



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Real Estate

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Sexual Harassment Prevention Training Continuing Education (CE) Requirement to Renew Licenses Issued by Division of Real Estate

Sexual harassment prevention training is now required of all persons who hold a license issued by the Division of Real Estate (“DRE”) for professions that require CE to renew. The new law requires licensees to complete a one-hour CE course in sexual harassment prevention training and is effective for all renewals as of January 1, 2020 where CE is required.

How do I know if the education provider or sponsor is accepted or approved?

Licensees may take this CE course from any education provider or sponsor that is authorized to provide CE for any profession regulated by DPR or DRE. For example, any licensee (appraiser, broker, home inspector, etc.) may take a sexual harassment prevention training course offered from a company that is an approved Nurse education provider.

Is there a list of approved sexual harassment prevention training CE providers or sponsors?

For real estate professionals, a list of licensed and approved [education providers](#) and their [courses](#) are available on the IDFPR website, DRE section. However, you may also take the training from approved education sponsors of DPR, any other approved agency or entity listed below, or your employer if their training includes all the requirements under the Illinois Human Rights Act.

There is no specific license for sexual harassment prevention training courses. If you are considering a course, please contact an education provider or sponsor in advance to confirm that they have an education provider license issued by IDFPR, or you may reach out to anyone who is in the category below as an approved provider.

Sample list of approved CE providers or sponsors

The list below is provided as examples of entities that are authorized to provide CE.

*You must receive a CE Certificate that states the number of hours completed to comply with the requirement. **For most professions, this hour will count as (1) CE credit.** Please note that for all other CE requirements, the CE provider or sponsor must qualify under the Act or Rules for your profession.*

- Any business or entity with an ‘Active’ education provider license or approval issued by IDFPR (be sure the CE provider license number appears on the Completion Certificate)
- State of Illinois agencies
- Illinois county agencies
- Illinois municipalities
- Federal agencies
- Accredited community colleges, colleges, or universities
- Licensed health care institutions providing CE for their employees or associates
- Employers of licensees who provide the sexual harassment prevention training in accordance with the requirements under the Illinois Human Rights Act, 775 ILCS 5/2-109

This is my first time renewing my Illinois license – do I need to complete the one (1) hour of sexual harassment prevention training CE prior to license renewal?

Yes. For professions regulated by DRE, licensees are required to complete the sexual harassment prevention training upon their first renewal where CE is required. Please note that for brokers who are renewing for the first time, the required post-license education includes the sexual harassment prevention training as part of its curriculum.

My profession requires 12 hours of CE. Does this new requirement mean I will need to complete 13 hours?

It depends. The sexual harassment prevention training CE can be included in the number of CE hours already required for your profession. However, if you have completed the minimum CE hour requirement for your profession but not an approved sexual harassment prevention training, you will need to fulfill this requirement by taking an additional hour. **An exception are appraisers who will be required to complete the sexual harassment prevention training in addition to their CE hours but licensees in other professions regulated by DRE can include the sexual harassment prevention training within their CE hours.**

Will I have to send proof that I completed the sexual harassment prevention training CE course to the Department?

Not initially. However, like all other CE, you must receive a Certificate of Completion and retain it for your records. The Certificate must include information such as the number of hours completed, the name of the CE provider or sponsor, and the date the CE was completed. You will not need to provide a Certificate if you renew on time, but you may be asked to confirm that you have completed the training. You may need to provide a Certificate if you renew late, need to restore an expired license, or if you are included in a CE audit.

I received sexual harassment prevention training from my employer. Does that count?

It depends. The revised Rules effective January 28, 2022, allow for employers to provide this training if the course given is in compliance with the Illinois Human Rights Act, 775 ILCS 5/2-109. The requirements for the course are listed [here](#).

I took the sexual harassment prevention training course offered by the Illinois Department of Human Rights. Does that count?

Yes. DRE will accept this course as completion of the sexual harassment prevention training requirement. More information about this course is provided on the Illinois Department of Human Rights website at [IDHR Model Training](#).

Is this training required each time I renew my license?

Yes. Sexual harassment prevention training is required for every renewal after January 1, 2020.

Will I need to complete sexual harassment prevention training to restore or reinstate my license?

Yes. Depending on when your next renewal period is after January 1, 2020, for which you must take CE, you are required to take the sexual harassment prevention training if you or renew or restore.

I have multiple licenses. Will I have to take multiple trainings to satisfy the requirements?

No, you may use one class to satisfy this requirement for your multiple licenses. For example, this includes licenses issued by both DRE and DPR.

Public Act:

<https://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=325&ChapterID=5>

Rules:

<https://www.ilga.gov/commission/jcar/admincode/068/068011300E04000R.html>

Updated January 2024