

# *INSTRUCTION SHEET FOR COMMUNITY COLLEGE TRUSTEE TRAINING PROVIDERS*

Public Act 99-0692 requires all community college trustees elected or appointed after January 1, 2017, to complete four hours of training during their first, third, and fifth years in office. In order for a community college trustee to obtain credit for training, the program must be offered by the Illinois Community College Trustees Association or a provider approved by the Illinois Community College Board (ICCB).

Individuals or entities wanting to provide trustee training are required to complete and submit a Community College Trustee Trainer Provider Application along with all required documents. The application is valid for two years from date of Board approval.

In accordance with ICCB policy, adopted January 20, 2017, the following entities listed below are pre-approved providers. These entities are required to submit a Community College Trustee Training Pre-Approved Provider Notification Form. No additional application or Board action is necessary.

- Illinois Minimum Continuing Legal Education (MCLE) Board accredited course or provider
- Illinois Department of Financial and Professional Regulation (IDFPR) register public accountant continuing professional education (CPE) sponsor
- Illinois Public Community Colleges with qualified faculty or staff.

All approved and pre-approved Community College Trustee Training Providers will be listed on the ICCB's website. All providers are required to provide a "Certificate of Attendance" to trainees upon completion of the training.

## **Application Guidelines**

Applicants not qualifying as pre-approved providers must complete and submit a signed Community College Trustee Training Provider Application along with the following:

- A Sample Course Schedule and/or Syllabi
- A List of Instructors and Their Qualifications
- A Copy of Fee Schedule (if applicable)

The Act requires trustees receive training in each of the following subjects: Audits, Community College and Labor Law, Contract Law, Ethics, Fiduciary Responsibilities of a Trustee, Financial Oversight and Accountability, Freedom of Information Act (5 ILCS 140), Open Meetings Act (5 ILCS 120), and Sexual Violence on Campus

Applicants may apply for approval to offer training in any or all of the subject areas listed.

Once received, the application will be reviewed by Board staff and presented to the Board for formal approval. Please allow ample time for application to be reviewed and approved. The Board meetings are held on the following dates in 2017:

**January 20**  
**March 17**  
**June 2**  
**September 15**  
**December 1**

## Pre-approved Providers

Individuals or entities are pre-approved to offer training in the mandated subjects for which they are authorized to offer continuing education from the Illinois Minimum Continuing Legal Education (MCLE) Board or the Illinois Department of Financial and Professional Regulation registered public accountant continuing professional education (CPE) program. All public community colleges authorized by the Illinois Public Community College Act are pre-approved to provide training in any of the mandated subjects provided that such instruction is conducted by qualified faculty or staff.

All pre-approved providers must complete and submit a signed Community College Trustee Training Pre-Approved Provider Notification Form along with documentation of one of the following:

- Approved Illinois Minimum Continuing Legal Education (MCLE) Board Accredited Course or Provider
- Approved Illinois Department of Financial and Professional Regulation (IDFPR) Registered Public Accountant Continuing Professional Education (CPE) Sponsor
- Community College with Faculty and Staff Qualifications in Selected Training Topics

## Contact Information

For questions regarding the trustee training provider approval processes please contact the ICCB Division of External Affairs at 217-785-7411 or email [matt.berry@illinois.gov](mailto:matt.berry@illinois.gov).