



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: NN/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 Information:

- 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.

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.