**Section 1400.20 Duties of the IBOE**

a) The Illinois Board of Examiners ("IBOE" or "Board") shall receive all requests for credential evaluations and applications for examinations under the Act, shall examine all evidence pertaining to any request for credential evaluation or application for examination, shall inform candidates, by electronic mail or U.S. First Class Mail, of their eligibility to test and shall issue an Authorization to Test to the qualifying candidates to take the examination sections requested. After paying the appropriate fees to the IBOE and other entities or vendors selected by the IBOE for the administration of the examinations, such as the National Association of State Boards of Accountancy (NASBA), the candidate may contact any approved test vendor to schedule an appropriate date, time and location for the examinations.

b) The Board shall inform the candidates to contact any approved test vendor for test locations.

c) The Board may contract with the test vendor to deliver examinations via a Virtual Private Network to designated testing centers.

d) The Board shall approve the scores of all candidates who have taken the examinations and certify the names of the candidates who attain passing scores and satisfy the other qualifications prescribed by the Act and this Part.

e) The Board shall receive all applications for the certificate of completion of education and examination filed under Section 3 of the Act, shall examine all evidence submitted in support of those applications, and shall certify the names of the applicants whose qualifications have been determined by the Board to comply with this Part.

f) The Board will, at the request of the candidates and upon payment of the required evaluation fee, if applicable, provide an unofficial or official evaluation of transcripts to determine any deficiencies. The candidate will not be considered an applicant until the candidate submits a credential evaluation application and pays the full credential evaluation fee.

(Source: Amended at 47 Ill. Reg. 6441, effective April 27, 2023)