**Section 1235.240 Application for Exception – Completeness Review**

a) Each application for exception must be submitted to the State Board in writing at 525 W. Jefferson Street, 2nd Floor, Springfield IL 62761.

b) The application must contain the following information in order to be complete:

1) The name and identifying information of the health care worker requesting the exception;

2) The information and documentation regarding community need required in Section 1235.210;

3) The information and documentation regarding alternative financing required in Section 1235.220;

4) Documentation of the assurances required in Section 1235.230;

5) Certification and notarized signature of the applicant health care worker that the information and documentation contained in the application for exception is true and correct to the best of his or her information and belief.

c) Board staff shall review the application to determine if all required information has been submitted. Board staff may request the health care worker to submit additional information regarding completion.

d) State Board staff shall determine whether the request is substantially complete within 10 days from receiving the application for exception.

e) A health care worker may submit additional information to the State Board for an application for exception that has been deemed incomplete. Board staff shall re-evaluate the application for completeness based upon the additional information received. Any application for exception that is not complete within 30 days after a State Board finding of incompleteness shall be null and void and considered withdrawn.

f) All information submitted in conjunction with an application for exception shall be considered public information and shall be subject to disclosure in conformance with the provisions of the Freedom of Information Act [5 ILCS 140] and 2 Ill. Adm. Code 1925.

(Source: Amended at 41 Ill. Reg. 15310, effective December 5, 2017)