**Section 1410.230 Required Information of Applicant or Licensee**

a) Address of Record and Email Address of Record

1) Pursuant to Section 2105-7 of the Civil Administrative Code of Illinois [20 ILCS 2105], all applicants and licensees shall provide to the Division a valid address, which shall not be a post office box, and a valid email address which shall serve as the address of record and email address of record, respectively, at the time of application for licensure or renewal of a license; and

2) Inform the Division, in a format and manner prescribed by the Division within 14 days, after any change in the address of record or email address of record.

b) The Division may provide service of documents by email to an applicant’s or licensee’s email address of record in accordance with the Act, the Department of Professional Regulation Law [20 ILCS 2105], or Section 10-75 of the Illinois Administrative Procedure Act [5 ILCS 100]. Service by email shall be deemed complete on the day of transmission regardless of whether the documents are delivered to the applicant’s or license’s spam or junk email folder.

c) Other names used by the licensee.

1) Within 14 days after a name change, a licensee shall notify the Division, in a format and manner prescribed by the Division, of any name change.

2) The licensee shall notify the Division if the licensee regularly practices under an alias, diminutive, or nickname of the licensee's name.

3) If an assumed name is to be used, a certified copy of the assumed name certificate, pursuant to the Assumed Business Name Act [805 ILCS 405] shall be provided.

4) If an individual licensee's name is changed as a result of a court order or change in marital status, the licensee shall:

A) Notify the Division of the name change;

B) Provide the Division with a copy of the court order or certificate relating to the name change; and

C) Indicate the name to be used for licensure.

D) The licensee shall ensure that all CE certificates are issued under the name used for licensure.

(Source: Amended at 48 Ill. Reg. 2424, effective February 2, 2024)