



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

Qualifications for Licensure:

Occupational Therapy
Continuing Education Sponsor
224

Effective: 12/2024
Revised: N/NNNN

READ FIRST

The Division of Professional Regulation hopes that you will find the following information useful in 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.

An application is active for three years from the date of receipt of application by the Department.

- Before contacting the Department, please review our FAQ for answers to most questions. <http://www.idfpr.illinois.gov/About/FAQ.html>
- If your question is not addressed in our FAQ, please contact the department at 1-800-560-6420.

LICENSE QUALIFICATIONS

The person/entity responsible for the license will

- be familiar with and follow the continuing education Rules found in [68 ILCS 1315.145](#); and
- ensure that all continuing education presented under the license shall:
 - a) contribute to the advancement, extension, and enhancement of professional clinical skills and scientific knowledge in the practice of occupational therapy;
 - b) provide experiences that contain scientific integrity, relevant subject matter, and course materials;
 - c) be developed and presented by persons with education and/or experience in the subject matter of the program;
 - d) provide for a mechanism for the evaluation of the program by the participants; and
 - e) assistants and not be limited to the members of a single organization or a group.

REQUIRED SUPPORTING DOCUMENTS

Documents required for submission of application:

- Sample 3-hour CE program with course materials and outline
- Presenter qualifications
- Sample Certificate of Attendance or Participation which includes all required elements listed in [ILCS 68 1315.145 \(d\)\(7\)](#)

IMPORTANT INFORMATION ONCE LICENSED

- All licenses expire on September 30 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.
- You may be required to provide evidence of compliance with any of the requirements for licensure.