



License qualifications for:

CPA CPE SPONSOR (158)

Effective: 12/2024
Revised: _____

READ ME FIRST

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for licensure in the State of Illinois. Carefully review this information as it will assist you in applying for your license and eliminate any processing delays.

Important:

- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department, please review our FAQs for answers to most questions. <http://www.idfpr.illinois.gov/About/FAQ.html>
- If your question is not addressed in our FAQ's, please contact the department at 1-800-560-6420 or email us at FPR.DesignUnit@Illinois.gov
- Sponsors of Continuing Professional Education (C.P.E.) courses/programs MUST be registered with the Department.
- Publicly supported colleges, universities, and governmental agencies located in Illinois are exempt from payment of fees.

LICENSE QUALIFICATIONS

ALL APPLICANTS MUST SATISFY:

- The requirements listed in Section 1420.72 of the Administrative Rules.

REQUIRED SUPPORTING DOCUMENTS

SAMPLE CERTIFICATE OF ATTENDANCE:

- Applicants must provide a sample Certificate of Attendance which must include:
 - a. the name and address of the sponsor
 - b. the name and address of the participant
 - c. the title and date of the course presented
 - d. the number of hours actually attended in each topic
 - e. the delivery method (ie: self-study, group live, etc.) and category of CPE
- NOTE: Public Accounting firms licensed in Illinois and providing only in-firm C.P.E. are not required to provide a Certificate of Attendance.

IMPORTANT INFORMATION ONCE LICENSED

- All licenses expire on December 31st of each year, regardless of issuance date.
- It is your responsibility to update your contact information including email address with the Department to ensure that you receive all courtesy renewal email reminders and other notifications.