

## CONTINUING EDUCATION FACT SHEET HAIR BRAIDER TEACHER

- Do not submit proof of continuing education (CE) unless specifically requested by the Department of Financial and Professional Regulation.
- You need not comply with CE if this is your first renewal after licensure obtained by completing an approved 500 or 600 hour hair braiding teacher program.
- You may access the Illinois Barber, Cosmetology, Esthetics, Hair Braiding and Nail Technology Act and Administrative Rules on our Web site @ [www.idfpr.com](http://www.idfpr.com) and then select "Division of Professional Regulation."

### Continuing Education (CE) Hour Requirements

- A renewal applicant shall not be required to comply with CE for the first renewal after licensure obtained by completing an approved 500 or 600 hour hair braiding teacher program.
- A licensee shall be required to complete 20 hours of continuing education relevant to the practice during the prerenewal period. A prerenewal period is 24 months preceding October 31 in the year of the renewal.
- Courses that are part of the curriculum of a university or college shall be allotted 15 CE credit hours for each semester hour or 10 CE hours for each quarter hour of school credit awarded.
- Hair Braider Teachers licensed in Illinois but residing in other states shall comply with the CE requirements set forth in Section 1175.1210 (f) of the Rules.
- A list of approved CE Sponsors is available at our Web site @ [www.idfpr.com](http://www.idfpr.com), under specific profession name, i.e., Hair Braider.

### Activities For Which CE Credit May Be Earned

Only classes that directly relate to a licensee's ability to practice under the scope of his/her license will be accepted by the Department as meeting that licensee's continuing education requirement. For example, a class in chemical processing of the hair may be acceptable for a cosmetology teacher but not for a hair braider teacher, because the hair braider teacher cannot work with chemicals on a client's hair.

For renewals after the initial renewal, 10 of the required 24 hours of continuing education shall be in the following areas:

- A. Teaching methodology;
- B. Education psychology;
- C. Classroom management; or
- D. Other teaching related courses.

### CE Self-Study Courses

Up to one-half of the total CE hours required for renewal may be earned through self-study courses. A CE sponsor who is licensed with the Department of Financial and Professional Regulation must provide the courses.

### CE Earned in Other Jurisdictions

If a licensee has earned CE hours in another state not given by an Illinois approved sponsor for which the licensee will be claiming credit toward full compliance in Illinois, the applicant shall submit an Out-of-State Continuing Education Form, along with a \$10 processing fee, for each class, within 90 days prior to expiration of the license. The Board shall review and recommend approval or disapproval of the program. Applicants may seek individual program approval prior to the participation in the program.

To obtain an application access our Web site, [www.idfpr.com](http://www.idfpr.com), and select "Division of Professional Regulation".

**Certification of Compliance with Continuing Education Requirements**

- 1) Each renewal applicant shall certify, on the renewal application, to full compliance with the CE requirements.
- 2) The Department may require additional evidence demonstrating compliance with the CE requirements. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of such compliance.

**Procedures for Requesting a Waiver of the Continuing Education Requirement**

If you have not completed the CE requirement, you MUST either place your license on inactive status or submit a completed renewal application, along with the renewal fee and a request for waiver of the CE requirement. Requests for a waiver of the CE requirement must be submitted **prior** to the expiration date of your current license. The request for a waiver MUST be based on one of the following reasons:

- A) Full-time service in the armed forces of the U.S. during a substantial part of the prerenewal period. In addition to the written waiver request, you must also submit verification of the start and end date of the active duty.
- B) An incapacitating illness. In addition to the written waiver request, you must also submit a doctor's statement that includes the diagnosis and the start and end date of the treatment.
- C) Substantial financial hardship. In addition to the written waiver request, you must submit a copy of your most recently filed federal tax return.
- D) Absence of opportunities for CE. (This means there were no CE programs offered in the area in which you reside.) In addition to the written waiver request, you must document your attempts to obtain CE in your area. (You may obtain up to one-half of your hours through self-study.)

**How the Department Processes Your Continuing Education Waiver Request if You Have Not Completed Your Continuing Education Requirements**

The Department of Financial and Professional Regulation, Division of Professional Regulation, makes every effort to process your renewal in a timely fashion. The renewal process is delayed when all of the questions on the application are not answered, when supporting documentation is missing, the fee is incorrect or missing, or your check is not signed.

If the Department determines your application, waiver request, and other documentation are in proper order, a new license will be issued.

*The issuance of your license at this time does not mean your request has been approved. It simply enables you to continue to practice until a final determination has been made regarding the request.*

The Board will review your waiver request and then make a recommendation to the Director.

If your request for waiver is approved, you will be notified in writing.

If your request for waiver is denied, you will receive written notification of the denial and your license will be placed into a nondisciplinary non-renewed status.

**DFPR WEB SITE @ [www.idfpr.com](http://www.idfpr.com)**

Visit the Department's Web site. A number of services are available on the Web. By selecting the "Division of Professional Regulation," you may confirm a license, submit a complaint, download application packets, and send e-mails to DFPR.

**NOTE: If you are requesting a waiver of the continuing education requirement, you are not eligible to renew on the Internet.**

*Reminder -- All Salons/Shops MUST be registered with the Department of Financial and Professional Regulation, Division of Professional Regulation. Registration requirement applies to all shops/salons including those located in a private residence, nursing home, hospital, hotel, etc. Registration is the responsibility of the shop owner. An application may be downloaded from our website. Failure to register a shop/salon may result in discipline.*