**Section 1455.440 Transcript or Certificate of Completion**

Within 14 days after completion of the course, each licensed education provider shall provide to each student who successfully completes an approved qualifying education or continuing education course a certified transcript or certificate of completion. The education provider must retain the certificates for no less than five years. The certified transcript or certificate of completion shall include, but is not limited to, the following information:

a) The student's name, address, and Illinois appraiser license number (if applicable);

b) The name, Illinois license number and license expiration date of the education provider;

c) The International Distance Education Certification Center, or AQB equivalent, expiration date, of an asynchronous course (if applicable);

d) The name, Illinois license number and expiration date of the course; and

e) The approved hours completed.

(Source: Amended at 48 Ill. Reg. 14553, effective September 24, 2024)