**Section 25.840 Appeals to the State Educator Preparation and Licensure Board**

1. A licensee may appeal the lapse of a license for failure to complete renewal requirements to SEPLB. The licensee shall submit a request for an appeal by certified mail, return receipt requested, no later than September 30 of the year the license lapsed. The appeal request shall be sent to the State Educator Preparation and Licensure Board, 100 North First Street, Springfield, Illinois 62777-0001.

b) Within 90 days after receipt of an appeal submitted pursuant to subsection (a), the SEPLB may hold an appeal hearing or make a recommendation based on a review of the record, as enumerated in Section 21B-45(m) of the Code. If a hearing is to be held, the Board shall notify the licensee of the date, time, and place of the hearing.

1) The licensee shall submit to SEPLB any additional information as SEPLB determines is necessary to decide the appeal.

2) If a hearing is held,SEPLBmay request that thelicenseeappear before it. The licensee shall be given at least 10 days' notice of the date, time, and place of the hearing.

3) In verifying whether the licensee has met the renewal criteria set forth in Section 21B-45 of the Code and this Subpart J,SEPLBshall consider:

A) *the regional superintendent of education's rationale for recommending nonrenewal of the license, if applicable;*

B) *any evidence submitted to the State Superintendent along with the individual's electronic statement of assurance for renewal* provided in ELIS*;* and

C) *the State Superintendent's rationale for nonrenewal of the license.* (See Section 21B-45(m)(2) of the Code.)

c) SEPLB shall notify the licensee of its decision regarding license renewal no later than 30 days after reaching a decision as set forth in Section 21B-45(m) of the Code. Upon receipt of notification of renewal, the licensee, using ELIS, shall pay the applicable registration fee. If the decision is not to renew the individual's license, the notification shall state the reasons for that decision.

d) An individual whose license is not renewed because of a failure to complete professional development in accordance with this Subpart J may reinstate the license once that license has lapsed (i.e., September 1 of the year in which the license expired) if the individual has;

1) paid any accumulated registration fees, including registration fees owed;

2) either paid the penalty or completed the coursework required under Section 21B-45 of the Code with a grade of C- or higher; and

3) presented evidence of completing the balance of the professional development activities that were required for renewal of the license previously held.

(Source: Amended at 48 Ill. Reg. 7729, effective May 9, 2024)