



**IDFPR**

Illinois Department of  
Financial and Professional Regulation

Division of Professional Regulation

# **Qualifications for Licensure:**

## **Environmental Health Practitioner CE Sponsor (200)**

Effective: 07/2025  
Revised: N/NNNN

# 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.
- State of Illinois agencies, colleges, and universities are exempt from payment of the application fee and renewal fees for CE Sponsors.

# LICENSE QUALIFICATIONS

## C.E. SPONSOR INFORMATION

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 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 the criteria, including the maintenance of records.

**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 (C.E.) programs offered by the sponsor named on the reverse side of this form and that the sponsor will always 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 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.

## **REQUIRED SUPPORTING DOCUMENTS**

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

1. Complete 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 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.)

## **IMPORTANT INFORMATION ONCE LICENSED**

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