**Section 121.100 Renewals**

a) Subject to the terms of subsection (e), each license issued under the Act shall be issued for a period of three years. A renewal notice, along with the renewal forms, will be sent to the organization 90 days prior to the expiration date. Upon receipt of the completed renewal forms and the appropriate fee, OSFM will renew the license.

b) It is the responsibility of each licensee to notify OSFM of any change of address, contact information, or information provided in the original application or renewal form.

c) Failure to receive a renewal form from OSFM shall not constitute an excuse for failure to pay the renewal fee or to renew one's license.

d) In addition to the renewal fee, a reinstatement fee of $100 shall be assessed for each organization failing to renew within 60 days after the end of the licensure period. A sole proprietorship may have the renewal and reinstatement fees waived if the person was on active duty in the military, pursuant to Section 50 of the Act.

e) On or after July 1, 2011, any new or renewed license will be issued for a period that coincides with the 3 year authorization period of the "R" Stamp.

f) In the transition from OSFM registration to OSFM licensure, there will be no charge for a renewed license issued for 3 months or less; a $75 fee for a renewed license issued for a period longer than 3 months but less than 18 months; and the normal renewal fee for a renewed license issued for more than 18 months. The Office will invoice this fee.

(Source: Amended at 35 Ill. Reg. 9050, effective July 1, 2011)