**Section 892.20 Registration Requirements for Irrigation Contractors**

a) Irrigation Contractor Registration. Subject to Section 2.5 of the Law, each irrigation contractor doing business in Illinois shall register annually with the Department. Registration shall be submitted on forms available from the Department's website (http://www.idph.state.il.us/envhealth/plumbing.htm) and shall include the following information:

1) The irrigation contractor's full name, date of birth, height, weight, home telephone number; business name, full address of the business, business telephone and fax numbers, name of principal, Federal Employer Identification Number (FEIN), a certificate of insurance and workers' compensation insurance, as well as an indemnification bond or letter of credit; whether the business is a sole proprietorship, partnership, or corporation; and the name of the registered agent, if the contractor is a corporation.

2) The names and license numbers of all licensed plumbers that the irrigation contractor employs or with whom the irrigation contractor enters into a contract for lawn sprinkler connection and inspection services (see Section 892.40).

3) A licensed plumber who is also in the business of lawn sprinkler system installation shall register annually as an irrigation contractor, if the licensed plumber employs persons other than licensed plumbers or licensed apprentice plumbers to install or provide on-site supervision for the installation of lawn sprinkler systems.

b) Irrigation Employee Registration. Subject to Section 2.5 of the Law, each irrigation contractor doing business in Illinois shall register annually with the Department all irrigation employees who install or provide on-site supervision for the installation of lawn sprinkler systems.

1) Registration shall be submitted on forms available from the Department's website (http://www.idph.state.il.us/envhealth/plumbing.htm) and shall include each irrigation employee's full name, home address, home phone, date of birth, height, and weight; and the employer's name, business name, address, telephone number, and irrigation contractor registration number.

2) Upon request, the irrigation contractor shall provide to the Department additional business information, including payroll records, time sheets, and W2 forms. The Department may request this information if necessary to determine the irrigation contractor's compliance with the registration requirements of this subsection (b).

3) Irrigation contractors shall provide, on forms provided by the Department on its website (http://www.idph.state.il.us/envhealth/plumbing.htm), the following:

A) Proof that at least one irrigation employee *has completed and passed an approved class in the design and installation of lawn sprinkler systems*;

B) *The names of employees who have successfully completed an approved course on the installation of lawn sprinkler systems*; and

C) *Proof that the course* taken by the employees *was successfully completed and that* their *continuing education is also being completed*. (Section 2.5(a) and (f) of the Law)

c) Registration Expiration and Renewal. All registrations issued under this Section shall expire on February 28 of each year, except that initial registrations issued after January 15 shall expire one year after the next February 28. Registration may be renewed for a period of one year from each succeeding March 1 upon submission by the irrigation contractor of new contractor and employee registration forms and fee payment prior to that March 1.

d) Reporting Changes in Registration. Irrigation contractors shall report to the Department when registered irrigation employees are no longer employed by the contractor and when new employees are hired.

1) The irrigation contractor shall submit a notice of cancellation of employee, accompanied by a nonrefundable $20 fee, to the Department within 10 days after a registered irrigation employee is terminated. A notice of cancellation is not required for registered employees who are terminated in the period on or after January 31 and before February 28 of the same year.

2) After the contractor's initial or renewal registration has been submitted to the Department, the irrigation contractor shall submit an irrigation employee registration application form to the Department before any additional employees are hired.

3) When the addition of irrigation employees places the irrigation contractor in a category that requires a higher fee and additional licensed plumbers, the irrigation contractor shall submit the difference in the fee amount between the two categories and the names and license numbers of additional licensed plumbers to the Department. Fee payment and the information required shall be submitted before additional employees are allowed to install lawn sprinkler systems.

(Source: Amended at 38 Ill. Reg. 22222, effective November 12, 2014)