**Section 404.54 Workforce and Educational Transcript Review Committee (WETRC)**

a) For purposes of this Part, the Workforce and Educational Transcript Review Committee (WETRC) established in 89 Ill. Adm. Code 401 shall, in addition to any other duties listed in 89 Ill. Adm. Code 401 and 403, perform the following functions:

1) For applicants with qualifications under Section 404.52(c)(2) or (3), review the documentation submitted pursuant to Section 404.53 and recommend approving or denying the request.

2) For applicants with a Bachelor’s degree in another field who have completed significant course work that may qualify as human services course work, the committee shall review all transcripts and course information and make a decision on the equivalency of the degree to a human services degree.

b) The WETRC shall follow the same review process enumerated in 89 Ill. Adm. Code 401 and 403. Specifically:

1) The chair person or designee shall view the committee’s mailbox DCFS.Licwrkforedu@illinois.gov on daily basis.

2) The chair person shall review all documents received, develop a written summary of the applicant’s qualifications and forward the summary with supporting documents to all WETRC members via their respective State of Illinois e-mail addresses before the scheduled review by the committee.

3) The chair person shall schedule a meeting of WETRC the 1st and 3rd Fridays of every month. If a holiday falls on the scheduled date, the committee will meet the next following business day. Based on the number of requests for approval and availability of the committee members, the DCFS Committee Chair may schedule additional meetings. The purpose of the meeting is for the members to review, discuss and recommend by majority of members present to approve or deny the request. For purposes of this subsection, 4 members present constitutes a majority. The chair person shall not vote unless to break a tie.

4) Within 5 business days following the meeting, the chair person shall send the following documentation to the Associate Deputy, Deputy Director of Licensing and all the committee members:

A) Documentation received under Section 404.53; and

B) Written memorandum which states the committee’s recommendation and the reasons supporting the recommendation.

(Source: Added at 46 Ill. Reg. 15266, effective August 26, 2022)