



**IDFPR**

Illinois Department of  
Financial and Professional Regulation

Division of Professional Regulation

# **Qualifications for Licensure: Continuing Education (CE) Sponsors (190)**

Effective: 12/2024  
Revised: 7/2025

## READ ME FIRST

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for a license 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.
- Licensed Continuing Education (CE) Sponsors may include accredited universities and colleges, industry or trade associations, corporate salons, franchise salons, independent salons, vocational and technical schools, cosmetology schools, and other entities approved by the Department of Financial and Professional Regulation, Division of Professional Regulation.
- A CE Sponsor is authorized by the Division to coordinate and present CE courses or programs for cosmetologists, cosmetology teachers, cosmetology clinic teachers, estheticians, esthetics teachers, nail technicians, nail technology teachers, hair braiders and hair braiding teachers.
- CE Sponsors are approved to offer programs, including self-study programs, for any profession category under the Illinois Barber, Cosmetology, Esthetics, Hair Braiding and Nail Technology Act.
- State of Illinois agencies, colleges, and universities are exempt from payment of the application fee and renewal fees for CE Sponsors.

## LICENSE QUALIFICATIONS

- A licensed sponsor shall provide CE courses that are organized programs of formal learning that contribute directly to a licensee's knowledge and ability to perform his/her duties as a licensee.
- Licensed CE Sponsors must comply with:
  - Sponsor Approval [68 Ill. Adm. Code, Section 1175.1200](#)
  - Division Supervision [68 Ill. Adm. Code, Section 1175.1205](#)
  - Credit Hours [68 Ill. Adm. Code, Section 1175.1210](#)

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 education programs offered by the sponsor and that the sponsor will comply with the following requirements:*

1. *Programs will be open to all persons who hold a license and for whom the program contributes directly to their knowledge and abilities to perform their duties as a licensee, and to any licensee under the Act who is inactive, on probation, or in need of continuing education (CE) hours. All advertisements of the program and all program enrollment forms will clearly state this fact.*
2. *Anytime the sponsor subcontracts with a presenter, all advertisements, promotional materials and the Certificate of Attendance will bear the name, address and registration*

*number of the sponsor. The name of the subcontractor may appear as the "Presenter" but no document shall imply that the subcontractor is registered as a CE sponsor.*

- 3. As a registered CE sponsor, I will retain responsibility for maintenance of all records for the programs presented by subcontractors. I will be responsible for the subcontractor's maintenance and adherence to the standards applicable to sponsors under the Illinois Barber, Cosmetology, Esthetics, Hair Braiding and Nail Technology Act and Administrative Rules.*
- 4. All presenters at a CE program will be qualified by education, work experience or licensure to make their presentations.*
- 5. The course objectives, content, prerequisites, requirements, and the licensure category (or categories) for which CE applies and the number of CE hours to be earned will be specified in all promotional materials.*
- 6. No product sales shall be permitted during a CE program. After the CE program is over and the Certificates of Attendance are distributed to the participants, product sales shall be permitted.*
- 7. A Certificate of Attendance which reflects accurate information will be provided to each program's participant. Records will be maintained for five (5) years and in such form and fashion as will allow this sponsor to provide duplicate records of attendance to participants and/or the Division.*
- 8. I understand that the Division may require additional materials to be submitted as part of the ongoing audit of registered CE sponsors.*
- 9. Failure to comply with the Act and Rules may result in disapproval of this sponsor by the Division.*
- 10. The Division will give no credit for courses given subsequent to the date of the Division's withdrawal of the sponsor's approval.*

## **REQUIRED SUPPORTING DOCUMENTS**

This section details the necessary documentation you will be asked to provide during the application process. Please do not begin an application until you are prepared to submit all documentation.

- A. Submit a sample evaluation form to be completed by the participant of a program to evaluate the instructor and the CE program. The evaluation form must indicate the instructor's name, CE program name and the date of CE program.
- B. Submit a sample detailed outline of a program that is a minimum of 1-hour in length. Provide the instructor's qualifications and specify the program objectives and program content as well as any prerequisites or requirements. Include the number of CE hours that will be earned. CE programs must be in the following subject areas:
  - a. Advanced product chemistry and chemical interaction;
  - b. The use of machines and implements;
  - c. Sanitary procedures;
  - d. Hazardous chemicals;
  - e. Exposure minimization;
  - f. Updated use of implements as they relate to applicable services under this Act;
  - g. Advanced knowledge of the anatomy of the skin, scalp, hair and/or nails;
  - h. Human relations/communication skills; or
  - i. Management and marketing.
- C. CE programs for teachers must be in the following subject areas:

- a. Teaching methodology;
  - b. Educational psychology;
  - c. Classroom management;
  - d. or other teaching related courses.
- D. Submit a sample copy of the Certificate of Attendance that will be furnished to each participant who completes the CE program. The Certificate of Attendance must include:
- a. Sponsor's name, address and Illinois CE Sponsor license number;
  - b. Name and Illinois license number of the participant;
  - c. Title of the CE program;
  - d. Date of the program;
  - e. Number of CE hours received by the participant and indicate if the hours were earned in person or individual study;
  - f. Licensure category for which the CE applies, and;
  - g. The signature of the person responsible for CE programs.
- E. Individual study courses (correspondence, audio or video or online courses) sponsored by an approved sponsor shall include an examination and a means of verification that the licensee has successfully completed the course.
- F. Submit a sample examination for a self-study course.
- G. Submit the method of verifying that the participant has successfully completed a self-study course.

## IMPORTANT INFORMATION ONCE LICENSED

- All CE Sponsor licenses expire on December 31 of each even-numbered 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.
- Teachers are required to have 10 of their CE hours in teaching methodology; educational psychology; classroom management; or other teaching related courses in addition to the core CE required.
- The Barber, Cosmetology, Esthetics, Hair Braiding, and Nail Technology Act of 1985 (Act) ([225 ILCS 410/](#)) as well as the Administrative Code [68 Ill. Adm. Code, Section 1175](#) (Code) regulating this profession may be amended from time to time. It is the responsibility of a licensee under the Act to be aware of any changes that may affect their profession and make any necessary adjustments to remain in compliance with the Act and Code.
- The Department posts profession specific notices, statements and other information to the [IDFPR](#) website. Schools, educators, students and licensed professionals should visit the [IDFPR](#) website frequently, and their profession specific pages, to stay informed about the latest information and developments.
- This license does not authorize the sponsor to offer the Domestic Violence and Sexual Assault Awareness Education 1-hour CE program.