



**IDFPR**

Illinois Department of  
Financial and Professional Regulation

Division of Professional Regulation

Qualifications For Licensure:  
Domestic Violence & Sexual  
Assault Awareness Continuing  
Education (CE) Sponsor  
(290)

Effective: 12/2024

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## 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:

- 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

Licensed Domestic Violence and Sexual Assault Awareness Continuing Education (CE) Sponsors may include domestic violence and sexual assault awareness organization, accredited university or college, industry or trade association, corporate salon, franchise salon, independent salon, vocational or technical school, cosmetology school, esthetics school, nail technology school, hair braiding school or other entities approved by the Department of Financial and Professional Regulation, Division of Professional Regulation.

Licensed CE Sponsors must comply with [68 Ill. Adm. Code, Section 1175.1220](#).

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 named herein 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 domestic violence and sexual assault awareness continuing education program is required, 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 CE sponsor subcontracts with a presenter who is not a CE sponsor, all advertisements, promotional materials and the Certificate of Attendance will bear the name, address and registration number of the CE 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 will meet at least one of the requirements of Section 1175.1220(e).

5. The course information and the 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. The program will comply with all requirements of the Acts and Rules pertaining to this program. 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 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 Certificate of Attendance. The certificate must include the following information:
  - a. Sponsor name and address;
  - b. Place for insertion of the sponsor registration number.
  - c. Course title and place for insertion of the date of the course.
  - d. Number of hours awarded (1 hour); and
  - e. Place for insertion of the participant's name and license number.
- C. 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.
- D. The 1-hour domestic violence and sexual assault awareness education course must, at a minimum, include the following subject areas:
  - a. Providing basic information about domestic violence and sexual assault, including definitions, factual information, statistics, types of abuse, behaviors, victim-blaming, shaming, abusers, barriers for victims leaving their abusers or seeking help, and confidentiality issues;
  - b. Placing, within the context of a cosmetology, esthetics, nail technology or hair braiding salon or practice, exposure to and awareness of issues related to domestic violence and sexual assault; and

- c. Providing licensees with the tools to assist clients with information about available options, choices and services, including listening to and communicating with clients, recognizing signs of abuse, the proper ways to support a client who is a victim, and connecting clients with available community resources.
- E. Submit the instructor's name and qualifications. The domestic violence and sexual assault awareness education course shall only be presented or taught by a qualified instructor. A qualified instructor is a person who:
- a. Holds a current Illinois Certified Domestic Violence Professional certificate issued by the Illinois Certified Domestic Violence Professionals Board or has completed a 40-hour domestic violence training program offered by the Illinois Certified Domestic Violence Professionals Board;
  - b. Has completed a 40-hour sexual assault training program offered by the Illinois Coalition Against Sexual Assault (ICASA), which is required for all volunteers, staff members and contractual workers who provide victim services or have access to client records at ICASA;
  - c. Is a post-secondary educator in the field of criminal justice with documented domestic violence and sexual assault awareness training;
  - d. Is a law enforcement professional (active or retired) with documented domestic violence and sexual assault awareness training; or
  - e. Holds a certificate or other credential or has completed a training program that is deemed by the Division to be substantially similar to that described in this subsection (e).

## IMPORTANT INFORMATION ONCE LICENSED

- All Domestic Violence and Sexual Assault Awareness Continuing Education (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.
- 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.