**Section 1291.140 Closure of an Approved Program**

The following procedures shall be followed for closure of an approved responsible vendor provider and removal from the approved list. The responsible vendor provider shall:

a) Notify the Department, in writing, postmarked or emailed at least 30 calendar days in advance of the closing date.

b) Notify individuals who have completed or are in the process of completing the program of the closure at least 15 calendar days in advance of the closing date and of the location where their completion records will be maintained for at least three years from the closing date.

c) Stop enrolling individuals immediately and provide refunds in the full amount of the program's fee to individuals who will be unable to complete the program.

d) Notify the Department in writing the names of the persons responsible for the maintenance of records for at least three years from the date of closure.

(Source: Added at 48 Ill. Reg. 13377, effective August 20, 2024)