply to his or her endorsement area for the 5-year renewal cycle subsequent to the cycle in which the designation was removed.
- e) **Teacher Leader Endorsements**
Any licensee holding a professional educator license endorsed for Teacher Leader issued pursuant to Section 21B-25(2)(E) of the School Code and Section 25.32 of this Part *who is working in an administrative capacity at least 50 percent of the school day shall complete one Illinois Administrators' Academy course each fiscal*

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year, in addition to 100 hours of professional development activities during each 5-year renewal cycle. (Section 21B-45(e)(3) of the School Code) Licensees not working in administrative positions or those holding Teacher Leader endorsements received on or before December 31, 2012 are subject to the requirements of subsection (b) rather than this subsection (e).

f) Multiple Endorsements

- 1) Licensees who are performing services on one or more endorsements during a given renewal cycle are subject to the requirements of this subsection (f). The provisions of this subsection (f) also apply to individuals who hold and are performing services on both an educator license with stipulations endorsed for career and technical educator and a professional educator license.
- 2) When two or more endorsements are being used during a renewal cycle, the licensee shall complete renewal requirements in proportion to each year that he or she worked on a given endorsement or license.
 - A) Example: If the holder of a professional educator license endorsed for both teaching and administrative fields worked one year as a principal and four years as a teacher, he or she would complete 20 percent of the requirements set forth in subsection (c) (including completion of one Administrators' Academy course) applicable to the year in which the educator served as a principal and 80 percent of the requirements set forth in ~~subsection (b)~~ subsections (b) or (d) applicable to the years in which the educator served as a teacher.
 - B) Example: If the holder of a professional educator license endorsed for both an administrative field and school support personnel worked for one year as an administrator and four years in a school support position, he or she would complete 20 percent of the requirements set forth in subsection (c) (including completion of one Administrators' Academy course) applicable to the year in which the educator served as an administrator and 80 percent of the requirements set forth in subsection (b), subject to any exemption allowed under Section 25.800(c), applicable to the years in which the educator served in a school support position.

g) Retired Status

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Any licensee whose license is in retired status, as defined in Section 21B-45(e)(6) of the School Code, and who returns to a position for which educator licensure is required, shall complete at least 20 percent of the professional development required for his or her endorsement area as provided under subsections (b) through (e) for each year in which he or she is employed for 50 percent or more of full-time equivalency and any Administrators' Academy courses as may be required. (Also see Section 25.880(h).)

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 25.830 Verification of Completed Activities; Renewal Process

- a) A licensee shall enter any professional development credit earned *prior to renewal* ~~on or after July 1, 2014 within 60 days after completing a professional development activity~~. The licensee shall enter electronically into ELIS the name, date, and location of the activity, the number of professional development hours earned, and the provider's name (Section 21B-45(e) of the School Code), except that:
- 1) any Illinois Administrators' Academy course completed shall be entered by the provider rather than the licensee; and
 - 2) a licensee who holds both a professional educator license endorsed in school support personnel and one of the professional licenses listed under Section 25.800(c) shall indicate in ELIS if his or her professional license is active and current.
- b) ~~Beginning July 1, 2015,~~ a licensee who fails to enter into ELIS his or her completed professional development *prior to renewal* ~~within the timeline set forth in subsection (a)~~ shall be unable to include credit for those activities among the clock hours needed to satisfy renewal requirements.
- c) A licensee who fails to complete an Administrators' Academy course in a given fiscal year as required by Section 21B-45(e)(2) or (3) of the School Code shall be required to complete two courses for each one missed. He or she may complete these courses at any time during the remainder of the 5-year renewal cycle or prior to the reinstatement of a license that has lapsed pursuant to Section 25.450 of this Part.
- d) Accumulation of the number of hours of professional development activities

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required under Section 21B-45(e) of the School Code and entering them into ELIS shall not entitle the licensee to renewal of the license. Renewal of the licensee's license shall be determined by the State Superintendent of Education.

- e) In accordance with Section 21B-45(e)(5), licensees who are working in positions that do not require a professional educator license and those who are working in positions that require a professional educator license for less than 50 percent of full-time equivalency in a school year are "exempt" and do not have to complete professional development activities; however, prior to renewing the license, the licensee shall record that status in ELIS indicating the starting and ending date of the exemption and the reason the exemption was requested. (See Section 25.880.)
- f) A licensee whose professional educator license is in "retired status", as defined in Section 21B-45(e)(6) of the School Code, is not subject to renewal requirements; however, prior to renewing the license, the licensee shall record that status in ELIS. The licensee's "retired" status shall take effect in the next full 5-year renewal cycle following the cycle in which the licensee retired. The licensee shall complete and record in ELIS the professional development required to be completed in the 5-year renewal cycle during which the licensee retired (i.e., at least 20 percent of the total professional development required in the 5-year renewal cycle for each year in which the license was valid and active).
- g) A licensee who does not enter all of his or her professional development activities prior to September 1 of the year in which the 5-year renewal cycle ends may not be able to preserve his or her right of appeal regarding a recommendation for nonrenewal of his or her license.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

Section 25.855 Approval of Professional Development Providers

A licensee may not receive credit for professional development activities completed for the purpose of renewing the professional educator license with respect to activities offered by entities that are not approved under Section 21B-45(g) of the School Code or this Subpart J. The State Superintendent of Education shall post by July 1 of each year a list of the entities approved for this purpose.

- a) Any provider, other than those listed in subsection (b), that received approval to offer educator preparation programs prior to July 1, 2014 may continue to offer professional development activities until December 31, 2014, provided those

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activities conform to the requirements of Section 21B-45 of the School Code and this Subpart J. Starting January 1, 2015, a provider meeting the requirements of subsection (c) must be granted approval under this Section in order to continue to serve as an approved provider for license renewal purposes.

