**Section 1455.350 Education Provider Application; Requirements**

a) In accordance with Section 20-5 of the Act, any person or entity seeking approval to provide qualifying education and/or continuing education courses shall submit an application, no later than 45 days in advance of the first course offering date, on forms provided by the Division, along with the appropriate fee required by Section 1455.320. In addition, course applications:

1) May be deferred by the Division for no more than 45 days, pending notification or return to the applicant of an incomplete or cancelled filing, which can be remedied within 14 days after notification. If not remedied within 14 days, the application will be rejected;

2) That are not approved for use by the Division can be resubmitted once all the deficiencies or objections identified by the Division are addressed and an explanation of how the applicant has satisfied each deficiency or objection is provided, along with the filing fee required by Section 1455.320.

b) If a course has been materially revised during the two-year license period, it must be resubmitted for review and approval along with the appropriate fee required by Section 1455.320. Revised material must be shaded, coded or otherwise designated to enable timely review.

c) The program of qualifying education and/or continuing education for a licensed education provider shall:

1) Be approved by the provider's governing and/or supervising body;

2) Utilize qualified instructors as follows:

A) to instruct such courses as, but not limited to:

i) qualifying education courses for a State Certified General Real Estate Appraiser (the instructor shall be a State Certified General Real Estate Appraiser or its equivalent from another jurisdiction, or a full time faculty member of a college or university);

ii) qualifying education courses for a State Certified Residential Real Estate Appraiser or an Associate Real Estate Trainee Appraiser (the instructor shall be a State Certified General Real Estate Appraiser, a State Certified Residential Real Estate Appraiser or its equivalent from another jurisdiction, or a full time faculty member of a college or university);

iii) continuing education courses (the instructor shall have the appropriate education and experience in appraisal or the subject matter being taught);

B) all instructors teaching USPAP courses shall be, at a minimum, AQB certified instructors who also hold a current appraiser certification from a state; and

C) all AQB Certified USPAP instructors who will be teaching online National USPAP offerings, whether QE or CE, must hold a current Certified Distance Education Instructor (CDEI) designation from the International Distance Education Certification Center (IDECC);

3) Offer courses that are approved and licensed by the Division, and conform to the standards established in this Subpart.

d) Business Practices and Recordkeeping

1) An education provider must provide a facility for the maintenance of all records for a minimum of 5 years.

2) Course approval by the Division does not apply retroactively.

3) The course applicant must have a written attendance policy that requires student attendance to be verified.

4) The course applicant must have established a policy on course scheduling that provides for a maximum of 8 classroom hours of instruction in any given day and for appropriate breaks during each class session.

e) Administration

1) No licensed education provider shall advertise that it is endorsed, recommended, or accredited by the Division. The education provider may indicate that it is licensed by, and the course of study has been approved and licensed by, the Division. Applicants may not state in any advertising or other materials that a course is being, or has been, submitted to the Division or to the Board for review.

2) Each education provider shall provide a prospective student prior to enrollment with information specifying the course of study to be offered, the tuition, the provider's policy regarding refunds, any additional fee for supplies, materials or books, and other matters that are material to the relationship between the provider and the student. Education providers are prohibited from sharing course materials in violation of copyright laws.

3) Each education provider shall maintain for each student a record including the course of study undertaken, dates of attendance, and a transcript of courses satisfactorily completed. All records shall be maintained by the education provider for a period of 5 years and shall be made available to the student or to the Division upon request during regular business hours. An education provider may charge a student the cost of reproducing copies of a transcript.

4) Each education provider shall upon request by the Division, provide evidence of financial resources available to equip and maintain its program, as documented by, e.g., a current balance sheet or an income statement.

5)

Each education provider shall notify the Division, on a form approved by the Division, of all proposed changes in ownership of the education provider at least 30 days prior to the change in ownership. Changes include, but are not limited to, a transfer of ownership, bankruptcy or dissolution of the entity.

6) An education provider shall not contract with an instructor who has been subject to disciplinary action that is in the public record in any jurisdiction in the three years prior to the course offering.

(Source: Amended at 37 Ill. Reg. 2668, effective April 1, 2013)