CONTINUING EDUCATION FACT SHEET

The continuing education (CE) information contained within this fact sheet is specific to professions regulated under the **Illinois Electrologist Licensing 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

Electrologists licensed under the Act shall complete 30 hours of CE training each renewal period. One Continuing Education Unit (CEU) is defined as 10 contact hours of participation in a qualifying CE activity.

Qualifying CE activities are the following:

1. Courses offered or approved by the American Electrology Association or its affiliates;
2. Courses offered or approved by the Society for Clinical & Medical Hair Removal, Inc.;
3. Credit-bearing college courses and other post-graduate classes for continuing education credit offered at a regionally accredited academic institution, provided the coursework is in a subject area relevant to electrolysis;
4. Hospital or medical school sponsored educational offerings, provided the subject area is relevant to electrolysis;
5. Courses from another state that are approved by that state's licensing agency or professional electrology organization, provided the coursework is in a subject area relevant to electrolysis; and
6. Continuing education courses offered by electrolysis schools approved by the Illinois Board of Higher Education in a subject area relevant to electrolysis.

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 without having fully complied with these CE requirements shall file with the Division a renewal application along with the required fee, an affidavit containing a statement setting forth the facts concerning non-compliance and a request for waiver of the CE requirements on the basis of these facts. A request for waiver shall be made prior to the renewal date. If the Division finds, from the affidavit or any other evidence submitted, that extreme hardship has been shown for granting a waiver, the Division shall waive enforcement of CE requirements for the renewal period for which the applicant has applied.
B. Extreme hardship shall be determined on an individual basis and 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 statement from a currently licensed physician;
    c. A physical inability to travel to the sites of approved programs documented by a currently licensed physician; or
    d. Any other similar extenuating circumstances.
C. Each individual license holder must complete a one-hour sexual harassment prevention course regardless of the determination on a waiver request.

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.

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.

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