- b) In accordance with Section 21B-45(g), the entities listed in this subsection (b) are deemed approved to provide professional development activities for the renewal of the professional educator license ~~beginning July 1, 2014~~. No further approval is necessary.
- 1) The State Board of Education;
 - 2) Regional offices of education and intermediate service centers;
 - 3) Regionally accredited institutions of higher education that have been approved under Subpart C to offer educator preparation programs;
 - 4) Illinois public school districts;
 - 5) Charter schools authorized under Article 27A of the School Code [105 ILCS 5/Art. 27A]; ~~and~~
 - 6) Joint education programs established under Article 10 of the School Code [105 ILCS 5/Art. 10] for the purposes of providing special education services or career and technical education; ~~and~~
 - 7) Any other entity as identified in Section 21B-45(g) of the School Code.
- c) An Illinois professional association that represents one of the groups of educators listed in this subsection (c) may be approved as a provider under this Section. (See Section 21B-45(g)(3) of the School Code.) For purposes of this subsection (c), "represents" means advocating for a group or advocating for or representing a group's interests in local, State or federal legislative processes; acting for, in place of, or on behalf of a group; and/or serving as a spokesman, proxy or attorney for a group. "Represent" also shall refer to Illinois professional associations whose primary purpose is to provide support to or promote the goals of a group of educators or conduct research about issues of interest to a group. An eligible Illinois professional association shall represent one or more of the following:
- 1) School administrators holding Illinois educator licensure;

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- 2) Principals holding Illinois educator licensure;
 - 3) School business officials serving in Illinois public schools;
 - 4) Teachers holding Illinois educator licensure (e.g., special education teachers, bilingual education teachers, early childhood teachers, career and technical educators, teachers in various ~~content areas~~ content areas);
 - 5) Boards of education established under Article 10 or Article 34 of the School Code;
 - 6) Illinois public school districts;
 - 7) Parents of students enrolled in Illinois public schools; or
 - 8) School support personnel holding Illinois educator licensure.
- d) Each association eligible under subsection (c) wishing to receive approval shall submit an application in a format specified by the State Board of Education that shall include:
- 1) evidence that the professional development activities to be provided will align to the Standards for Professional Learning (2011) promulgated by Learning Forward, 504 South Locust Street, Oxford OH 45056 and posted at <http://learningforward.org/>;
 - 2) a description of the intended offerings in terms of relevant State learning standards to be addressed, including identification of the expected effect on student achievement or school improvement that will result from the skills and knowledge the licensee is expected to acquire from the activity;
 - 3) a description linking the professional development activities to one or more of the purposes listed in Section 21B-45(h) of the School Code, which are to:
 - A) *increase the knowledge and skills of school and district leaders who guide continuous professional development;*
 - B) *improve the learning of students;*

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- C) *organize adults into learning communities, the goals of which are aligned to those of the school and district;*
 - D) *deepen educator's content knowledge;*
 - E) *provide educators with research-based instructional strategies to assist students in meeting rigorous academic standards;*
 - F) *prepare educators to appropriately use various types of classroom assessments;*
 - G) *use learning strategies appropriate to the intended goals;*
 - H) *provide educators with the knowledge and skills to collaborate;*
and
 - I) *prepare educators to apply research to decision-making;*
- 4) the qualifications and experience the provider will require of presenters to be assigned in each area;
 - 5) the mode of delivery of the professional development; and
 - 6) assurances that the requirements of subsection (e) will be met.
- e) Each provider approved to issue credit for professional development activities under Section 21B-45 of the School Code and this Section shall:
- 1) verify attendance at its professional development activities, provide to participants the standard forms referred to in Section 25.865, and require completion of the evaluation form;
 - 2) maintain participants' evaluation forms for a period of not less than three years and make them available for review upon request by staff of the State Board of Education; and
 - 3) maintain attendance records for each event or activity it conducts for a period of not less than six years.

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- f) Applicants may be asked to clarify particular aspects of their materials.
- g) The State Superintendent of Education shall respond to each application for approval no later than 45 days after receiving it.
- h) A provider shall be approved to issue credit for clock hours completed in increments of at least a quarter hour for a given type of activity only if the provider's application provides evidence that:
 - 1) the activities it sponsors or conducts will be developed and presented by persons with education and experience in the applicable content areas; and
 - 2) there is an apparent correlation between the proposed content of the professional development activities, the relevant standards set forth in Section 25.115(e), and one or more of the criteria set forth in Section 21B-45(d) of the School Code and Section 25.805(a) of this Part.
- i) A provider not approved under this Section may work with any provider listed under subsection (b) to offer professional development activities.
- j) Approval of a provider shall be valid until June 30 following the approval's being in effect for two years. Continuation of that approval in year 2 shall be contingent upon the State Superintendent receiving no evidence of noncompliance with the requirements of this Subpart J.
- k) To request renewal of approval, a provider shall, by no later than March 1 of the year of expiration, submit an application in a format specified by the State Board of Education containing:
 - 1) a description of any significant changes in the material submitted as part of its approved application, which shall include changes in the courses' sequence, content, materials used, assessments, outcomes or purpose; or
 - 2) a certification that no significant changes of the type outlined in subsection (k)(1) have occurred.

(Source: Amended at 40 Ill. Reg. _____, effective _____)

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NOTICE OF ADOPTED RULES

- 1) Heading of the Part: Dual Credit Courses
- 2) Code Citation: 23 Ill. Adm. Code 1009
- 3)

<u>Section Numbers:</u>	<u>Adopted Actions:</u>
1009.10	New Section
1009.20	New Section
1009.30	New Section
1009.40	New Section
1009.50	New Section
1009.60	New Section
1009.70	New Section
1009.80	New Section
- 4) Statutory Authority: Implementing and authorized by the Dual Credit Quality Act [110 ILCS 27
- 5) Effective Date of Rules: October 7, 2015
- 6) Does this rulemaking contain an automatic repeal date? No
- 7) Does this rulemaking contain incorporations by reference? The rulemaking does not include incorporation by reference pursuant to Section 5-75 of the Illinois Administrative Procedure Act.
- 8) A copy of the adopted rules is on file in the Board of Higher Education's office and is available for public inspection.
- 9) Notice of Proposal published in the *Illinois Register*: May 1, 2015; 39 Ill. Reg. 5945
- 10) Has JCAR issued a Statement of Objection to these rules? No
- 11) Differences between Proposal and Final Version: Any differences between the proposed and final rules are technical in nature. No substantive differences exist.
- 12) Have all the changes agreed upon by the Agency and JCAR been made as indicated in the agreements issued by JCAR? Yes
- 13) Will these rules replace any emergency rule currently in effect? No

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- 14) Are there any other rules pending on this Part? No
- 15) Summary and Purpose of Rules: Pursuant to the Dual Credit Quality Act (PA 96-164), the Board of Higher Education is responsible for oversight and review of dual credit programs offered jointly by high schools and institutions, except for public community colleges. The proposed rules provide a review process that incorporates the standards enumerated in the Act.

The benefits of offering dual credit courses to high school students are many. The purpose of the Act and the proposed rules are to accomplish the following: (1) to reduce student college costs, (2) to speed time to degree completion, (3) to improve the curriculum for high school students and the alignment of the curriculum with college and workplace expectations, (4) to help facilitate the transition between high school and college, (5) to enhance communication between high schools and colleges, and (6) to offer opportunities for improving degree attainment for underserved student populations.

Dual credit students are generally in the junior or senior year of high school and have appropriate academic qualifications and motivation for a college-level course. Students meet the college or university course prerequisites and placement testing standards and practices, just as any prospective student who wishes to enroll in the college or university course would, when applicable. Courses are lower-division level, typically first-year courses. Course outlines, syllabi, texts, and all instructional materials are the same as used for college students. Whether a course is offered for both high school and college credit or not is determined at the secondary level.

- 16) Information and questions regarding these adopted rules shall be directed to:

Karen Helland, Administrative Rules Coordinator
Illinois Board of Higher Education
1. N. Old State Capitol Plaza, Suite 333
Springfield IL 62701-1377

217/557-7358
email: helland@ibhe.org
fax: 217/782-8548

The full text of the Adopted Rules begins on the next page:

BOARD OF HIGHER EDUCATION

NOTICE OF ADOPTED RULES

TITLE 23: EDUCATION AND CULTURAL RESOURCES

SUBTITLE A: EDUCATION

CHAPTER II: BOARD OF HIGHER EDUCATION

PART 1009

DUAL CREDIT COURSES

Section

1009.10	Purpose
1009.20	Definitions
1009.30	Institution Approval Requirements
1009.40	Application for Approval
1009.50	Reporting Requirements
1009.60	Concurrent Credit
1009.70	Board Review
1009.80	Revocation of Authority

AUTHORITY: Implementing and authorized by the Dual Credit Quality Act [110 ILCS 27].

SOURCE: Adopted at 39 Ill. Reg. 14018, effective October 7, 2015.

Section 1009.10 Purpose

- a) *The Board of Higher Education is to develop policies to permit multiple appropriate measures using differentiated assessment for granting eligibility for dual credit to students. The measures developed shall ensure that a student is prepared for any coursework in which the student enrolls.* (Section 15 of the Act)
- b) This Part does not apply to Illinois community colleges, which are subject to rules adopted by the Illinois Community College Board for dual credit course requirements (23 Ill. Adm. Code 1501.507(b)(11)).

Section 1009.20 Definitions

"Accredited" means holding institutional accreditation by name as a U.S. based institution from an accreditor recognized by the U.S. Department of Education.

"Act" means the Dual Credit Quality Act [110 ILCS 27].

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"Board" or "BHE" means the Illinois Board of Higher Education.

"Dual Credit" means an instructional arrangement in which an academically qualified student currently enrolled in high school enrolls in a college-level course and, upon successful course completion, concurrently earns both college credit and high school credit.

"ICCB" means the Illinois Community College Board.

"Institution" means an institution of higher learning as defined in the Higher Education Student Assistance Act [110 ILCS 947]. (Section 5 of the Act)

"Operating Authority" means, for the purposes of this Part, approval from the Board authorizing an institution to operate in the State under the Private College Act [110 ILCS 1005] and the Academic Degree Act [110 ILCS 1010].

Section 1009.30 Institution Approval Requirements

- a) In order to be approved to offer dual credit courses in Illinois, an institution must maintain the following standards:
 - 1) State Laws and Regulations and Accreditation Standards
 - A) Institutions must have operating authority, in the Higher Education Region in which coursework will be offered, under BHE rules (23 Ill. Adm. Code 1030 (Program Review (Private Colleges and Universities)) for private colleges and universities and 23 Ill. Adm. Code 1050 (Approval of New Units of Instruction, Research and Public Service at Public Institutions) for public universities).
 - B) Institutions must provide evidence of accreditation by a body recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation.
 - C) Institutions must comply with all State laws, State agency regulations, accreditation standards, and institution policies that apply to courses and instructional procedures.

