

CONTINUING EDUCATION FACT SHEET

The continuing education (CE) information contained within this fact sheet is specific to professions regulated under the Illinois Barber, Cosmetology, Esthetics, Hair Braiding, and Nail Technology Act. For information on other CE that is required by legislative mandate, regardless of the professional license held, please visit [IDFPR | Continuing Education](#).

Each individual license holder must complete a one-hour sexual harassment prevention course during each renewal cycle, *beginning with the first renewal*, after obtaining their *original* license. A renewal applicant is not required to comply with profession-specific CE for the *first* renewal after issuance of the *original* license.

Licensees will be required to certify on the renewal application to successful completion of the required hours of CE from an approved CE Sponsor registered with the Division, or other qualifying provider, within the 2 years prior to the expiration date of the license.

The Division may require additional evidence demonstrating compliance with the CE requirements (i.e., certificate of attendance or certificate of completion). It is the responsibility of each renewal applicant to retain or otherwise produce evidence of this compliance. That evidence shall be required in the context of the Division's random audit.

When restoring a license to active status, the licensee will be required to submit evidence of completion of the CE requirements, where applicable.

Credit Hours

Each profession under the Act shall complete a minimum number of hours of CE training each renewal period as follows:

- A. Barbers and Barber Teachers shall complete 1 hour of Sexual Harassment Prevention training.
- B. Cosmetologists and Cosmetology Teachers shall complete 1 hour of Sexual Harassment Prevention training and 13 hours in subject areas within approved subject areas.
- C. Estheticians and Esthetics Teachers shall complete 1 hour of Sexual Harassment Prevention training and 9 hours in subject areas within approved subject areas.
- D. Nail Technicians and Nail Technology Teachers shall complete 1 hour of Sexual Harassment Prevention training and 9 hours in subject areas within approved subject areas.
- E. Hair Braiders and Hair Braiding Teachers shall complete 1 hour of Sexual Harassment Prevention training and 9 hours in subject areas within approved subject areas.

All new licensees should be aware that for the initial renewal of a license, other than Barber or Barber Teacher, one hour of the continuing education shall include domestic violence and sexual assault awareness education as prescribed by rule of the Department. For every subsequent

renewal of a license, one hour of the continuing education *may* include domestic violence and sexual assault awareness education.

In addition to the CE required for a licensed profession, *a professional licensed as a teacher shall complete ten additional hours*. Those hours shall be in the following areas:

- A. Teaching methodology;
- B. Educational psychology;
- C. Classroom management; or
- D. Other teaching related courses.

Credit for hours of continuing education are determined by these provisions:

- A. An approved CE program hour shall include at a minimum 50 minutes of actual class time, exclusive of time devoted by participants to pre-class or post-class preparation.
- B. Participants completing courses at a university, community college, or college shall receive 15 CE credit hours for each semester hour or 10 CE hours for each quarter hour of school credit awarded.
- C. A licensee who serves as an instructor, speaker or discussion leader of an approved course shall be allowed CE credit for actual presentation time. For preparation time, 1 hour of credit will be awarded for each 2 hours of actual presentation time. Preparation time for repetitious presentations shall not receive credit. No more than 10 hours can be earned under this provision during any renewal period.
- D. Credit shall be awarded for successful completion of courses taken pursuant to CE requirements in another state. Credit hours shall be awarded as stated in (A), (B) and (C) above.
- E. A licensee may earn the total hours required for renewal or restoration through completion of in-person courses and online through individual study courses. Individual study courses (online courses) sponsored by an approved sponsor shall include an examination and a means of verification that the licensee has successfully completed the course.
- F. Credit shall only be recognized for courses that provide education and training in topics within the licensee's scope of practice of the licensee's profession, in sanitary standards, in business practices, or in teaching if applicable, and domestic violence and sexual assault awareness education.

