



# IDFPR

## Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

<https://idfpr.illinois.gov>

**JB PRITZKER**  
Governor

**MARIO TRETO, JR.**  
Secretary

**CAMILE LINDSAY**  
Director

### Feasibility Study and Curriculum Submissions

Please submit the Letter of Intent first to request the Feasibility Study and Curriculum forms for submission.

Initial copy/draft of the Feasibility Study/Curriculum must be submitted by email **45 days** prior to the Board Meeting date on which you seek approval.

- This first draft will be reviewed by the Nurse Coordinator. Email to:

Nurse Coordinator / Michele Bromberg at [Michele.Bromberg@illinois.gov](mailto:Michele.Bromberg@illinois.gov)  
cc: Administrative Assistant / Reid Paxson [Reid.paxson@illinois.gov](mailto:Reid.paxson@illinois.gov)

- *Your submission can be broken down and sent in several emails or zipped if necessary.*
- ***ALL documents must be named in numeric order following your outline.***
- ***DO NOT** send hard copy via U.S. Mail unless requested.*

- Amended copies if requested must be received **30 days** prior to the Board Meeting date on which you seek approval.
- **Every Submission MUST BE DATED**, designated "initial" or "revised" and include direct contact information.
- Late submittals will be scheduled for the following meeting.

The Feasibility Study must be approved before the Curriculum.

- The Curriculum may be submitted for **review** for the same meeting with the Feasibility Study.
  - Only if the Feasibility Study is approved will the Curriculum be considered at the next scheduled meeting.
- Feasibility Studies approved by The Board will remain active for a period of **18 months**.
  - *The Curriculum must be submitted and approved **within** this timeframe.*

Schools may not advertise or start enrolling before receiving complete final approval which involves feasibility, curriculum, site visit approval and school code assignment.

**The Board meets on the first Friday of the month as indicated accept in cases of holidays or unforeseen circumstances. You may check in 2 weeks in advance as this schedule is subject to change, agendas for the Board Meetings are sent out normally one week in advance.**

### **Board Meeting Dates: 2025-2026 / by Web-X**

MAY 2, 2025	JAN 9, 2026
JULY 11, 2025	MAR 6, 2026
SEPT 5, 2025	MAY 1, 2026
NOV 7, 2025	

*If you have any questions you may call the Nursing Unit of the Department at 312 814 2715.*