The background of the slide features a large, semi-transparent seal of the State of Illinois Department of Labor. The seal is circular with a rope-like border. Inside the border, the words "SEAL OF THE STATE OF ILLINOIS" are written in a circular path. In the center of the seal is an eagle with its wings spread, perched on a shield. The shield has a blue top section with white stars and a red and white striped bottom section. Below the eagle, the year "1818" is inscribed. To the left of the eagle, the words "NATIONAL OVERSIGHT" and "STATE" are visible. The text "DIVISION" is also partially visible.

Illinois Department of Labor

Fair Labor Standards

Division: Child Labor Law

Topics

- Status of Emergency Rule to Host Remote Application Meetings expiring March 24, 2021
- Update duly authorized agents with designations from City or County Superintendents of School Districts due to the Department on March 31, 2021
- Overview of responsibilities carried out by Issuing Officers.

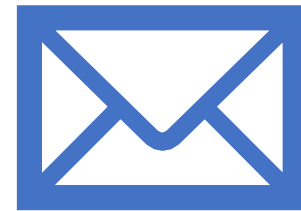
UPDATE: Remote Application for Employment Certificates Expires March 24th

- ❑ Emergency rule allowed for remote applications to take place in lieu of in-person applications as provided in the Child Labor Law to allow a safer alternative for schools, parents and young workers to secure employment.
- ❑ The Emergency Rule was extended twice and will expire March 24th 2021
- ❑ Department Proposals:
 - ❑ Introduced legislation in the IL General Assembly SB 696 to amend the Act utilize a remote application process. Senator Fine is Sponsor in Senate and Representative Hoffman is House Sponsor
 - ❑ Filed a Permanent Rule to that affect and moved to 2nd Notice
- ❑ Until a rule is in effect or legislation becomes law, Issuing Officers must revert to In-Person meetings beginning March 25th

Request to Update Authorized Agents with the IL Department of Labor (Issuing Officers)



Update a current list of duly authorized agents with the authority to issue employment certificates provided to minors under 16 years of age. Per 820 ILCS 205, the Department will accept designations from City or County Superintendents of School Districts.



The designations should be e-mailed to the Department at dol.childlaborlaw@illinois.gov by **March 31st 2021** Designations should be updated with the Department as the designations change.

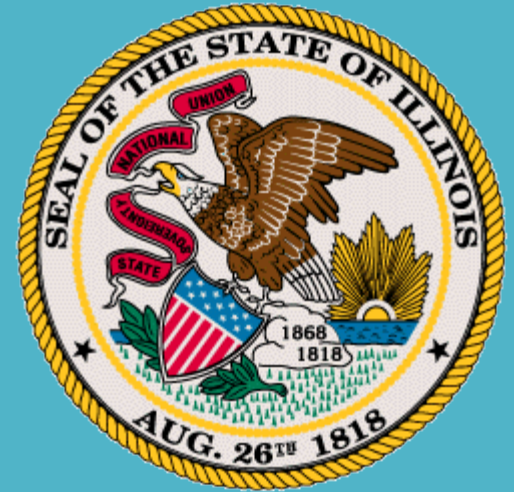
Duties & Responsibilities of Issuing Officers

Who is an Issuing Officer?:

Sec. 12. The **person authorized to issue employment certificates** shall issue a certificate only after **examining and approving the written application and other papers required under this Section.**

The application shall be signed by the applicant's parent or legal guardian. The application shall be submitted in person by the minor desiring employment.

The minor shall be accompanied by his or her parent, guardian, or custodian.



Who can Designate an Issuing Officer?

City or County Superintendent of Schools
or their duly authorized agents
ILCS 820 205 Sections 8, 10, 11, 12

Items for Inspection:

Application - Provided by the school

Intention to Employ Letter - Written statement by employer on their letterhead with work description and schedule signed by employer or agent

Proof of Age Documents

Social Security Number

Medical Statement: Written statement from a physician

Principal's Statement: If child applicant is over 6 six of age, the applicant's home school must supply a letter on school letterhead and verified by the principal stating that the minor is a full-time student and the hours the child is in school.

Parent/Legal Guardian's Approval: A written statement that approves the employment of the minor for the specified job signed by the parent or legal guardian.

Tutoring - If tutoring is required, the employer must identify the tutor's name, tutoring schedule and location.

Tutor's teaching certification – Certification must accompany the Intention to Employ Letter

An Affidavit must be provided if the applicant's name on the employer's letter differs from documents on the proof of age.

Source: 820 ILCS 205 Section 12

Responsibilities of Issuing Officers

A knowledge of the Child Labor Law, the Rules and Regulations issued thereto, and the Department of Labor Publication "Procedures for Issuance of Certificates under the Illinois Child Labor Law".

Issuing legal employment certificates and maintaining necessary records to comply with Section 10 through Section 12 of the Act.

Legality of the minor's proposed employment and whether or not the minor **is academically and physically capable of performing the work** in addition to the school requirements. If any one of the three tests are not satisfied the issuing officer shall refuse to issue the employment certificate and notify the minor and the proposed employer of such refusal.

The petitioning of the Department of Labor to suspend any employment certificate found to be illegally or improperly issued, or where it is believed the employment is interfering with the best physical, intellectual or moral development of the minor.

Issuance upon request of Certificate of Age for individuals sixteen (16) through nineteen (19) years of age, inclusive.

Source: Section 250.400
Administrative Code

Illinois Governor JB Pritzker Michael D. Kleinik, Director Contact File Complaint

Search...

Resources on the IDOL Website

See the law, 820 ILCS 205/1-22 (Legislative Website)

Administrative Code, 56 Ill. Adm Code 250 (Legislative Website)

Child Temporary Employment Certificate Form

Laws and Rules

About

NEWS

Employment Certificate Form (REQUIRES A CODE)

Child Labor Complaint Form

Certificate Of Physical Fitness

Principal's Statement To Issuing Officer

Child Labor Hours and Restrictions

Required Posters

Child Labor Law Work Hours Waiver Application

Child Labor Law Work Hours Waiver Fillable Application

2020 Child Labor Annual Report

Special Note (Posted 5/15/18): URL access to the [Child Labor Certificate](http://www2.illinois.gov/idol/Laws-Rules/FLS/Pages/Employment-Certificates-Minors.aspx) has changed to:
<http://www2.illinois.gov/idol/Laws-Rules/FLS/Pages/Employment-Certificates-Minors.aspx> .

Thank You!



Contact Numbers

Child Labor Information: (312) 793-5570

Child Labor HOTLINE: (800) 645-5784 (toll free)

Questions: Dol.childlaborlaw@illinois.gov