

**STATE OF ILLINOIS
DEPARTMENT OF PUBLIC HEALTH**

OFFICE OF HEALTH PROTECTION
828 S. SECOND STREET
SPRINGFIELD, IL 62704
TELEPHONE 217-524-0791
TTY (Hearing Impaired Use Only) 1-800-547-0466

INSTRUCTIONS

Type or print all information clearly. Attach a complete course outline or syllabus describing course content.

The outline or syllabus must describe in detail the subject matter to be taught and length of time to be spent on each subject. Return the completed form and outline/syllabus to the Illinois Department of Public Health at the above address.

(See reverse side for conditions of approval.)

PLUMBING CONTINUING EDUCATION COURSE APPLICATION			
Course Sponsor		Registration #	
Street Address			
City	State	ZIP Code	County
Telephone Number _____ (Area Code)		Fax Number _____ (Area Code)	
<u>Date of Issuance Of Course Approval -</u>			
_____ Month		_____ Day	
_____ Year			
<u>Date of Expiration Of Course Approval -</u>			
_____ Month		_____ Day	
_____ Year			

RULES FOR FILING A CONTINUING EDUCATION COURSE APPLICATION

- 1) For each course offered by a course sponsor, separate application for approval must be submitted to the Illinois Department of Public Health on forms provided by the Department.
- 2) An application for approval of a continuing education course may be submitted only by sponsors registered with and approved by the Department.
- 3) A continuing education course shall provide instruction in at least one of the subject areas specified in Section 750.5040.
- 4) A course application shall include a course syllabus containing the following information: name and assigned number of the course, name and registration number of the sponsor, name of the instructor or presenter, an outline of the course, the amount of time needed to present the course, and the course objectives.
- 5) A syllabus is not required for seminars held at product shows, but the application for approval shall include the name and assigned number of the seminar, name and registration number of the sponsor, name of the instructor or presenter, the amount of time needed to present the seminar, and the objectives of the seminar.
- 6) Seminars held at product shows may be approved for continuing education credit by the Department, based on the material presented and the length of the seminar. The sponsor or facilitator of the product show must be a registered course sponsor.
- 7) A course application shall include the qualifications of the instructor or presenter.
- 8) The course sponsor shall report to the Department any change to the information submitted in the initial application for continuing education course approval within 30 days after such change takes effect.
- 9) Course approval is valid for three years from the date of issuance, unless changes in course information do not meet the approval criteria of this section.
- 10) Courses will be assigned a course number. The course number and the sponsor's number shall appear on all advertisements for the course.

The Department may deny, suspend or revoke approval of any course sponsor or may issue a fine to any course sponsor who - (750.510c)

- 1) Attempts to obtain or obtains registration or course approval through fraudulent means, including false statements and misrepresentation of facts, whether intentional or through negligence;
- 2) Does not provide complete and accurate information in either the initial registration or in any notification of changes to such information;
- 3) Does not provide the Department with changes to the information submitted in the initial registration, within 30 days after such changes take effect;
- 4) Advertises a course as being approved by the Department before such approval is received;
- 5) Does not maintain records as required in subsection (c) of this Section;
- 6) Does not report information to the Department as required in this subsection (a) and (b) of this Section.