



ILLINOIS DEPARTMENT OF FINANCIAL AND  
PROFESSIONAL REGULATION

ILLINOIS AUCTION CONTINUING EDUCATION SCHOOL APPLICATION

**Important Notice:** Completion of this form is necessary to accomplish the requirements outlined in The Auction License Act. Disclosure of this information is **REQUIRED**. Failure to comply may result in this form not being processed. This form has been approved by the Agency Forms Coordinator.

**APPLICATION INSTRUCTIONS:**

For a licensed auctioneer to obtain credit for attendance at continuing education courses (CE), the courses must be provided by an approved school. The school entity must submit:

1. A completed Illinois Auction Continuing Education School Application.
2. A completed Auction Continuing Education Course Application for each Course being offered.
3. An Auction Continuing Education School application fee of **\$2000** The fee must be in a form of a check or money order and made payable to IDFPR-Division of Real Estate. All fees are non-refundable.
4. Submit each **course** in a separate file folder (8 ½ x 11) labeled with license number, course name and school on the tab of the folder.
5. An Auction CE School must provide proof they are registered and in good standing with the Illinois Secretary of State and/or from State or County of organization, as outlined below:
  - a. Illinois Entities-Submit a filed copy from the Illinois Secretary of State such as, Articles of Incorporation, Articles of Organization, Partnership Agreement, etc.,
  - b. Foreign Entities (those organized outside of Illinois)-Submit a filed copy of the Authority to Transact Business in Illinois and a filed copy of Articles from the State or County of organization.
6. Mail all applications, supporting documents, and fees to:

**IDFPR-Division of Real Estate  
320 West Washington Street  
3rd Floor - Auction  
Springfield, IL 62786**

7. Upon receipt of the Auction Continuing Education School and Course Applications and all required documentation, the applications will be reviewed by the Division of Real Estate. Applicants will be notified via email regarding licensure or directions to further complete the process.
8. **All Continuing Education courses shall:**
  - a. Contribute to the advancement, integrity, extension, and enhancement of professional skills and knowledge in the practice of auctioneering.
  - b. Contain subject matter and course material relevant to that required by the Auction License Act and the Administrative Rule.
  - c. Be developed and presented by persons with education and/or experience in the subject of CE courses.

- d. Be a minimum of three hours in length and offered in three one-hour increments. Hour is equal to 50 minutes of classroom instruction.
  - e. Include a final examination of a least 25 for each three (3) hour increment with a passing score requirement of 70%.
  - f. Be offered from one of the following areas of study:
    - Mandatory** - each applicant shall successfully complete 12 hours of CE, 6 hours shall be in the following categories:
      - Illinois statutes and rules governing auctioneering;
      - Federal statutes and regulations governing auctioneering;
      - Auctioneering ethics;
      - Escrow and trust accounts;
      - Contracts;
      - Other subject matter approved by the Board
    - Elective** – each applicant may satisfy the remaining 6 hours from the mandatory subjects or 6 hours from the following elective categories:
      - Agency
      - Business courses related to auctioneering
      - Real estate related courses
      - Auction management;
      - Bid calling;
      - Public speaking;
      - Advertising;
      - Specialty auction courses; or
      - Other subject matter approved by the Board.
9. All courses given by approved schools shall be open to all licensed auctioneers and not be limited to members of a single organization or group.
  10. In all advertising and promotion of CE courses, schools shall specify the number of CE hours earned toward renewal and indicate whether hours are mandatory or elective curriculum.
  11. No school shall allow the premises or classroom to be used by anyone to be directly or indirectly recruit new affiliates for any company.
  12. All attendance records must be submitted to the Illinois Department of Financial and Professional Regulation.
  13. It shall be the responsibility of the school to provide each participant who completed an approved course with a certificate of completion.
  14. The school shall maintain an office for the maintenance of all records, office equipment, and office space necessary for customer service which may be subject for inspection by the Illinois Department of Financial and Professional Regulation during regular working hours.
  15. The school shall maintain attendance records, containing all the above information, and course materials for not less than five years.
  16. The school shall be responsible for assuring that no applicant shall receive CE credit for time not actually spent attending the course, and where a passing grade of 70% was not achieved.

