**Section 915.90 Record of Completion**

a) Responsibility of entity offering continuing education. Each entity approved by the Department to offer a continuing education session under this Part shall issue as proof of attendance a letter or certificate of completion to each licensed contractor attending the session. The letter or certificate shall certify that the licensed contractor has attended the required number of hours and shall include all of the following information:

1) Name and license number of contractor.

2) Name and organization conducting the session.

3) Date, location, and title of the session.

4) Number of classroom hours.

b) Attendance notification. Each entity approved to offer continuing education under this Part shall submit to the Department a typed listing of contractors who attended the continuing education session. The information provided shall include the information in subsection (a) and shall be submitted to the Department no later than 45 days after the date of the session.

c) Submittal of proof of attendance. It is the responsibility of each licensed contractor to submit to the Department proof of attendance at a continuing education session for the contractor's license to be renewed. The licensed contractor shall submit with the license renewal the certificate or letter provided by the instructing entity under subsection (a).

(Source: Added at 24 Ill. Reg. 12057, effective August 1, 2000)