**Section 1445.220 Application for Pre-License Courses**

a) An education sponsor seeking to provide pre-license or CE courses shall submit for each course:

1) A signed and completed pre-license course application in a format provided by the Division;

2) The fee required by section 1445.100; and

3) A course description, which shall make reference to the textbook or other materials used. The applicant shall make any education material referenced in the outline available to the Division upon request.

b) All pre-license courses must comply with the provisions of Section 1445.40(b).

c) Certification of Attendance: It shall be the responsibility of all pre-license education sponsors, regardless of whether they require approval by the Department, to provide each participant in a pre-license program with a certificate of completion. The sponsor’s certificate of completion shall contain:

1) The sponsor’s name, and, if applicable, sponsor approval number;

2) The name of the participant;

3) The name of the course and a brief statement of the subject matter;

4) The number of credit hours associated with course;

5) The date and method of delivery of the course.

d) An education sponsor must verify attendance for courses presented in a classroom, by interactive webinar, or by online distance education and shall maintain attendance records for not less than 5 years.

e) The Division may approve courses that incorporate additional community association manager topics.

(Source: Added at 47 Ill. Reg. 8409, effective June 2, 2023)