**Section 115.420 Application Acceptance and Verification**

a) Applications for licensure or licensure renewal shall be acknowledged as received by the Department on the postmarked and/or electronic submission date.

b) An agency shall have 60 days after the Department has responded to its application request to complete an application.

c) The application shall include signature and date.

d) The Department shall notify an agency of any error or omission made in the submission of an application for licensure within 30 days. Failure of the Department to respond shall not constitute a waiver of the requirements. If the agency fails to respond to the letter of deficiency within 30 days of the electronic submission date, the Department shall terminate the application process and notify the agency within 30 days.

e) The Department shall either approve or disapprove a completed application within 60 days after the Department has completed the application process. If an application is incomplete, the Department shall notify the applicant of the status.

f) The Department may verify information supplied in licensure applications.

g) The Department will not accept an application for a period of two years from an agency, or the principals of an agency now doing business under another name, when the original agency license was revoked or services were terminated while the agency was not in good standing.

(Source: Amended at 47 Ill. Reg. 8485, effective May 31, 2023)