**Section 401.314 Progress and Compliance Review**

a) An applicant with qualifications under Section 401.310 (c) or (d) approved for the child welfare supervisor position shall be subject to progress review towards compliance with time frames for application, enrollment and completion of course work.

b) The assigned Agencies and Institutions Licensing staff for the requesting agency shall conduct the review. The child welfare agency shall make available for inspection and review documentation listed in Section 401.314(c) through (d) at the request of the assigned Agencies and Institutions Licensing staff.

c) The child welfare agency shall maintain in the applicant’s personnel file documentation proving that the applicant:

1) Applied within 6 months and enrolled within 18 months after obtaining employment as a child welfare supervisor in a graduate social work or human services program to acquire a graduate degree in social work or an approved human services field; and

2) Is on track to complete the required human services course work within 3 years after enrollment and acquiring a graduate degree in social work or an approved human services field.

d) Proof of application, enrollment and completed course work shall include but not be limited to:

1) Written statement from the college/university’s office of admissions confirming receipt of application for admission; and

2) Official undergraduate transcript; or

3) Enrollment verification statement from the college/university’s office of the registrar with the following information:

A) Applicant’s Name

B) Degree program

C) Enrollment status and start/end dates for each semester

D) Course work and credits

e) Failure of the applicant to apply within 6 months and enroll within 18 months after obtaining employment as a child welfare supervisor in a graduate social work or human services program or a graduate program approved as academically equivalent to a graduate social work or human services program, and complete the course work within 3 years after enrollment, shall result in the person serving in the child welfare supervisor position determined unqualified to continue serving in the position.

(Source: Added at 46 Ill. Reg. 15230, effective August 26, 2022)