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- D) All academic standards at the college or university must apply to college-level courses offered by the institution on campus, at off-campus sites, and at secondary schools.
 - E) These policies, regulations, instructional procedures and academic standards apply to students, faculty and staff associated with these courses.
- 2) Faculty
- A) The instructors for these courses shall be selected, assigned and evaluated by the college or university. They shall be selected from individuals with appropriate credentials and demonstrated teaching competencies at the college level.
 - i) For transfer courses, these qualifications include a minimum of a Master's degree with 18 graduate hours appropriate to the academic field or discipline in which they are teaching.
 - ii) For Career and Technical Education (CTE) courses, these qualifications include 2,000 hours of work experience and the appropriate recognizable credential depending on the specific field.
 - B) *Institutions shall provide high school instructors with an orientation in course curriculum, assessment methods, and administrative requirements before high school instructors are permitted to teach dual credit courses (Section 20 of the Act).*
 - C) *Dual credit instructors must be given the opportunity to participate in all activities available to other adjunct faculty, including professional development, seminars, site visits, and internal communication, provided that such opportunities do not interfere with an instructor's regular teaching duties (Section 20 of the Act).*
- 3) Qualification of Students

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- A) Students accepted for enrollment in college-level courses must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying a college-level course.
 - B) Students shall select dual credit courses in consultation with high school counselors and/or principals and participation is restricted to those who are able to demonstrate readiness for college-level work, as determined by placement procedures consistent with those that would be used with college-level students at the offering institution of higher education.
 - C) Students shall meet all college criteria and follow all college or university procedures for enrolling in courses.
- 4) **Placement Testing and Prerequisites**
High school students enrolling in college-level courses must satisfy course placement tests or course prerequisites established and administered by the college or university, when applicable, to ensure that they have the same qualifications and preparation as other college students.
- 5) **Course Offerings**
Institutions shall offer for dual credit only coursework that is also offered on campus. Courses must have been articulated with at least three regionally-accredited Illinois universities.
- 6) **Course Requirements**
- A) The content of each dual credit course shall be the same as courses offered on campus and at other off-campus sites and shall contain the same content as the master course that has been articulated with coursework at Illinois institutions.
 - B) Course prerequisites, descriptions, outlines, requirements, learning outcomes and methods of evaluating students shall be the same as for on-campus offerings.

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- C) *Every dual credit course must be reviewed annually by faculty through the appropriate college or university department to ensure consistency with campus courses (Section 20 of the Act).*
- 7) **Publications and Information**
Higher education institutions offering dual credit courses must provide students with catalog information including: course descriptions, course prerequisites, enrollment and admissions processes, course costs, fail and repeatability policies, transcripts and records information, and information about situations in which earned credits will be accepted.
- 8) **Distance Education**
- A) The institution must provide students, faculty and staff with effective technical support and training for any educational technology hardware, software and delivery system that will be used.
- B) The help desk function must be available to students during hours when it is likely to be needed, which shall be, at a minimum, 18 hours a day.
- C) Appropriate admissions processes, policies and assessments must be used to ensure that students are capable of succeeding in an online environment and that students are adequately informed of the nature and expectations of online learning.
- D) Appropriate measures of security systems must be maintained.
- E) Assessments of student learning, especially exams, must take place in circumstances that include student identification and assurance of the integrity of student work.

Section 1009.40 Application for Approval

- a) Prior to offering dual credit courses in Illinois, institutions must seek approval from BHE and provide evidence of compliance with the requirements outlined in this Part.

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- b) Following receipt of an institutional application, Board staff will review the documentation submitted and make a determination on an institution's compliance with the Act and this Part.
- c) Following the staff's decision to approve or deny the application, a letter signifying the decision will be sent to the institution.
- d) A letter of approval will serve as official authorization for the institution to offer dual credit courses in Illinois.

Section 1009.50 Reporting Requirements

- a) *Each institution shall report annually to the Board of Higher Education. The reports shall include, but not be limited to, the following data:*
 - 1) *Number and description of dual credit courses.*
 - 2) *Faculty teaching dual credit courses and their academic credentials.*
 - 3) *Enrollments in dual credit courses.*
 - 4) *Sites of dual credit offerings. (Section 25(e) of the Act)*
- b) *The Board of Higher Education shall include information regarding student participation and performance in dual credit programs and their success in postsecondary education in a statewide longitudinal data system.*
 - 1) *The data system shall track dual credit students and courses on student records.*
 - 2) *Analysis of data relating to student success in dual credit courses, as well as performance in postsecondary education, must be incorporated into the evaluation of dual credit programs in both high school and college (Section 30 of the Act).*

Section 1009.60 Concurrent Credit

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The determination of whether a college course is offered for concurrent high school and college credit shall be made at the secondary level, according to the school's policies and practices of the district.

Section 1009.70 Board Review

The staff of the Board may conduct reviews and/or visitations of authorized institutions and high school partner sites as necessary for the implementation of the Act and this Part. Board staff may review all course offerings, in cooperation with institutional staff, to verify the institution's implementation and maintenance of the conditions that were presented in its applications and that formed the basis upon which the authorizations were granted.

Section 1009.80 Revocation of Authority

The staff of the Board may deny a continuation of initial approval if the institution:

- a) Has failed to permit any duly authorized representative of the Board to enter upon the premises of the institution and to inspect or otherwise examine the institutional records regarding dual credit offerings in Illinois;
- b) Has failed to maintain the conditions under which the institution was authorized;
- c) Has a loss of accreditation with an accrediting body with which the institution is or was affiliated; or
- d) Has a memorandum, letter or report issued by federal or state regulatory agencies or offices of attorneys general, offices of inspectors general, or similar bodies that affect an institution's status with those bodies.

