**Section 1720.20 Minimum Requirements of the Trainee**

a) Regular attendance at all sessions is required. However, excused absences may be granted by the Academy Director under certain limited circumstances beyond the trainee's control, which may include, but not be limited to, a death in the family, illness, response to a court subpoena, disability, or a transportation breakdown. In order to successfully complete the course, absences must not exceed ten percent of the total hours of instruction for any Board certified course of instruction.

b) Trainees shall maintain an adequate classroom notebook. Factors to be considered in rating the notebook are neatness, legibility, accuracy and sufficiency of content. "Adequate", for purposes of this subsection, refers to:

1) Neatness. Requires concise organization of the notes. All notes and handouts will be placed in the book or received during the course. Dividers into topics are required.

2) Legibility. Put down notes in brief, clear complete sentences. Underline the important items. Lined notebooks or typing paper for typing should be used.

3) Accuracy. The notes taken in class must precisely reflect the content of the class.

4) Sufficiency of content. Notes should be in the trainee's own words. The trainee should strive to achieve condensation of the material clearly and concisely.

c) Trainees shall successfully complete the firearm training course as required by the Peace Officer and Probation Officer Firearm Training Act [50 ILCS 710].

d) An overall average of 70% must be achieved on all written examinations given during any course of training. Separate evaluation of any skill-oriented performance requirements shall be made by the Academy Director on a satisfactory/unsatisfactory basis.

e) The Academy Director shall establish standards of conduct for the trainee while enrolled at the academy. These shall include demeanor, deportment and compliance with the discipline and regulations of the school or course. Receipt of certification of the successful completion of the course from the academy shall be deemed proof that the trainee has complied with the requirements of this subsection.

f) *Each trainee who has not been awarded a certificate attesting to* the trainee's *successful completion of the Minimum Standards Basic Law Enforcement Training Course as prescribed by the Board within 6 months after* the trainee's *initial full-time employment must forfeit* the trainee's *position, or the employing agency must obtain a* special extension *waiver from the Board extending the period for compliance. Such waivers shall be issued only for good and justifiable reasons, and in no case shall extend more than 90 days beyond the initial 6 months.* [50 ILCS 705/8.1(a)] Good and justifiable reasons for a waiver include, but are not limited to, unavailability of academy space for training, illness or disability, and the need for the trainee to serve the trainee's department during the initial 6 month period.

g) Each trainee shall bring such equipment as required by the Course Director.

h) A trainee shall pass the State Comprehensive certification examination to qualify as a permanent law enforcement or permanent correctional officer, except as is otherwise provided for in the Illinois Police Training Act.

1) The test shall be in writing or conducted electronically. It shall be administered by the staff of the Board, or such other testing company or association expressly authorized by the Board.

2) The Board shall establish a minimum passing score. In establishing the minimum passing score, the Board will ensure that the score reflects the knowledge and competency of the trainee for law enforcement or correctional work. The minimum passing score will be established by the Board within the range of 60 to 80% of the total score. At the beginning of each training course the minimum passing score will be announced. Beginning December 15, 2022, the minimum passing score is 66%.

3) The content of the Comprehensive Examination for law enforcement officers may include, but not be limited to, material in the areas specified in Section 7(b) of the Illinois Police Training Act and subjects covered in the Peace Officer and Probation Officer Firearm Training Act [50 ILCS 710].

4) The content of the test for correctional officers may include, but not be limited to, material in the areas specified in 20 Ill. Adm. Code 1750.202 and subjects covered in the Peace Officer Firearm Training Act.

5) The Board shall at least biennially review the content of the Comprehensive Examination and minimum passing score to ensure they are current and reliable.

(Source: Amended at 47 Ill. Reg. 9369, effective June 23, 2023)