**Section 1175.360 Expansion**

a) Written notice shall be given to the Division 30 days prior to any expansion of a licensed school.

b) Off-Site Classrooms

1) When the expansion will result in an off-site classroom location, a completed school application must be submitted along with:

A) A detailed 8½ x 11 inch floor plan that is:

i) drawn to scale;

ii) shows dimensions;

iii) has all areas labeled;

iv) has all fixtures shown; and

v) demonstrates compliance with the requirements of Section 1175.305;

B) A copy of:

i) a lease showing at least a 1-year commitment to the use of the site, the address of the school site, the name of the lessor and the name of the lessee; or

ii) the certification of ownership of the proposed site;

C) An official fire inspection report, from the local fire inspection authority within the last 6 months, giving approval for use of the site as an off-site classroom location;

D) A statement from the school owner outlining the purpose of the off-site classroom location;

E) A listing of any and all additional teachers who will be added to the teaching staff as a result of the expansion;

F) A financial statement indicating sufficient current finances exist to operate the school for at least 3 months. The Division will not accept a bank statement as sufficient proof to meet this requirement. This financial statement shall include reporting cash assets on hand and any liabilities and shall be prepared by either a certified public accountant or a person knowledgeable about the finances of the school. Any financial statement submitted by a person who is not a certified public accountant must contain a signed statement certifying under penalty of perjury that the information is true and accurate based upon inspection of the financial records of the school; and

G) The required fee set forth in Section 1175.100.

2) An off-site classroom location is defined as a separate classroom, not continuously joined (i.e., not accessible from the current or main space), located within 5 miles of the main school site that serves to provide adequate space in which to train an overflow of students. A clinic may not be operated at an off-site classroom location. A school may establish only one off-site classroom location. All identifying signs and materials must reflect the name of the main school.

c) When an on-site expansion is to accommodate an increased enrollment, a completed school application shall be submitted along with:

1) A detailed 8½ x 11 inch floor plan that is:

A) drawn to scale;

B) with dimensions;

C) has all areas labeled;

D) has all fixtures shown; and

E) demonstrates compliance with the requirements of Section 1175.305;

2) A statement from the school owner outlining the purpose of the expansion;

3) A listing of any and all additional teachers who will be added to the teaching staff as a result of the expansion; and

4) The required inspection fee.

d) Upon receipt of the items listed in subsections (b) and (c), the Division shall inspect the expansion site to determine compliance with this Part. If any changes affecting the items in subsections (b) and (c) are made prior to inspection, the school owner must notify the Division in writing. The site shall not be used until the inspection has occurred and the owner has received written notification of approval from the Division. Approval will be granted if all of the requirements of this Subpart C have been met.

(Source: Amended at 42 Ill. Reg. 15159, effective August 10, 2018)