DEPARTMENT OF HUMAN RIGHTS

NOTICE OF ADOPTED RULES

- 1) Heading of the Part: Joint Rules of the Department of Labor and Department of Human Rights: Rules on Investigation of Equal Pay Cases
- 2) Code Citation: 56 Ill. Adm. Code 2525
- 3)

<u>Section Numbers:</u>	<u>Adopted Actions:</u>
2525.10	New Section
2525.20	New Section
2525.30	New Section
2525.40	New Section
2525.100	New Section
2525.110	New Section
2525.120	New Section
2525.130	New Section
2525.140	New Section
2525.150	New Section
2525.160	New Section
2525.170	New Section
2525.200	New Section
2525.210	New Section
2525.220	New Section
2525.230	New Section
2525.240	New Section
2525.250	New Section
2525.260	New Section
- 4) Statutory Authority: Implementing Section 15(d) of the Equal Pay Act [820 ILCS 112/15(d)] and authorized by Section 7-101(A) of the Illinois Human Rights Act [775 ILCS 5/7-101(A)]
- 5) Effective Date of Rules: October 6, 2015
- 6) Does this rulemaking contain an automatic repeal date? No
- 7) Do these rules contain incorporations by reference? No
- 8) A copy of the adopted rules, including any material incorporated, is on file in the Agency's principal office and is available for public inspection.

DEPARTMENT OF HUMAN RIGHTS

NOTICE OF ADOPTED RULES

- 9) Notice of Proposal published in the *Illinois Register*: July 10, 2015; 39 Ill. Reg. 9112
- 10) Has JCAR issued a Statement of Objection to this rulemaking? No
- 11) Differences between Proposal and Final Version: There have not been any changes.
- 12) Have all the changes agreed upon by the Agency and JCAR been made as indicated in the agreements issued by JCAR? Yes
- 13) Will this rulemaking replace an emergency rule currently in effect? No
- 14) Are there any rulemakings pending on this Part? No
- 15) Summary and Purpose of Rulemaking: The adopted rules will provide specific implementation procedures for PA 98-1051 with regards to the assignment of Equal Pay Act cases to the Department of Human Rights for investigation.
- 16) Information and questions regarding these adopted rules shall be directed to:

David T. Rothal
Staff Attorney
Illinois Department of Human Rights – Legal Division
100 W. Randolph St., Ste. 10-100
Chicago IL 60601

312/814-6257
(TTY) 866/740-3953

The full text of the Adopted Rules may be found in this issue of the *Illinois Register* at the Department of Labor for Part 325 because this is a joint rulemaking with that agency.

DEPARTMENT OF HUMAN RIGHTS

NOTICE OF ADOPTED RULES

TITLE 56: LABOR AND EMPLOYMENT
CHAPTER II: DEPARTMENT OF HUMAN RIGHTS

PART 2525

JOINT RULES OF THE DEPARTMENT OF LABOR AND DEPARTMENT OF HUMAN
RIGHTS: RULES ON INVESTIGATION OF EQUAL PAY ACT CASES

AUTHORITY: Implementing Section 15(d) of the Equal Pay Act [820 ILCS 112/15(d)] and authorized by Section 7-101(A) of the Illinois Human Rights Act [775 ILCS 5/7-101(A)].

SOURCE: Adopted at 39 Ill. Reg. 14027, effective October 6, 2015.

(Editor's Note: The text of this Joint Rule appears at 56 Ill. Adm. Code 325.)

DEPARTMENT OF LABOR

NOTICE OF ADOPTED RULES

- 1) Heading of the Part: Joint Rules of the Department of Labor and Department of Human Rights: Rules on Investigation of Equal Pay Cases
- 2) Code Citation: 56 Ill. Adm. Code 325
- 3)

<u>Section Numbers:</u>	<u>Adopted Actions:</u>
325.10	New Section
325.20	New Section
325.30	New Section
325.40	New Section
325.100	New Section
325.110	New Section
325.120	New Section
325.130	New Section
325.140	New Section
325.150	New Section
325.160	New Section
325.170	New Section
325.200	New Section
325.210	New Section
325.220	New Section
325.230	New Section
325.240	New Section
325.250	New Section
325.260	New Section
- 4) Statutory Authority: Implementing Section 15(d) of the Equal Pay Act [820 ILCS 112/15(d)] and authorized by Section 7-101(A) of the Illinois Human Rights Act [775 ILCS 5/7-101(A)]
- 5) Effective Date of Rules: October 6, 2015
- 6) Does this rulemaking contain an automatic repeal date? No
- 7) Do these rules contain incorporations by reference? No
- 8) A copy of the adopted rules, including any material incorporated, is on file in the Agency's principal office and is available for public inspection.

DEPARTMENT OF LABOR

NOTICE OF ADOPTED RULES

- 9) Notice of Proposal published in the *Illinois Register*: July 10, 2015; 39 Ill. Reg. 9115
- 10) Has JCAR issued a Statement of Objection to this rulemaking? No
- 11) Differences between Proposal and Final Version: There have not been any changes.
- 12) Have all the changes agreed upon by the Agency and JCAR been made as indicated in the agreements issued by JCAR? Yes
- 13) Will this rulemaking replace an emergency rule currently in effect? No
- 14) Are there any rulemakings pending on this Part? No
- 15) Summary and Purpose of Rules: The adopted rules will provide specific implementation procedures for PA 98-1051 with regards to the assignment of Equal Pay Act cases to the Department of Human Rights for investigation.
- 16) Information and questions regarding these adopted rules shall be directed to:

Chris Wieneke
Chief Legislative Liaison
Illinois Department of Labor
900 S. Spring St.
Springfield IL 62704

217/558-1270

The full text of the Adopted Rules begins on the next page:

DEPARTMENT OF LABOR

NOTICE OF ADOPTED RULES

TITLE 56: LABOR AND EMPLOYMENT
CHAPTER I: DEPARTMENT OF LABOR
SUBCHAPTER b: REGULATION OF WORKING CONDITIONS

PART 325

JOINT RULES OF THE DEPARTMENT OF LABOR AND DEPARTMENT OF HUMAN
RIGHTS: RULES ON INVESTIGATION OF EQUAL PAY ACT CASES

SUBPART A: INTERPRETATIONS

Section	Purpose
325.10	Purpose
325.20	Definitions
325.30	IDOL and IDHR Agency Relationship
325.40	Access to Investigation Records and Files

