**Section 1000.110 Renewal of License**

a) All licenses shall be renewed every 2 years. An individual licensee may renew a license by submitting a written application for renewal and a colored passport photograph 45 days prior to expiration of the license. The licensee will be invoiced for the appropriate license fee.

b) The individual applicant or the elevator contractor or limited elevator contractor shall provide evidence satisfactory to OSFM of completion by the individual applicant or the Contractor License Designee of at least 8 hours of continuing education that shall include a minimum of 2 hours on code updates and that shall be attended and completed within one year immediately preceding any license renewal. Continuing education curriculum shall be approved by the Board and designed to ensure the continued qualifications of the applicant.

1) Any training provided by an elevator manufacturer on the equipment sold by that manufacturer may be counted toward the 8 hours of continuing education required for licensed contractors, mechanics, limited contractors and limited mechanics.

2) Training received through a union, college, contractor or third-party program, other than manufacturer provided training, must be approved by the Board in advance of the training. The individual requesting the approval must submit to the Board information on the training that includes, but is not limited to, the course outline, course objectives, hours granted, and instructor's name and qualifications. The Board will not credit training that has not received prior approval.

c) *A licensee who is unable to complete the continuing education required* by subsection (b) *prior to the expiration of his/her license due to a temporary disability may apply for a waiver from the Board* as provided for in Section 60(f) of the Act. [225 ILCS 312/60(f)]

d) If a license is allowed to lapse, it may be restored within one year after its expiration date by meeting the requirements of subsections (a) and (b) and the payment of $50 in addition to the renewal fee. If a license is not restored within one year after its expiration date, the license holder must apply for a new license and shall follow the appropriate licensing procedure.

(Source: Amended at 36 Ill. Reg. 13131, effective October 1, 2012)