**Section 1410.500 Education Provider Application; Requirements**

a) In accordance with Section 20-5 of the Act, any person or entity seeking approval to provide pre-license and/or continuing education courses shall submit:

1) An application, in a manner provided by the Division, that is signed by the applicant and fully completed, along with the applicant's tax identification number and any other supporting documentation as required under Section 20-5 of the Act;

2) The fee required by Section 1410.400; and

3) If applicable, a copy of the Articles of Incorporation, certificate of authority to transact business in Illinois, or other evidence of legal formation or authority filed with the Secretary of State to operate in Illinois.

b) Upon receipt of the required documents in subsection (a) and review of the application, the Division shall issue a license authorizing practice as an education provider or shall notify the applicant of any deficiency.

c) The Department may discipline an education provider and may suspend or revoke the course approval of any course offered by an education provider for failure to comply with the requirements of the Act or this Part.

d) The program of pre-license and/or continuing education delivered by a licensed education provider shall:

1) Be approved by the provider's governing and/or supervising body;

2) Utilize sufficient, qualified, and competent instructors, as determined by the Division, that are licensed home inspectors, or licensed or certified in other professional areas related to home inspection and required by the Standards of Practice;

3) All instructors, including field event supervisors, who are licensed home inspectors in Illinois, shall hold active licenses or licenses in inactive status for no more than 2 years.

4) Offer courses that are approved by the Division and conform to the Standards of Practice established in this Subpart; and

5) Have a designated qualified administrator, who is responsible for the administration of the school, courses, and actions of the instructors.

e) Facilities

1) An education provider must provide adequate personnel for the maintenance of all records, office equipment, and provide office space if necessary for customer service.

2) The premises, equipment, and facilities of the education provider , if offered for in-person courses or public access, shall comply with applicable community, state or federal fire codes, building codes, and health and safety standards.

3) The education provider is subject to inspection prior to approval or at any time thereafter by authorized representatives of the Division. Inspections shall be conducted during regular business hours, with at least 24 hours advance notice, to ensure proper methods of instruction are being used and to confirm the content of approved courses being taught.

4) No education provider shall maintain an office or conduct in person education courses in a private residence, except that field inspection events or the final field examination may be conducted in a private residence or similar residential structure with direct supervision by the instructor.

5) An education provider shall only conduct in person courses in locations that are conducive to learning, and a separate and distinct space solely occupied by the education provider.

f) Administration

1) No licensed education provider shall advertise that it is endorsed, recommended, or accredited by the Division. The education provider may indicate that it is licensed by and the course of study has been approved by the Division.

2) Each education provider shall provide a prospective student, prior to enrollment, with information that specifies the course of study to be offered, the delivery method, the tuition, the provider's policy regarding refunds, any additional fees, supplies, materials or books provided, procedures for management of grievances for students and faculty, and other matters that are material to the relationship between the provider and the student.

3) Each education provider shall maintain for each student a record that includes the course of study undertaken, dates of attendance, and a transcript of courses. All records and any other documentation related to shall be maintained by the education provider for 5 years and shall be made available to the student or to the Division, upon request, during regular business hours. An education provider may charge a student the cost of reproducing copies of a transcript.

4) Each education provider shall, upon request by the Division, provide evidence of sufficient financial resources available to equip and maintain its program or school.

5) Each education provider shall notify the Division of all proposed changes in its ownership at least 30 days prior to the change in ownership.

6) Each education provider shall issue a transcript or certificate of completion, in a format provided by the Division, within 10 days after a student's successful completion of any course. Each transcript or certificate of completion shall be authenticated and capable of being verified by the education provider. The transcript or certificate of completion shall include, but not be limited to, the following information: the student's name, license number (if applicable), the name and license number of the education provider, the name and license number of the course, the date and method of delivery, and the approved credit hours completed.

(Source: Amended at 48 Ill. Reg. 2424, effective February 2, 2024)