**Section 1410.320 Cooperation Required with the Division**

a) Pursuant to Section 15-10(a)(16) of the Act, all licensees are required to fully cooperate with any audit, investigation, interrogatory, examination, or request for information regarding any aspect of the licensee's home inspection practice or application for licensure. Full cooperation includes, but is not necessarily limited to:

1) Providing to the Division a complete copy of a signed home inspection report as it was transmitted to the client, including the executed written contract, any supplemental reports, supporting data, file memoranda, work files, and supporting and/or verification documentation required to be maintained by the Act;

2) Providing to the Division continuing education certificates, records of home inspections, or records of insurance coverage as required to be maintained by the Act or this Part; or

3) Providing to the Division a complete response to any written request, interrogatory, or request for clarification submitted to a licensee or applicant.

b) Pursuant to an agreement, order, disciplinary or non-disciplinary action, the Department may require an applicant or licensee to complete remedial education, additional continuing education, or pre-license education coursework, to provide any reports, records, or other documents pertaining to home inspection practice that the Department may deem necessary to maintain the Standards of Practice, the competency of a licensee, or for the protection of the public.

c) The Department will issue an administrative warning letter that is not considered discipline. Nothing in this subsection (c) requires an administrative warning letter when immediate disciplinary action is required by the Department.

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