

INSTRUCTIONS

FOR MAKING APPLICATION FOR APPROVAL AS AN ENVIRONMENTAL HEALTH PRACTITIONER CONTINUING EDUCATION (C.E.) SPONSOR

To obtain licensure as an Environmental Health Practitioner Continuing Education Sponsor the applicant must:

1. Complete both sides of the Illinois Environmental Health Practitioner Continuing Education Sponsor application.
2. Provide a sample Certificate of Attendance which must include spaces designated for:
 - a. the name, address and license number of the sponsor;
 - b. the name and address of the participant;
 - c. a brief statement of the subject matter;
 - d. the number of hours attended in each program;
 - e. the date and place of the program; and
 - f. the signature of the sponsor.
3. Submit a copy of a sample program with faculty, course materials, and syllabi.
4. Submit a **nonrefundable** application fee in the amount of \$500 in the form of a check or money order made payable to the Illinois Department of Financial Professional Regulation. (State agencies, State colleges, State universities and county and local health departments shall be exempt from paying the application fee and the renewal fees.)
5. Forward application, sample Certificate of Attendance, sample of a C.E. course and application fee to: Illinois Department of Financial and Professional Regulation, ATTN: Division of Professional Regulation, P.O. Box 7007, Springfield, Illinois 62791.

Once the properly completed application, supporting documents, and fee have been received and reviewed, a license as an Approved Environmental Health Practitioner Continuing Education Sponsor will be issued.

C.E. SPONSOR INFORMATION

The sponsor's license must be renewed by April 30 of even-numbered years. The renewal fee is \$250. The Department will forward renewal notices to all active sponsors approximately three months prior to the expiration of the license. Renewal forms are mailed to the address on record with the Department. C.E. sponsors must notify the Department of all address changes in writing.

1. It shall be the responsibility of the sponsor to provide each participant in an approved program with a Certificate of Attendance.
2. The sponsor shall maintain course materials and attendance records for not less than five years.
3. The sponsor shall be responsible for assuring that no renewal applicant shall receive C.E. credit for time not actually spent attending the program.
4. All courses and programs shall:
 - a) Contain materials that contribute to the advancement, extension and enhancement of professional skills and scientific knowledge in the practice of environmental health;
 - b) Specify the course objectives, course content and teaching methods to be used;
 - c) Be developed and presented by persons with education and/or experience in the subject matter of the program.
 - d) Specify the number of C.E. hours that may be applied to fulfilling the Illinois C.E. requirements for license renewal;
 - e) Provide a mechanism for evaluation of the program and instructors by the participants. The evaluation may be completed on-site immediately following the program presentation or an evaluation questionnaire

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- may be distributed to participants to be completed and returned by mail. The sponsor and the instructor, together, shall review the evaluation outcome and revise subsequent programs accordingly;
- f) Foster the enhancement of general or specialized practice and values of environmental health; and
5. All programs given by sponsors shall be open to all licensed environmental health practitioners and not be limited to the members of a single organization or group.
 6. Upon failure to comply with the foregoing requirements, the Department, after notice to the sponsor and hearing before and recommendation of the Board, shall thereafter refuse to accept for C.E. credit attendance at or participation in any of the sponsor's programs until such time as the Department receives assurances of compliance.
 7. The Department or Board may evaluate any sponsor of any C.E. program at any time.
 8. A licensed sponsor may subcontract with individuals and organizations to provide approved programs. All advertising, promotional materials, and certificates of attendance must identify the sponsor's license number. The presenter of the program may also be identified, but should be identified as a presenter. When subcontracting with a presenter, the licensed sponsor retains all responsibility for monitoring attendance and ensuring the program meets all of the criteria aforementioned, including the maintenance of records.

