**Section 1245.300 Renewal**

a) Every license issued under the Act shall expire on October 31 of each odd-numbered year. In order to renew a license, a licensee shall be required to complete 30 hours of CE in accordance with Section 1245.310. The holder of a license may renew such license during the month preceding the expiration date by paying the required fee.

b) It is the responsibility of each licensee to notify the Department of any change of address. Failure to receive a renewal form from the Department shall not constitute an excuse for failure to pay the renewal fee or to renew one's license.

c) Practicing or attempting to practice without a valid license or while a license is not active shall be considered unlicensed practice and shall be grounds for discipline in accordance with Section 15.5 of the Act.

(Source: Amended at 40 Ill. Reg. 3658, effective March 11, 2016)