

HOW TO BECOME AN EDUCATION PROVIDER:

To become an Education Provider you must apply on-line at: <https://sbs.naic.org/solar-web/pages/public/stateServices.jsf?state=IL&dswid=-393> . Click on New Provider Application and follow the instructions. Once the Department approves your application State Based Systems will send you an e-mail confirmation indicating your application has been approved. You will need to return to the above website and signup to create an ID and password.

Provider fee is \$1,000.00 and new course fees are \$50.00 for each course submitted. Expiration for Provider and courses are 12/31 every calendar year and they must be renewed prior to 12/31.

INSTRUCTOR REQUIREMENTS:

Instructors are required to hold a Bachelor's degree or have three (3) years experience in the course subject matter. Providers must maintain evidence of such qualifications while the instructor is actively engaged in instructing the course and for one year thereafter.

REPORTING REQUIREMENTS:

Providers must report students who have successfully completed a pre-licensing or continuing education course to the Director.

ILLINOIS ADMINISTRATIVE CODE PART 3119:

<http://www.ilga.gov/commission/jcar/admincode/050/05003119sections.html>

The above link will give you information on what is required when submitting a course for approval.