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

# QUALIFICATIONS FOR LICENSURE:

# NURSE CONTINUING EDUCATION SPONSOR (236)

Effective Date: 07/2025

Revised Date: N/NNNN

## READ ME FIRST

The Division of Professional Regulation hopes that you will find the information 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 many 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.

## LICENSE QUALIFICATIONS

**Requirements for the Person Responsible:**

- The Person Responsible for the license must be familiar with and follow the Continuing Education Rules.

- The Person Responsible must ensure that all Continuing Education presented under the license:
    - Contributes to the advancement, extension, and enhancement of the professional skills and scientific knowledge in the profession;
    - Fosters the enhancement of general or specialized practice and values of the profession; AND
    - Is developed and presented by persons with education and/or experience in the subject matter of the program.

- The Person Responsible may subcontract with other individuals or organizations to present Continuing Education.

- The Person Responsible is not required to hold licensure as an APRN, RN or LPN. HOWEVER, the Person Responsible must be able to distinguish whether presenters are qualified and whether course content is appropriate.

## REQUIRED SUPPORTING DOCUMENTS

**An applicant will be required to upload ALL the documents listed below:**

- A sample Certificate of Attendance or Participation that includes the minimum required information specified in Rules 68 IAC Section 1300.130(c)(7).
- A sample presenter biography showing the presenter's qualifications to present on the topic.
- A sample course schedule or outline showing an estimate of how much time will be devoted to each segment, portion, or outline main topic.
- A sample course slide deck or handouts to demonstrate and detail the content of a sample course. Failure to provide significant detail or content in this area will lead to the application not being approved.
- A sample objective post-course quiz or examination. The sample should include an answer key and indicate the minimum passing score required to receive credit.

## IMPORTANT INFORMATION ONCE LICENSED

- All Nurse Continuing Education Sponsor licenses expire May 31 of even-numbered years. The first licensure period may be less than 2 years. After the first renewal, the licensure cycle is 2 years.
- 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.