**Section 1450.450 Broker Continuing Education**

a) Continuing Education Hour Requirements

1) As set forth in Section 5-70 of the Act, each broker, except as otherwise provided in Section 5-70(b), is required to complete 12 CE hours during the current term of the license. The total of 12 CE hours of courses approved by the Division may be taken at any time during the current term of the license.

2) As set forth in Section 5-50(b) of the Act, brokers receiving their initial broker license are required to complete the 45-hour post-license education during their first license term and are not required to complete any other CE during that license term. If an individual receives the initial broker license within 180 days preceding the first broker renewal deadline, the broker must complete the 45-hour post-license education prior to the second broker renewal deadline.

3) Brokers licensed in Illinois but residing and practicing in other states shall comply with the CE requirements set forth in this Section, unless they are exempt (see Section 5-70(b) of the Act).

4) The Division shall conduct audits to verify compliance with this Section.

b) Approved Continuing Education

1) CE credit may be earned for verified attendance at, participation in, or completion of a licensed course offered by a licensed education provider (see Sections 1450.1100 and 1450.1105).

2) CE credit may be earned by passing a proctored exam for a correspondence or home study course offered and verified by a licensed Education Provider (see Section 1450.1155).

3) As set forth in Section 5-70 of the Act, CE credit shall be obtained through completion of a single core curriculum and an elective curriculum recommended by the Board and approved by the Division. CE requirements shall be deemed satisfied upon the successful completion of the following:

A) Core Curriculum. A minimum of 4 CE credit hours per two year license term in a core curriculum course recommended by the Board and approved by the Division, which, pursuant to Section 5-70, which may cover subjects including but not limited to advertising, agency, agency disclosures, property disclosures, residential leasing agent management, escrow, fair housing, and license law.

B) Elective Curriculum. No fewer than 8 CE credit hours per 2-year license term in elective curriculum courses approved by the Division, which may cover subjects including but not limited to license law, escrow, antitrust, fair housing, agency, appraisal, property management, residential brokerage, farm property management, transaction management rights and duties of parties in a transaction, commercial brokerage and leasing, real estate financing, disclosures, residential leasing agent management, advertising, broker supervision and designated managing broker responsibility, professional conduct, use of technology, and any training required by law (e.g., sexual harassment prevention training (see 20 ILCS 2105/2105-15.5)) may be credited toward elective hours.

4) As set forth in Section 5-70(g) of the Act, CE credit may be earned by a licensed pre-license or CE instructor for teaching a licensed CE course. Credit for teaching a licensed CE course may only be earned once for that course during a license term. One hour of instruction is equal to one CE hour.

5) As set forth in Section 5-75 of the Act, if licensees earn CE credit hours in another state or territory for which they will claim credit toward compliance in Illinois, the licensee shall submit an application and a $25 fee, within 90 days after completion of the CE course and prior to expiration of the license. The Division will review and may approve the course if the education provider, course, and delivery method of assessing participation and comprehension are substantially equivalent to those licensed in Illinois. In determining whether the education provider and course are substantially equivalent, the Division will use the criteria in Sections 5-70 through 5-80 of the Act and this Section.

6) CE credit will only be given for CE courses offered by education providers licensed by the Department.

7) Pursuant to Section 5-70(j) of the Act, no more than 12 hours of CE credit may be taken in one calendar day. If a proctored final exam is required for a licensee to receive credit for the CE course or courses, the exam may be given either at the end of each individual course or group of courses.

8) CE credit shall not be given for pre-license and post-license education courses, except as set forth in Section 5-70(1) of the Act.

c) Certification of Compliance with CE Requirements

1) Each licensee shall certify, on the renewal application, full compliance with the CE requirements set forth in subsections (a) and (b).

2) The Division may, for purposes of compliance audits, require additional evidence demonstrating compliance with the CE requirements. Each licensee shall retain proof of CE completed.

3) For purposes of a compliance audit, the Division shall accept verification submitted directly from a licensed education provider on behalf of a licensee as proof of CE compliance.

4) Failure to comply with CE requirements is a violation of the Act and may subject a licensee to a citation or other discipline set forth in the Act or this Part.

d) The Division shall conduct audits to verify compliance with this Section (see Section 1450.960).

(Source: Amended at 45 Ill. Reg. 2851, effective February 23, 2021)