**Section 1440.330 Distance Education Programs**

Distance education programs shall be affiliated with an approved school and meet the curriculum requirements set forth in Section 1440.310 of this Part, as applicable. Distance education programs means those courses designed to be taken by means other than attendance in a classroom, e.g., internet courses or correspondence/home study type courses.

a) The program shall be approved by the Division in accordance with Section 30-10 of the Act, and the approved school shall:

1) Maintain a brief description of each lesson;

2) Maintain a list of titles, authors, publishers, and copyright dates of all instructional materials;

3) Require minimum passing scores for all examinations of no less than 70%.

b) The program shall develop a written statement of teaching methods to be employed and materials and equipment needed for each course of instruction.

c) The program shall establish written policies and procedures for examinations and lessons that shall include provisions for instructor comments, suggestions and written correction of errors. There shall also be written procedures for the prompt return of materials.

d) The program shall establish performance objectives for each specific course of study.

e) A qualified instructor shall be available during normal business hours to answer student questions.

f) Students shall be allowed to attend the school's regularly scheduled CE courses.

(Source: Amended at 35 Ill. Reg. 7358, effective April 21, 2011)