



Illinois Department of Financial and Professional Regulation
Division of Banking

APPROVAL / RE-APPROVAL

RESPONSIBLE PAWNBROKER TRAINING VENDOR APPLICATION INSTRUCTIONS

Any entity may apply to the Illinois Department of Financial and Professional Regulation, Division of Banking ("Department"), to be an approved/re-approved Vendor. Pawnbroker managers and employees must receive Responsible Pawnbroker Training from a Department-approved Vendor to satisfy the requirements of Section 10-65(a) of the Pawnbroker Regulation Act of 2023 (the "Act") [205 ILCS 511/10-65(a)]. Please read the Act and this information carefully before submitting your application.

To apply, an entity must electronically submit a complete Vendor application to kimberly.k.jones@illinois.gov and submit a non-refundable application fee in the amount of \$2,000 to the address below. The application must arrive between 8:30 a.m. CT on Friday, August 16th, 2024, and 5 p.m. CT on Tuesday, September 3rd, 2024. Checks must be postmarked by September 3, 2024. Late applications will not be accepted.

Illinois Department of Financial and Professional Regulation
Division of Banking
555 West Monroe Street - 5th Floor
Chicago, Illinois 60661

The application fees must be in the form of a cashier's check or money order only, made payable to "Illinois Department of Financial and Professional Regulation" and made to the Department via a traceable carrier. The cashier's check or money order must also be accompanied by a cover letter stating the name of the application, the date and time the application was submitted, and contact information for at least one individual associated with the applicant.

If the Department approves the entity's application, the entity will become an "Approved Vendor." The Department will post the name and contact information of all Approved Vendors on its website for pawnbrokers to find. Approved Vendors may begin offering training as soon as they are approved by the Department.

The form attached to these instructions must be submitted as an electronic PDF. Partial, incomplete, or handwritten applications will not be accepted. Application materials demonstrating the applicant's training program may be submitted through a file share system approved by the Department, or applicants may provide a username and login that enables the Department to login to a website containing the applicant's training material. Applicants must include any visuals they plan to use, a description of what the trainers will be verbally covering, and any exams or trainee participatory activities they plan to include.

Applicants will not be approved as an Approved Vendor if the applicant does not demonstrate all of the following:

- The training will include at least four hours of instruction time;
- Persons who successfully complete the training will be given a proof of completion;
- The Department will be able to easily access the names of pawnbroker employees that have completed the Responsible Pawnbroker training;

- The applicant understands that any changes to the training program must be approved by the Division;
- The training will discuss federal, state, and local laws, administrative rules, and regulations that pertain to the business of being a licensed pawnbroker under the Act;
- The training will discuss procedures for identifying possible fraudulent transactions;
- The training will discuss anti-money laundering;
- The training will discuss store operations, maintenance of records, inventory management, recording and reporting of serial numbers;
- The training will discuss general product knowledge, including, but not limited to, jewelry and firearms;
- The training will discuss identification, verification, and weighing of precious metals;
- The training will discuss inspections by State and local licensing and law enforcement authorities, including hold order procedures;
- The training will discuss the federal Military Lending Act;
- The training will discuss pawn forfeits;
- The training will discuss security, risk, and crisis management;
- The training will demonstrate acceptable forms of ID, including how to check identification and common mistakes made in verification;
- The training will discuss how to properly maintain records required by the Department;
- The training will include a notification to trainees that the Department, the Illinois State Police, local law enforcement, and other state and local licensing and enforcement authorities are permitted to enter a pawnshop; and
- All information included shall be complete and accurate.

Applicants will not be given an opportunity to modify their training materials to meet the above requirements during the pendency of the Department's approval. If the Department denies approval, it shall provide a detailed description of the reasons for the denial. 205 ILCS 511/10-65(k). If the Department, after notice to the applicant, denies the application and the applicant contests the denial of approval, the applicant shall be entitled to an administrative hearing in accordance with the Act and 38 Ill. Admin. Code 100.

Mandatory Application Exhibits All exhibits must be labeled with the exhibit letter and title.

Exhibit A – Photocopy of non-refundable cashier's check or money order for \$2,000

Exhibit B – An outline of the coursework or username and login with training materials and accompanying information

If you have questions, please contact the Department at kimberly.k.jones@illinois.gov.

IMPORTANT NOTICE: Completion of this form is necessary for consideration for approval.

FOR OFFICIAL USE ONLY

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION

Date Received: _____

Date Approved: _____

**APPROVAL/RE-APPROVAL
RESPONSIBLE PAWNBROKER TRAINING VENDOR
APPLICATION**

General Information (All requested information is required.)

1. Business Name:

2. Proposed Vendor Name:

3. Business FEIN Number:

4. Public Business Address:

5. Contact Business Mailing Address: (If different from the above address; Post Office Box is NOT permitted)

6. Public Telephone Number:

7. Department Contact Telephone Number: (if different)

8. The applicant's company name, telephone number, e-mail address, or website URL as the applicant would like it to appear on the Department's website should the applicant be approved/re-approved as a vendor:

9. Applicant's Primary Contact Name, Title, Address, Email Address, and Telephone Number:

10. Applicant's Alternate Contact Name, Title, Address, Email Address, and Telephone Number:

11. The location(s) where training will be offered or indicate if trainings will only be available online. If trainings are online please provide login information here – web address, username and password: