**Section 750.1815 Instructor and Proctor Compliance and Enforcement Process**

a) The Department will monitor the performance of all instructors. The instructor shall comply with program changes and administrative procedures provided to the instructors by the Department. The Department will consider the following in granting and revoking approval of certificates for all instructors:

1) Instructor performance, including compliance with administrative procedures when submitting information to the Department, as listed in Section 750.1860;

2) Ability to effectively communicate information to the course participants; and

3) Compliance with this Part.

b) Instructor compliance will be addressed by the following enforcement process:

1) Notification of violation to the instructor/proctor electronically via e-mail;

2) Compliance conference with the instructor/proctor in person with the Department;

3) Suspension of the instructor certification/proctor registration until the compliance issue is resolved; and

4) Opportunity for a hearing before the Department pursuant to Practice and Procedure in Administrative Hearings (77 Ill. Adm. Code 100).

c) If an approved instructor or proctor is found to have assisted students taking the examination or helping them to cheat in any way, the instructor will be notified to appear at a compliance conference with the Department. Based on the outcome of the conference, the instructor certificate or proctor approval may be suspended indefinitely.

d) If a national examination provider suspends or revokes an instructor/proctor approval, the Department will also suspend that instructor's certificate or proctor registration.

e) An individual found to have cheated on the instructor examination will not be certified as an instructor.

(Source: Amended at 39 Ill. Reg. 5006, effective March 17, 2015)