**Section 750.510 Department Approval of Continuing Education Sponsors and Courses**

The Department will maintain a list of approved continuing education course sponsors. Sponsors may include universities, colleges, professional trade associations, unions, vocational schools, firms, individuals, corporations, or any entity that meets the criteria provided by the Department.

a) Registration. Each continuing education course sponsor shall register with the Department before submitting course materials for approval by the Department. Registration shall be valid for three years from the date of issuance.

1) Course sponsors shall register using a form provided by the Department and shall include:

A) the name, address and phone and fax numbers of the applicant;

B) the names and addresses of any persons who have received or will receive any portion of revenues generated from the course;

C) the name, address and Illinois license number of the plumber supervising the continuing education course.

2) The course sponsor shall report to the Department any change to the information submitted in the initial registration before conducting its next course.

b) Continuing Education Course Approval

1) A separate application for approval must be submitted to the Department on forms provided by the Department for each course offered by a course sponsor.

2) An application for approval of a continuing education course may be submitted only by sponsors registered with and approved by the Department.

3) A continuing education course shall provide instruction in at least one of the subject areas specified in Section 750.540.

4) A course application shall include a course syllabus containing the following information: name and assigned number of the course, name and registration number of the sponsor, name of the instructor or presenter, an outline of the course, the amount of time needed to present the course, and the course objectives.

5) A syllabus is not required for seminars held at product shows, but the application for approval shall include the name and assigned number of the seminar, name and registration number of the sponsor, name of the instructor or presenter, the amount of time needed to present the seminar, and the objectives of the seminar.

6) A course application shall include the qualifications of the instructor or presenter.

7) The course sponsor shall report to the Department any change to the information submitted in the initial application for continuing education course approval before conducting its next course.

8) Course approval is valid for three years from the date of issuance, unless changes in course information do not meet the approval criteria of this Section.

9) Courses will be assigned a course number. The course number and the sponsor's number shall appear on all advertisements for the course.

10) Seminars held at product shows may be approved for continuing education credit by the Department, based on the material presented and the length of the seminar. The sponsor or facilitator of the product show must be a registered course sponsor.

c) The Department may deny, suspend or revoke approval of any course sponsor and may issue a fine to any course sponsor who:

1) Attempts to obtain or obtains registration or course approval through fraudulent means, including false statements and misrepresentation of facts, whether intentional or through negligence;

2) Does not provide complete and accurate information in either the initial registration or in any notification of changes to that information;

3) Does not provide the Department with changes to the information submitted in the initial registration before conducting its next course;

4) Advertises a course as being approved by the Department before approval is received;

5) Does not maintain records as required in Section 750.520;

6) Does not report information to the Department as required in subsections (a) and (b).

(Source: Amended at 40 Ill. Reg. 8786, effective June 17, 2016)