**Section 1410.540 Continuing Education Course Requirements of Education Providers**

a) A continuing education course shall be at least 1 hour in length and shall meet the course curriculum prescribed in Section 1410.550.

b) Each education provider who seeks approval of a continuing education course shall submit:

1) An application, in a manner provided by the Division, that is signed and fully completed by the applicant;

2) The appropriate fee required by Section 1410.400;

3) A course description, including the textbooks and material references, learning objectives, a comprehensive timed outline, the final examination, answer key for the examination, and if applicable, the final exam proctor policy;

4) The method of delivery for the courses, such as in-person or classroom, interactive webinar, online distance education, or home-study/correspondence learning;

5) The name, license number, and expiration date of the education provider's license; and

6) An examination with answer key that includes a minimum of 8 questions per one credit hour of course instruction.

c) Education providers are required to provide a final examination for all continuing education courses. A licensed education provider shall verify student attendance for all courses presented in a classroom, by interactive webinar, or by online distance education.

d) Each continuing education course offered as a home study or correspondence course shall include a proctored final examination.

1) The proctored final examination shall include a minimum of 8 questions for each credit hour. For example a 2-hour course would require a 16-question examination.

2) For the final examination, the proctor shall authenticate the identity of the student taking the examination; monitor the student and the examination-taking process to ensure that the examination is completed without the aid of additional persons or resources, unless approved by the Division; and protect the confidentiality of test materials and any personal information of the students.

3) Proctors must be impartial third parties and may not be an applicant's or licensee's relative. Proctors must also abide by all state and federal regulation as it relates to privacy when proctoring exams and processing student information.

e) No student shall be deemed to have successfully completed the course unless the student has scored a minimum of 70% on the course examination.

f) Courses may be offered as a hybrid of two different delivery methods upon approval by the Division. Home study or correspondence courses will not be considered as part of a hybrid delivery method.

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