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Division of Professional Regulation

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**New Sexual Harassment Prevention Training Continuing Education (CE)
requirement to renew licenses issued by DPR beginning January 1, 2020**

A new law passed earlier this year requires sexual harassment prevention training for all persons who hold a professional license issued by the Division of Professional Regulation (DPR) for professions that require CE to renew. The law requires licensees to complete a one-hour CE course in sexual harassment prevention training and is effective for all renewals on or after January 1, 2020. This CE requirement is included in the number of hours already required under the individual Acts and Rules and does not increase the number of hours required to renew a license.

This is my first time renewing my Illinois license – do I need to complete the 1 hour of sexual harassment prevention training CE prior to license renewal?

For most professions, individuals are not required to complete CE before their first renewal. If this is the first time you are renewing a license, you do not have to complete sexual harassment prevention training CE.

How do I know if the sponsor or provider is accepted or approved? Is there a list of approved sexual harassment prevention training CE sponsors or providers?

To fulfill the requirements of this new law the CE sponsor or provider must be authorized to provide CE by the Act or Rules for any profession administered by DPR. The sponsor or provider can either have an 'active' CE provider license or can be listed as a 'pre-approved' sponsor in the rules for the profession. Please see the end of this notice for a sample list of entities as examples. There is no special license specifically for sexual harassment prevention courses. Please contact the sponsor or provider in advance to confirm that they either have a CE provider license issued by DPR, or they are listed as a 'pre-approved' sponsor under a licensing Act or Rules administered by DPR.

My profession requires 20 hours of CE. Does this new requirement mean I will need to complete 21 hours?

No, the sexual harassment prevention training CE requirement can be included in the number of CE hours already required for your profession.

How do I document that I completed the sexual harassment prevention training CE? Will I have to send proof that I completed the course to the Department?

Like all other CE you must receive a Certificate of Completion and retain it for your records. The Certificate must include information such as the number of hours completed, the name of the sponsor or provider, and the date the CE was completed. You will not need to provide a Certificate if you renew on time, but you may be asked to confirm that you have completed the training. You may need to provide a Certificate if you renew late, need to restore or reinstate an expired license, or if you are included in a CE audit.

I received sexual harassment awareness training from my employer. Does that count?

It will depend if your employer is an accepted or approved CE provider, and if you received a CE Certificate for the training. Please check with your employer to see if they qualify.

Is this a one-time requirement or I will have to take this training again?

Sexual harassment prevention training will be required for every renewal after January 1, 2020.

My license is in 'Inactive'/'Not-Renewed'/'Suspended' status. Will I need to complete sexual harassment prevention training to restore or reinstate my license?

Yes, to restore, reinstate or reactivate your license after January 1, 2020, you must complete the training if your profession requires CE. The sexual harassment prevention training can be included in the number of hours required to reactive your license.

My profession does not require CE to renew. Do I have to take a sexual harassment prevention training class to renew my license?

No, if your profession does not require CE you are not required to complete the training.

I have multiple licenses issued by IDFPR. Will I have to take multiple classes?

No, you may use one class to satisfy this requirement for multiple licenses.

I have completed the Domestic Violence CE course required under the Barber, Cosmetology Act. Does that course satisfy this requirement?

No, unless that course also covered the topic of prevention of sexual harassment.

Sample list of approved sponsors

The list below is provided as examples of entities that are authorized to provide CE under an Act or Rules administered by DPR. You must receive a CE Certificate that states the number of hours completed to comply with the requirement. Note that for all other CE requirements, the CE provider or sponsor must qualify under the Act or Rules for your profession.

- State of Illinois agencies
- Federal agencies
- Illinois county agencies
- Illinois municipality
- Accredited colleges or universities
- Any business or entity with an 'Active' CE provider license issued by IDFPR. Be sure the CE provider license number appears on the Certificate.

Public Act:

<http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=100-0762&GA=100>

Rules

<http://www.ilga.gov/commission/jcar/admincode/068/068011300E04000R.html>

Posted November 4, 2019