



Illinois Department of Financial and Professional Regulation

Division of Real Estate

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New Sexual Harassment Prevention Training Continuing Education requirement to renew licenses issued by the Division of Real Estate beginning January 1, 2020

Sexual harassment prevention training is now required of all persons who hold a license issued by the Division of Real Estate (“DRE”) for professions that require Continuing Education (“CE”) to renew. The new law requires licensees to complete a one-hour CE course in sexual harassment prevention training and is effective for all renewals on or after January 1, 2020 where CE is required.

How do I know if the CE provider or sponsor is accepted or approved?

Licensees can take this CE course from any CE provider or sponsor that is authorized to provide CE for any profession regulated by IDFPR. This includes businesses or entities that have active CE provider licenses for any profession. For example, any licensee (appraiser, broker, home inspector, etc.) can take a class offered from a company that has a Nurse CE provider license.

Is there a list of approved sexual harassment prevention training CE providers or sponsors?

For real estate professionals, a list of approved CE providers and their courses are available on the IDFPR website, DRE section.

There is no list or special license specifically for sexual harassment prevention training courses.

If you are considering a class, please contact the CE provider or sponsor in advance to confirm that they have a CE provider license issued by IDFPR.

Sample list of approved CE providers or sponsors

The list below is provided as examples of entities that are authorized to provide CE.

You must receive a CE Certificate that states the number of hours completed to comply with the requirement. Note that for all other CE requirements, the CE provider or sponsor must qualify under the Act or Rules for your profession.

- State of Illinois agencies
- Federal agencies
- Illinois county agencies
- Illinois municipalities
- Accredited colleges or universities
- Any business or entity with an ‘Active’ CE provider license issued by IDFPR.
(Be sure the CE provider license number appears on the Certificate.)

This is my first time renewing my Illinois license – do I need to complete the one (1) hour of sexual harassment prevention training CE prior to license renewal?

Yes. For professions regulated by DRE, licensees are required to complete the sexual harassment prevention training upon their first renewal.

My profession requires 12 hours of CE. Does this new requirement mean I will need to complete 13 hours?

It depends. The sexual harassment prevention training CE can be included in the number of CE hours already required for your profession. However, if you have completed the minimum CE hour requirement for your profession but not an approved sexual harassment prevention training, you will need to fulfill this requirement by taking an additional hour. More specifically, appraisers will be required to complete the sexual harassment prevention training in addition to their CE but licensees in other professions regulated by DRE can include the sexual harassment prevention training within their CE hours.

Will I have to send proof that I completed the sexual harassment prevention training CE course to the Department?

No. However, like all other CE, you must receive a Certificate of Completion and retain it for your records. The Certificate must include information such as the number of hours completed, the name of the CE provider or sponsor, and the date the CE was completed. You will not need to provide a Certificate if you renew on time, but you may be asked to confirm that you have completed the training. You may need to provide a Certificate if you renew late, need to restore an expired license, or if you are included in a CE audit.

I received sexual harassment awareness training from my employer. Does that count?

It depends. CE will be credited only if your employer is an approved CE provider or sponsor for IDFP and you received a CE Certificate for the training. Please check the IDFP website or with your employer to see if they qualify.

Is this training required each time I renew my license?

Yes. Sexual harassment prevention training will be required for every renewal after January 1, 2020.

Will I need to complete sexual harassment prevention training to restore or reinstate my license?

Yes. Depending on when your next renewal period is after January 1, 2020, for which you must take CE, you are required to take the sexual harassment prevention training.

My profession does not require CE to renew. Do I have to take a sexual harassment prevention training class to renew my license?

No, if your profession does not require CE you are not required to complete the training.

I have multiple licenses. Will I have to take multiple trainings to satisfy the requirements?

No, you may use one class to satisfy this requirement for your multiple licenses. For example, this includes licenses issued by DRE and DPR.

Public Act:

<http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=100-0762&GA=100>

Rules

<http://www.ilga.gov/commission/jcar/admincode/068/068011300E04000R.html>

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