Subject Areas of Continuing Education

CE shall be in the following subject areas for cosmetologists, estheticians, hair braiders and nail technicians:

- A. Advanced product chemistry and chemical interaction;
- B. The use of machines and implements;
- C. Sanitary procedures;

- D. Hazardous chemicals;
- E. Exposure minimization;
- F. Updated use of implements as they relate to applicable services under this Act;
- G. Advanced knowledge of the anatomy of the skin, scalp, hair and/or nails;
- H. Human relations/communication skills; and
- I. Management and marketing.

Training in subject areas outside of those listed for your profession may not be accepted. Please refer to the Division's Statement on Prohibited Practices, found on your profession page on our website, for a short listing of specific practices that are outside of scope and will not be accepted, but this is not an exhaustive list of potential subjects that would not be accepted.

Completed CE training that is appropriate for more than one profession may be utilized for credit without having to be duplicated. For instance, if a person holds a cosmetology license and an esthetician license then CE completed in sanitation may be used to satisfy the CE requirements for both professions for the qualifying renewal period.

Sexual Harassment Prevention Training

The Civil Administrative Code of Illinois, Section 2105-15.5, requires sexual harassment prevention training for *all* licensees. Per Section 2105-15.5:

The Department shall require each licensee to complete sexual harassment prevention training provided by the licensee's employer, the Department of Human Rights, or any continuing education provider authorized to provide continuing education under an Act administered by the Department in accordance with Section 2-109 of the Illinois Human Rights Act. The training shall be completed, at a minimum, prior to a licensee's renewal of his or her license.

Waiver of Continuing Education Requirements

When circumstances prevent a licensee from completing CE requirements during a renewal period they may request a waiver of the requirements.

- A. Any renewal applicant seeking renewal of a license or certificate without having fully complied with these CE requirements shall file with the Division a renewal application along with the required renewal fee, a statement setting forth the facts concerning noncompliance, a request for waiver of the CE requirements on the basis of those facts and, if desired, a request for an interview before the Board. If the Division finds from that statement or any other evidence submitted or upon recommendation of the Board, that good cause has been shown for granting a waiver of the CE requirements, or any part thereof, the Division shall waive enforcement of CE requirements for the renewal period for which the applicant has applied.
- B. Good cause shall be defined as an inability to devote sufficient hours to fulfilling the CE requirements during the applicable pre-renewal period because of:

- a. Full-time service in the armed forces of the United States of America during a substantial part of the pre-renewal period;
- b. An incapacitating illness documented by a currently licensed physician; or
- C. Hardship, which is defined as:
 - a. The licensee resides in a locality where it is demonstrated that the absence of opportunities for this education would interfere with the ability of the licensee to provide services to the public.
 - b. To comply with the CE requirements would cause a substantial financial hardship for the licensee.
 - c. The licensee has been caring for an ill or disabled family member.
- D. If an interview is requested at the time the request for such waiver is filed with the Division, the renewal applicant shall be given at least 20 days written notice of the date, time and place of the interview by mail.
- E. A waiver request shall be applicable to all CE requirements under the Act, including the requirement for completion of a domestic violence and sexual assault awareness education course.

The license will be renewed pending review of the waiver request by the Division. This does not mean the request has been approved. It simply enables the licensee to continue to practice until a final determination has been made regarding the waiver request.

If the Division determines that the waiver request demonstrates good cause, the Board will review the waiver request and then make a recommendation to the Director. The Director will make a final determination on the waiver request.

Written notice of the determination will be provided to the licensee. Approval requires no further action by the licensee and the license will remain active throughout the remainder of the renewal period. Denial will result in further action necessary by the licensee for the license to remain active. Failure to complete any instructions from the Division will result in the license being placed into a non-disciplinary, non-renewed status and the renewal fee forfeited.

Any CE waiver that is granted is valid for only the renewal period in which it was granted. There are no permanent or perpetual CE waivers.

CE requirements cannot be waived when restoring a license from any other status.

More Information

Find listings of approved CE Sponsors and other information about your profession at <https://idfpr.illinois.gov/dpr.html>.