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 30/1 et. seq. (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

APPLICATION FOR LICENSURE AS AN ENVIRONMENTAL HEALTH PRACTITIONER SPONSOR OF CONTINUING EDUCATION

1. OFFICIAL NAME OF SPONSOR	2. E-MAIL ADDRESS (REQUIRED)	3. PROFESSION CODE <div style="text-align: center; font-size: 1.2em;">200</div>	FEE <div style="text-align: center; font-size: 1.2em;">\$500</div>
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4. ADDRESS OF SPONSOR'S HEADQUARTERS (Include Street, City, State, ZIP Code)	5. SPONSOR'S TELEPHONE NUMBER (Include Area Code)
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6. NAME OF PERSON RESPONSIBLE FOR CONTINUING EDUCATION PROGRAMS	7. TELEPHONE NUMBER OF PERSON RESPONSIBLE
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8. LOCATION WHERE RECORDS WILL BE MAINTAINED (Include Street, City, State, and ZIP Code)	9. TELEPHONE NUMBER OF PERSON RESPONSIBLE FOR RECORD KEEPING (Include Area Code)
	10. FEIN OR SOCIAL SECURITY NUMBER

11. WHAT TYPE OF ENTITY IS THE SPONSOR?

<input type="checkbox"/> State Agencies in Illinois	<input type="checkbox"/> Firm	<input type="checkbox"/> Other: Describe: _____
<input type="checkbox"/> State College/University in Illinois	<input type="checkbox"/> Association	_____
<input type="checkbox"/> County/Local Public Health Department	<input type="checkbox"/> Individual	_____

12. Will your Continuing Education Programs be opened to all Environment Health Practitioners? Yes No

13. IF SPONSOR OWNS AND OPERATES MULTIPLE LOCATIONS IN ILLINOIS, ATTACH SEPARATE SHEET LISTING ALL LOCATIONS, INCLUDING THE ADDRESSES (Street, City, State, ZIP Code).

14. THE FOLLOWING MUST BE INCLUDED WITH THIS APPLICATION:

- a sample student evaluation of the instructor and course;
- a sample program with faculty, course materials; and syllabi;
- a sample certificate of attendance which must contain a space for: the continuing education sponsor license number; name and address of the sponsor; name and address of the participant; number of continuing education hours earned; the date course and place was given; a brief statement of subject matter; and, signature of the sponsor;
- listing of all locations (if applicable); and
- fee in the amount of \$500 in the form of a check or money order made payable to the Illinois Department of Financial and Professional Regulation (if applicable).

Type or Print Name of Person Submitting Application	Title
Signature of Person Submitting Application	Social Security Number
	Date

I UNDERSTAND THAT FEES ARE NOT REFUNDABLE. My signature above authorizes the Department of Financial and Professional Regulation to reduce the amount of this check if the amount submitted is not correct. I understand this will be done only if the amount submitted is greater than the required fee hereunder, but in no event shall such reduction be made in an amount greater than \$50.

AFFIDAVIT

I hereby certify that I am the individual responsible for the continuing education (C.E.) programs offered by the sponsor named on the reverse side of this form and that the sponsor will at all times comply with the following requirements:

1. The sponsor will be responsible for verifying full time continuous attendance at each program and provide a certificate of attendance.
2. Upon request by the Department, the sponsor will submit evidence (e.g., certificate of attendance or course material) as is necessary to establish compliance.
3. The sponsor will submit to the Department written notice of program offerings, including program offerings of subcontractors, 30 days prior to course dates. Notice will include the description, location, date and time of the program offered.

ALL PROGRAMS SHALL:

1. Contribute to the advancement, extension and enhancement of the professional skills and scientific knowledge of the licensee in practice of environmental health.
2. Foster the enhancement general or specialized practice and values of environmental health.
3. Be developed and presented by persons with education and/or experience in the subject matter of the program.
4. Specify the course objectives, course content and teaching methods to be used.
5. Specify the number of C.E. hours that will be applied to fulfilling the Illinois C.E. requirements for license renewal.
6. All advertising, promotional materials, and certificates of attendance must identify the licensed sponsor and the sponsor's license number. The presenter of the program will also be identified, but should be identified as a presenter. When a licensed sponsor subcontracts with a presenter, the licensed sponsor retains all responsibility for monitoring attendance, providing certificates of attendance and ensuring the program meets all of the criteria established by the Act and Rules, including the maintenance of records.
7. The sponsor will maintain attendance records for not less than 5 years.
8. The sponsor will be responsible for assuring that no renewal applicant will receive C.E. credit for time not actually spent attending the program.

Type or Print Name of Person Submitting Application

Title

Signature of Person Submitting Application

Date