SUBPART B: PROCESSING BY IDOL OF AN EPA REFERRED COMPLAINT

Section	Purpose
325.100	Criteria for Referral to IDHR
325.110	Intake of the EPA Complaint
325.120	Referral of the EPA Complaint
325.130	Disclosure of the EPA Complainant's Identity
325.140	EPA Complaints Returned by IDHR
325.150	IDHR's Investigation Findings
325.160	Withdrawal of the IDHR Charge of Discrimination
325.170	Settlement

SUBPART C: PROCESSING BY IDHR OF AN EPA REFERRED COMPLAINT

Section	Purpose
325.200	Receipt of an EPA Referred Complaint
325.210	IDHR's Acceptance of the EPA Referred Complaint
325.220	Notice of Referral
325.230	Duplicate IDHR Charges of Discrimination
325.240	IDHR Investigation
325.250	Withdrawal of the IDHR Charge of Discrimination
325.260	Settlement

DEPARTMENT OF LABOR

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AUTHORITY: Implementing Section 15(d) of the Equal Pay Act of 2003 [820 ILCS 112/15(d)] and authorized by Section 7-101(A) of the Illinois Human Rights Act [775 ILCS 5/7-101(A)].

SOURCE: Adopted at 39 Ill. Reg. 14030, effective October 6, 2015.

SUBPART A: INTERPRETATIONS

Section 325.10 Purpose

This Part shall apply to actions filed with the Department of Labor on or after January 1, 2015 under the Equal Pay Act of 2003 [820 ILCS 112], if the action also alleges a violation of the Illinois Human Rights Act [775 ILCS 5]. IDOL will refer these actions to IDHR for investigation pursuant to Section 15(d) of the Equal Pay Act of 2003.

Section 325.20 Definitions

The following definitions shall only apply to this Part.

EPA – the Equal Pay Act of 2003 [820 ILCS 112].

EPA Complaint – an allegation of a violation of the EPA filed with IDOL.

EPA Complainant – a person who files an EPA Complaint or EPA Referred Complaint.

EPA Referred Complaint – an EPA Complaint that is referred to IDHR pursuant to this Part.

EPA Respondent – an employer against whom an EPA Complaint or EPA Referred Complaint has been filed.

IDHR – Illinois Department of Human Rights.

IDHR Charge of Discrimination – a formalized charge of discrimination that satisfies the requirements of IDHR's 56 Ill. Adm. Code 2520.330.

IDOL – Illinois Department of Labor.

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IDOL Referral Notice – a Notice from IDOL advising the EPA Complainant and EPA Respondent that:

an EPA Complaint has been received by IDOL and has been referred to IDHR for investigation pursuant to EPA Section 15(d);

IDHR is the State agency responsible for initially investigating the EPA Complaint and that the investigation shall be conducted pursuant to rules and procedures adopted by IDHR;

IDOL retains jurisdiction over the EPA Complaint during IDHR's investigation, but will take no action on the EPA Complaint until IDHR completes its investigation;

IDOL will review IDHR's Investigation Report and any evidence obtained by IDHR and conduct any further investigation, it deems necessary to determine whether a violation of the EPA occurred; and

the EPA Complainant's failure to cooperate with IDHR, including formalizing the IDHR Charge of Discrimination, may result in the dismissal of the EPA Referred Complaint for failure to cooperate.

IHRA – Illinois Human Rights Act [775 ILCS 5].

Party – the EPA Complainant or EPA Respondent.

Section 325.30 IDOL and IDHR Agency Relationship

For the purposes of accepting, investigating and referring EPA Complaints filed with IDOL pursuant to this Part, IDHR shall be the agent of IDOL and IDOL shall be the agent of IDHR.

Section 325.40 Access to Investigation Records and Files

- a) Requests for access to the investigation records and files must be submitted to each respective agency.
- b) Any request for a copy of, or to inspect, a closed IDHR investigation record or file must be submitted to IDHR pursuant to either IDHR's 2 Ill. Adm. Code 926.210 or the Freedom of Information Act [5 ILCS 140].

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- c) Any request for a copy of, or to inspect, a closed IDOL investigative record or file must be submitted, in writing, to IDOL pursuant to the Freedom of Information Act.

SUBPART B: PROCESSING BY IDOL OF AN EPA REFERRED COMPLAINT

Section 325.100 Criteria for Referral to IDHR

IDOL may refer an EPA Complaint to IDHR pursuant to EPA Section 15(d) if the EPA Complaint meets the following criteria:

- a) The EPA Complaint alleges facts that, if proven, would also constitute a violation of the IHRA or if, during the investigation of the EPA Complaint by IDOL, IDOL discovers evidence of a violation of the IHRA;
- b) The EPA Complaint was filed with IDOL within 180 days after the alleged violation;
- c) The EPA Respondent has 15 or more employees, or is the State, a political subdivision of the State, or a municipal corporation or other governmental unit or agency; and
- d) The EPA Complainant has indicated to IDOL a desire to also file an IDHR Charge of Discrimination or the EPA Complainant has already filed an IDHR Charge of Discrimination with IDHR.

Section 325.110 Intake of the EPA Complaint

- a) After receipt of the EPA Complaint, IDOL will review the EPA Complaint and determine whether the criteria for referral to IDHR set forth in Section 325.100 of this Subpart has been satisfied.
- b) If IDOL determines that the criteria for referral have not been satisfied, IDOL will process the EPA Complaint pursuant to IDOL's 56 Ill. Adm. Code 320.
- c) If IDOL determines that the criteria for referral have been satisfied, IDOL will refer the EPA Complaint to IDHR pursuant to Section 325.120.

