



IDFPR
Illinois Department of
Financial and Professional Regulation
Division of Professional Regulation

Qualifications for Licensure: Approved Shorthand Reporter CE Sponsor (187)

**Effective: 12/2024
Revised: 01/30/2026**

READ ME FIRST

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for registration in the State of Illinois. Carefully review this information as it will assist you in applying for your registration 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.
- If your question is not addressed in our FAQ's or this document, please contact the department at 1-800-560-6420.
- Sponsor means a person, firm, professional association, trade, or any other group which has been approved and authorized by the Certified Shorthand Reporters Board.

LICENSE QUALIFICATIONS

C.E. COURSE CONTENT

All C.E. courses shall:

- A) Contribute to the advancement, extension and enhancement of the professional skills and acknowledge in the practice of shorthand reporting;
- B) Include one or more subjects directly related to the shorthand reporter's ability to produce accurate and timely transcripts;
- C) Be relevant to the needs of shorthand reporters and to the reporting service needs of the users.
- D) Be developed and presented by persons with education and/or experience in the subject matter of the program;
- E) Specify the course objectives, course content and teaching methods to be used; and
- F) Specify the number of CE hours that may be applied to fulfilling the Illinois CE requirements for license renewal.

SPONSOR RESPONSIBILITY AND APPROVAL

All programs given by approved sponsors shall be open to all registered shorthand reporters and not be limited to members of a single organization or group.

An applicant for Licensed CE Sponsor will be required to attest to the following:

I hereby certify that I am the individual responsible for the continuing professional education program(s) offered by this sponsor and:

1. That all programs offered by the sponsor for C.E. will comply with the criteria in 68 Ill. Adm. Code, Section 1200.75(c)(3) and all other criteria in 68 Ill. Adm. Code, Section 1200.75;
2. That the sponsor will be responsible for verifying attendance at each course or program and provide a certificate of attendance as set forth in 68 Ill. Adm. Code, Section 1200.75(c)(10);
3. All programs shall be developed and presented by persons with education and/or experience in the subject matter of the program to be presented;

4. Contribute to the advancement, extension and enhancement of the professional skills and knowledge in the practice of shorthand reporting;
5. Specify the number of CE hours that may be applied to fulfilling Illinois CE requirements for licensure renewal;
6. Include one or more subjects directly related to the shorthand reporter's ability to produce accurate and timely transcripts;
7. Be open to all licensed shorthand reporters and not be limited to members of a single organization or group;
8. I shall verify attendance at each CE course or program and keep records of such attendance for no less than 5 years;
9. That, upon request by the Department, the sponsor will submit evidence (e.g., certificates of attendance or course materials) as is necessary to establish compliance with 68 Ill. Adm. Code, Section 1200.75. Evidence shall be required when the Department has reason to believe that there is not full compliance with the rules and that the information is necessary to ensure compliance.

REQUIRED SUPPORTING DOCUMENTS

You must submit a list of proposed programs including the description, location, date and time of the programs.

1. Provide a sample Certificate of Attendance, which contains the following:
 - a) the name, address and approval 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.
2. You must submit with your application a copy of a sample program with faculty, course materials and syllabi.

IMPORTANT INFORMATION ONCE LICENSED

- **CE SPONSOR RENEWAL REQUIREMENTS**

1. Renewal applicants will be required to complete 10 hours of continuing education, which must be obtained during the applicable pre-renewal period. The pre-renewal period is the 24 months preceding May 31 of each odd-numbered year.
2. It shall be the responsibility of the sponsor to provide each participant in an approved program with a certificate of attendance as outlined above.
3. The sponsor shall maintain attendance records containing the above information and course materials for not less than 5 years.
4. The sponsor shall be responsible for assuring that no renewal applicant shall receive continuing education credit for time not actually spent attending the program.

- **CONTACT INFORMATION**

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.