## ILLINOIS AUCTION CONTINUING EDUCATION SCHOOL APPLICATION

1. Official Name of School	2. School License Number (445)
3. Address (include street, city, state, Zip code and county)	4. Phone Number (include area code)
5. Web Address	
6. Name of person responsible for continuing education program	7. Title
8. Email Address:	
9. School (check one) <input type="checkbox"/> Individual <input type="checkbox"/> Firm <input type="checkbox"/> Association <input type="checkbox"/> Corporation <input type="checkbox"/> Group <input type="checkbox"/> Real Estate School Approved under Article 30 of the Real Estate License Act of 2000. <input type="checkbox"/> Other (Describe): _____	
10. Purpose and Objectives of Continuing Education School	
11. Will correspondence/self study courses be available? <input type="checkbox"/> Yes <input type="checkbox"/> No	
12. Location where records will be maintained (include street, city, state, and zip code)	
<b>NOTE: School shall maintain records for not less than five (5) years and make these records available for inspection by the licensee or the Illinois Department of Financial and Professional Regulation.</b>	
13. Describe method for recording and verifying attendance (Attach a completed sample certificate of completion form)	
12. I certify that the above information is true and correct to the best of my knowledge and belief.	
_____ Signature of Person Submitting Application	_____ Type or Printed Name
_____ Title	_____ Date

## AFFIDAVIT FOR CONTINUING EDUCATION SCHOOL

I certify I am the individual responsible for the continuing education (CE) courses offered by this school and:

1. That all CE courses offered by this school for CE credit will comply with the criteria in the Rules for the Administration of the Auction License Act.
2. That the content areas of all CE courses offered by this school will conform to those listed in Section 1440.310 of the Rules for the Administration of the Auction License Act;
3. All courses which are offered by this school will:
  - Contribute to the advancement, integrity, extension and enhancement of professional skills and knowledge in the practice of auctioneering;
  - Provide experiences which contain subject matter and course materials relevant to that set forth in Section 1440.310 of the Rules for the Administration of the Auction License Act;
  - Be developed and presented by persons with education and/or experience in subject matter of the CE course;
4. That each school will submit to the Illinois Department of Financial and Professional Regulation upon request, a schedule including description, location, date, time, and name of instructor of each CE course to be offered.
5. That this school will be responsible for verifying attendance at each course and provide a certificate of completion. That no renewal applicants shall be issued CE credit for time not actually spent attending CE course or where a passing grade of 70 was not attained.
6. That this school will maintain lesson plans and examinations for each course and require a passing grade of 70 for successful completion of course.
7. That this school maintains a sufficient number of instructors and adequate support personnel to assist with administrative matters and technical assistance.
8. That this school will maintain an office for maintenance of all records, office equipment and office space necessary for customer service, which may be subject to inspection by, authorized representative of the Illinois Department of Financial and Professional Regulation during regular business hours.
9. That the school will maintain records for not less than five years and will make these records available for inspection by the licensee or by the Illinois Department of Financial and Professional Regulation or its designee during regular business hours.
10. That this school, if out-of-state, will reimburse the Illinois Department of Financial and Professional Regulation for an onsite inspection for all expenses incurred by the inspector in the course of the inspection.
11. That this school will have and maintain a sound financial base for establishing, promoting and delivering the necessary courses. This will be documented by a current balance sheet, income statement or any such similar evidence; further this school will clearly project the budget planning for courses and will have a written policy dealing with procedures for the management of grievances and fee refunds.
12. That upon request by the Illinois Department of Financial and Professional Regulation, the school will submit such evidence as is necessary to establish compliance with the Rules for the Administration of the Auction License Act if the Illinois Department of Financial and Professional Regulation has reason to believe the CE School is not in full compliance with the Statutes and the Rules. This information is necessary to ensure compliance.
13. That this school will only offer CE in an environment which is conducive to learning (i.e., adequate lighting, seating etc.) and does not jeopardize the health, safety, and welfare of the attendee. This does not apply to self-study CE courses.
14. That the premises or classroom utilized during CE courses will not be used by anyone to directly or indirectly recruit new affiliates for any company.
15. That this school will specify in any advertising promoting CE courses, the number of CE hours that may be credited toward Illinois CE requirements for license renewal. Further, approved schools will specify the number of mandatory and elective CE course hours that may be earned as set forth in Section 1440.310 of the Rules for the Administration of the Auction License Act;
16. That this school's course will be open to all licensees and not limited to members of a single organization or group.
17. That this school is aware that failure to comply with the Rules of the Illinois Department of Financial and Professional Regulation may result in disapproval of this school by our office.
18. That this school is aware that disapproval by the Illinois Department of Financial and Professional Regulation will result in no credit being accepted for courses offered by this school subsequent to such disapproval.

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Signature of Person Responsible for CE

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Print name of Person Responsible for CE

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Date