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Section 325.120 Referral of the EPA Complaint

- a) After determining that the EPA Complaint meets the criteria for referral to IDHR, IDOL will submit a copy of the EPA Complaint, along with any supporting documentation received by IDOL, to IDHR at its Chicago Office.
- b) Once the EPA Complaint has been referred to IDHR, IDHR becomes the State agency responsible for initially investigating the EPA Complaint, and the investigation will be conducted pursuant to IDHR rules and procedures.
- c) IDOL will retain jurisdiction over the EPA Referred Complaint but will take no action on the EPA Referred Complaint until after IDHR completes its investigation and provides IDOL with its investigation report.

Section 325.130 Disclosure of the EPA Complainant's Identity

Nothing in 56 Ill. Adm. Code 320 shall be deemed to restrict IDOL from disclosing the identity of the EPA Complainant to IDHR or to require IDHR to keep the EPA Complainant's identity confidential.

Section 325.140 EPA Complaints Returned by IDHR

If IDHR does not accept the EPA Complaint and returns the EPA Complaint to IDOL pursuant to Section 325.200(c), IDOL will process the EPA Complaint pursuant to 56 Ill. Adm. Code 320.

Section 325.150 IDHR's Investigation Findings

- a) Upon receipt of IDHR's investigation report, IDOL will review that report and any evidence obtained by IDHR to determine whether a violation of the EPA has occurred.
- b) If IDOL determines that further investigation of the EPA Complaint is warranted, IDOL will conduct any further investigation it deems necessary.
- c) If, after reviewing IDHR's investigation report and any other evidence obtained by IDHR or IDOL, IDOL determines that a violation of the EPA has occurred, IDOL will issue a reasonable cause determination pursuant to 56 Ill. Adm. Code 320.330(a)(1).

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- d) If, after reviewing IDHR's investigation report and any other evidence obtained by IDHR or IDOL, IDOL determines that there is insufficient evidence that a violation of the EPA occurred, IDOL will issue a no reasonable cause determination pursuant to 56 Ill. Adm. Code 320.330(a)(2).
- e) In determining whether a violation of the EPA has occurred, IDOL is not bound by any findings of fact or law made by IDHR in its final determination of the IDHR Charge of Discrimination.
- f) Neither IDHR nor the Illinois Human Rights Commission shall have the authority to review IDOL's findings as to the EPA Complaint.

Section 325.160 Withdrawal of the IDHR Charge of Discrimination

- a) If an EPA Complainant withdraws the IDHR Charge of Discrimination prior to IDOL issuing a final determination as to the EPA Complaint, withdrawal of the IDHR Charge of Discrimination will also constitute a withdrawal of the EPA Complaint and IDOL will close the EPA Complaint.
- b) IDOL will notify all parties in writing of the closure of the EPA Complaint after receipt of a notice of withdrawal from IDHR.
- c) The closure of an EPA Complaint pursuant to this Subpart does not preclude IDOL from pursuing a complaint on its own motion based on the same facts.

Section 325.170 Settlement

- a) If the parties settle the IDHR Charge of Discrimination prior to IDOL issuing a final determination, settlement of the IDHR Charge of Discrimination will also constitute a settlement of the EPA Complaint, and IDOL will close the EPA Complaint after receipt of a notice of the settlement from IDHR.
- b) The closure of an EPA Complaint pursuant to this Section does not affect the processing of complaints alleging similar violations of the EPA made by other complainants.

SUBPART C: PROCESSING BY IDHR OF AN EPA REFERRED COMPLAINT

Section 325.200 Receipt of an EPA Referred Complaint

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- a) Upon receipt of the EPA Referred Complaint from IDOL, IDHR will docket the EPA Complaint as an unperfected charge of discrimination pursuant to IDHR's 56 Ill. Adm. Code 2520.350. The filing date for the unperfected charge shall relate back to the filing date of the EPA Complaint with IDOL.
- b) After receipt of the EPA Referred Complaint from IDOL, IDHR will review the EPA Complaint and determine whether the criteria for referral to IDHR set forth in Section 325.100 have been satisfied.
- c) If IDHR determines that the criteria for referral to IDHR have not been satisfied, IDHR will return the EPA Referred Complaint to IDOL and administratively close IDHR's case.
- d) If IDHR determines that the criteria for referral to IDHR have been satisfied, IDHR will accept the EPA Referred Complaint.

Section 325.210 IDHR's Acceptance of the EPA Referred Complaint

- a) After IDHR accepts the EPA Referred Complaint from IDOL, IDHR will formalize an IDHR Charge of Discrimination for the EPA Complainant to sign and notarize, pursuant to IDHR's 56 Ill. Adm. Code 2520.330.
- b) If the EPA Complainant fails to sign and notarize the IDHR Charge of Discrimination or otherwise cooperate with IDHR, IDHR may dismiss the charge for the EPA Complainant's failure to cooperate.
- c) Dismissal of the IDHR Charge of Discrimination for the EPA Complainant's failure to cooperate will also constitute a dismissal of the EPA Complaint.

Section 325.220 Notice of Referral

- a) After receipt of the formalized IDHR Charge of Discrimination, IDHR will notify the parties and IDOL of the filing of the EPA Referred Complaint and the IDHR Charge of Discrimination.
- b) IDHR's Notice of Charge of Discrimination will include an IDOL Referral Notice from IDOL.

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Section 325.230 Duplicate IDHR Charges of Discrimination

- a) If, prior to docketing the EPA Complaint, IDHR discovers that the EPA Complainant has already filed an IDHR Charge of Discrimination with IDHR alleging the same or similar facts as alleged in the EPA Complaint, IDHR will consolidate the EPA Complaint with the existing IDHR Charge of Discrimination and issue a notice to the parties pursuant to Section 325.220.
- b) If, after docketing the EPA Complaint, IDHR discovers that the EPA Complainant has filed an IDHR Charge of Discrimination separately with IDHR alleging the same or similar facts as alleged in the EPA Complaint, IDHR will administratively close the newly docketed IDHR Charge of Discrimination, consolidate the EPA Complaint with the existing IDHR Charge of Discrimination, and issue a notice to the parties pursuant to Section 325.220.

