**Section 4515.60 Certification Renewal**

a) A Navigator, In-Person Counselor, Certified Application Counselor and Certified Application Counselor Organization certification shall be valid for one year. A Navigator, In-Person Counselor, Certified Application Counselor and Certified Application Counselor Organization certification shall expire 12 months after certification.

b) Thirty days prior to the end of the 12 month period, a Navigator, In-Person Counselor, Certified Application Counselor or Certified Application Counselor Organization may file an application for renewal on the application prescribed by the Director.

c) Prior to the filing date for application for renewal of a certification, an individual Navigator, In-Person Counselor and Certified Application Counselor shall complete the applicable federal training course curriculum for recertification as provided in Section 4515.100(b). The individual, at the time of application, shall file with the Director, by a method prescribed by the Director, proof of passing the applicable federal training course curriculum. Any failure to fulfill the ongoing continuing education requirements shall result in the expiration of the certification. Individual Navigators, In-Person Counselors or Certified Application Counselors whose certification has expired for failing to complete the continuing education requirements may not apply for a certification until they have provided satisfactory proof to the Director that they have completed the required continuing education requirements and have filed an application for certification.

(Source: Amended at 43 Ill. Reg. 422, effective December 21, 2018)