**Section 926.220 Training**

a) Illinois Department of Human Rights Institute for Training and Development (Training Institute) provides training to governmental as well as to non-governmental entities. The Training Institute course offerings may be found at www2.Illinois.gov/dhr.

b) A request for training may be submitted by telephone, via mail or via e-mail to the Department's Training Institute. The request should state the course desired, the number of anticipated participants in the training and the name of the contact person. The Department's Training Institute will respond to the request for training by providing the cost of training and dates when Department staff is available.

c) The cost for on-site training for non-governmental, for-profit entities with more than 50 employees and not-for-profit entities with more than 50 employees will be $1,050 for a 3-hour training session for up to 35 attendees, plus reimbursement for travel expenses. The cost for on-site training for non-governmental, for-profit entities with 50 employees or fewer will be $500 for a 3-hour training session for up to 35 attendees, plus reimbursement for travel expenses. The Training Institute will charge $5 for each person over 35 attendees. The entity seeking training shall send its payment in the form of certified check, money order or cashier's check payable to "Illinois Department of Human Rights", along with confirmation of the scheduled training date to Illinois Department of Human Rights, Institute for Training and Development, 100 West Randolph Street, Suite 10-100, Chicago IL 60601. The Department may cancel the training if payment is not received 5 business days prior to the scheduled training date.

d) Open-to-the-public training sessions, training for governmental entities and training for not-for-profit entities with 50 or fewer employees are each provided free of charge.

(Source: Amended at 41 Ill. Reg. 11555, effective August 29, 2017)