Section 325.240 IDHR Investigation

- a) IDHR will conduct its investigation pursuant to IHRA Sections 7A-102(A) and (B) through (G) and its 56 Ill. Adm. Code 2520.
- b) IDHR will determine whether there is substantial evidence of a violation of the IHRA as to the IDHR Charge of Discrimination. IDHR's findings will be processed according to IHRA Sections 7A-102(D) through (G). IDHR's findings as to the IDHR Charge of Discrimination are not a finding on the EPA Complaint and shall not preclude IDOL from rendering any findings of fact or law it deems appropriate on the EPA Complaint under the EPA.
- c) At least 10 calendar days prior to issuance of IDHR's investigation report to the parties, IDHR will provide a copy of the report to IDOL. IDOL may review IDHR's investigation file and any other evidence obtained by IDHR or IDOL to assist IDOL in making its determination under the EPA.
- d) IDOL shall not have the authority to review IDHR's findings as to the IDHR Charge of Discrimination.

Section 325.250 Withdrawal of the IDHR Charge of Discrimination

- a) An EPA Complainant may withdraw the IDHR Charge of Discrimination. In order to withdraw the IDHR Charge of Discrimination, the EPA Complainant

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must submit a signed withdrawal form identifying the parties' names and IDHR's charge number. The withdrawal form will notify the parties that withdrawal of the IDHR Charge of Discrimination will also serve as a withdrawal of the EPA Complaint, unless the IDOL has already issued its determination.

- b) Upon receiving a properly submitted withdrawal form, IDHR will administratively close the IDHR Charge of Discrimination pursuant to 56 Ill. Adm. Code 2520.550 and provide notice of the withdrawal to IDOL.
- c) Withdrawal of the IDHR Charge of Discrimination by the EPA Complainant will also serve as a withdrawal of the EPA Complaint, unless IDOL has already issued its determination.

Section 325.260 Settlement

- a) The parties may settle the IDHR Charge of Discrimination prior to IDHR issuing a final determination or prior to the filing of a complaint with the Illinois Human Rights Commission after a finding of substantial evidence.
- b) If the parties settle the IDHR Charge of Discrimination prior to IDHR issuing a final determination, IDOL will close the EPA Complaint and provide notice of the settlement to IDOL.

STATE BOARD OF EDUCATION

NOTICE OF CORRECTION TO NOTICE ONLY

- 1) Heading of the Part: Public Schools Evaluation, Recognition and Supervision
- 2) Code Citation: 23 Ill. Adm. Code 1
- 3) The Notice of Adopted Amendments being corrected appeared at: 39 Ill. Reg. 13411; October 9, 2015
- 4) The information being corrected is as follows:
 - 13) Will this rulemaking replace any emergency rule currently in effect? Yes, for Section 1.420 only.

JOINT COMMITTEE ON ADMINISTRATIVE RULES
ILLINOIS GENERAL ASSEMBLY

SECOND NOTICES RECEIVED

The following second notices were received during the period of October 6, 2015 through October 13, 2015. The rulemakings are scheduled for review at the Committee's November 17, 2015 meeting. Other items not contained in this published list may also be considered. Members of the public wishing to express their views with respect to a rulemaking should submit written comments to the Committee at the following address: Joint Committee on Administrative Rules, 700 Stratton Bldg., Springfield IL 62706.

<u>Second Notice Expires</u>	<u>Agency and Rule</u>	<u>Start of First Notice</u>	<u>JCAR Meeting</u>
11/18/15	<u>Pollution Control Board</u> , Control of Emissions from Large Combustion Sources (35 Ill. Adm. Code 225)	5/22/15 39 Ill. Reg. 7176	11/17/15
11/18/15	<u>Pollution Control Board</u> , Sulfur Limitations (35 Ill. Adm. Code 214)	5/22/15 39 Ill. Reg. 7125	11/17/15
11/18/15	<u>Pollution Control Board</u> , Nitrogen Oxides Emissions (35 Ill. Adm. Code 217)	5/22/15 39 Ill. Reg. 7164	11/17/15

PROCLAMATION

**2015-299
SPECIAL ELECTION PROCLAMATION**

WHEREAS, On the 10th day of September, 2015, a special election was held in the State of Illinois for the election of the following officer, to-wit:

One (1) Representative in Congress for an unexpired term.

WHEREAS, In pursuance of Law, the State Board of Elections appointed to canvass the returns of such election and to declare the results thereof, did, on this the 9th day of October, 2015, canvass the same, and as a result of such canvass, did declare elected the following named person to the following named office:

**REPRESENTATIVE TO REPRESENT THE PEOPLE OF THE STATE OF ILLINOIS
IN THE 114th CONGRESS OF THE UNITED STATES
EIGHTEENTH CONGRESSIONAL DISTRICT
(For an unexpired term)
Darin LaHood**

NOW, THEREFORE, I, BRUCE RAUNER, Governor of the State of Illinois, in conformity to statute in such case made and provided, do hereby make public proclamation, declaring as a result of such canvass the foregoing person duly elected to the office as set out above.

Issued by the Governor October 9, 2015

Filed by the Secretary of State October 9, 2015

ILLINOIS ADMINISTRATIVE CODE
Issue Index - With Effective Dates

Rules acted upon in Volume 39, Issue 43 are listed in the Issues Index by Title number, Part number, Volume and Issue. Inquiries about the Issue Index may be directed to the Administrative Code Division at (217) 782-7017/18.

PROPOSED RULES

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**EXECUTIVE ORDERS AND
PROCLAMATIONS**

15 - 299	10/9/2015	14043
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