

# CONTINUING EDUCATION FACT SHEET LICENSED PROFESSIONAL COUNSELOR AND CLINICAL PROFESSIONAL COUNSELOR

- No Continuing Education (CE) is required for the first renewal of a license.
- Do not submit proof of CE unless specifically requested.
- Section 50 of the Licensing & Practice Act (225 ILCS 107/50) and Section 1375.220 of the Administrative Rules provide additional detailed information on CE requirements. The Act and Rules are available at [www.idfpr.com](http://www.idfpr.com).

## Continuing Education Hour Requirements

A licensee is required to complete 30 hours of continuing education per prerenewal period.

All Licensed Clinical Professional Counselors are required to complete 18 hours in clinical supervision training of the 30 hours required. This is a one time (lifetime) requirement.

## Approved CE Programs

CE credit may be earned for verified attendance at or participation in any program given by one of the following sponsors:

- A) National Board for Certified Counselors or its affiliates;
- B) American Counseling Association or its affiliates;
- C) Commission on Rehabilitation Counselors or its affiliates;
- D) American Association for Marriage and Family Therapy or its affiliates;
- E) Employee Assistance Professional Association (EAPA) and Employee Assistance Society of North America (EASNA) or its affiliates;
- F) Social Work Continuing Education Sponsors approved by the Division in accordance with the rules for the administration of Clinical Social Work and Social Work Practice Act (225 ILCS 201), 68 Ill. Adm. Code 1470.95;
- G) American Psychological Association; and
- H) Any other accredited school, college or university, State agency or any other person, firm, or association which has been approved and authorized by the Division.

CE credit may also be earned through postgraduate training programs (i.e., extern, residency or fellowship programs or completion of professional counseling

related courses that are a part of the curriculum of a college, university, or graduate school.

CE may be earned for verified teaching in the field of counseling in an accredited college, university or graduate school and/or as an instructor of CE programs given by approved sponsors.

CE may be earned for authoring papers, publications, dissertations or books and for preparing presentations and exhibits in the field of counseling.

A maximum of 15 hours of CE credit per prerenewal period may be earned for completion of a correspondence course that is offered by an approved sponsor. Each correspondence course shall include an examination.

A maximum of 8 hours of CE credit may be earned per renewal period for clinical supervision received or provided on a regular basis with a set agenda.

A maximum of 6 hours of CE credit may be earned per renewal period for leadership activities. Such activities include, but are not limited to, officer of a state or national counseling organization; editor of a professional counseling journal; member of a national counselor certification board; member of a national ethics disciplinary review committee; chair of a major counseling conference or convention; active member of a counseling committee producing a substantial written product.

## Certification of Compliance with CE Requirements

- 1) Each renewal applicant shall certify, on the renewal application, to full compliance with the CE requirements.
- 2) The Division may require additional evidence demonstrating compliance with the CE requirements. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of such compliance upon request.

### Continuing Education Earned in Other Jurisdictions

If a licensee has earned CE hours in another state not given by an Illinois approved sponsor for which the licensee will be claiming credit toward full compliance in Illinois, the applicant shall submit an individual program approved request form, along with a \$25 processing fee, within 90 days prior to expiration of the license. Applicants may seek individual program approval prior to the participation in the program.

If a licensee fails to submit an out of state CE approval form within the required time frame, late approval may be obtained by submitting the approval request form with the \$25 processing fee plus a \$50 per hour late fee not to exceed \$300. The Board shall review and recommend approval or disapproval of the program.

### Procedures for Requesting a Waiver of the Continuing Education (CE) Requirement

A request for a waiver of the Continuing Education requirement must be based upon extreme hardship as described below:

- A) Full-time service in the armed forces of the U.S. during a substantial part of the prerenewal 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.

Requests for a waiver of the Continuing Education requirement must be submitted **prior** to the expiration date of your current license. To request a CE waiver, you must submit the following to the Division:

- Completed renewal application along with the \$120 renewal fee (**fees are non-refundable**); *and*
- A statement setting forth the facts upon which the request for a waiver is based; *and*

- A copy of military papers showing active duty, if the request is based upon full-time service in the armed forces of the U.S.; *or*
- A signed statement from your attending physician verifying the illness, length of treatment and diagnosis, if the request is based upon an incapacitating illness or a physical inability to travel to the sites of approved programs.

### How the Division Processes Your Continuing Education Waiver Request if You Have Not Completed Your Continuing Education (CE) Requirements

The Division of Professional Regulation makes every effort to process your renewal in a timely fashion. The renewal process is delayed when all of the questions on the application are not answered, when supporting documentation is missing, the fee is incorrect or missing, or your check is not signed.

If the Division determines your application, waiver request, and other documentation are in proper order, the license will be renewed.

**THE RENEWAL OF YOUR LICENSE AT THIS TIME SHOULD NOT BE CONSIDERED AS AN INDICATION THAT YOUR WAIVER REQUEST HAS BEEN APPROVED.**

The Board will review your waiver request and then make a recommendation to the Director.

If your request for waiver is approved, you will be notified in writing.

If your request for waiver is denied, you will receive written notification of the denial and your license will be placed into a nondisciplinary non-renewed status.

A waiver request will not be granted if you are no longer practicing your profession.

**NOTE: If you are requesting a waiver of the Continuing Education requirement, you must renew by mail. Renewal form may be obtained online at [www.idfpr.com](http://www.idfpr.com).**