**Section 1455.440 Transcript or Certificate of Completion**

Within 21 days after completion of the course, each licensed education provider shall provide to each student who successfully completes an approved qualifying education or continuing education course a certified transcript or certificate of completion. The education provider must retain the certificates for no less than 5 years. The certified transcript or certificate of completion shall include, but is not limited to, the following information:

a) the student's name, address and license number (if applicable);

b) the name, Illinois license number and license expiration date of the education provider;

c) the International Distance Education Certification Center, or AQB equivalent, expiration date, if a distance course;

d) the name, Illinois license number and expiration date of the course; and

e) the approved hours completed.

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