**Section 1725.310 Standards and Requirements**

a) Each academy certified by the Board to train interns shall operate under the guidelines set forth in this Part.

b) The director of the academy shall assume responsibility for overall supervision of the program, including, as determined by the Board, the maintaining and grading of tests, the maintaining of all records, rating of classroom notebooks (see Section 1725.311(b)), arranging for instructors approved by the Board, providing for food and lodging when appropriate, arranging for adequate training facilities (such as firearms courses, gymnasiums, auditoriums and driving and running courses) and maintaining and overseeing the conduct and discipline of interns.

c) The academy shall maintain complete records for each intern. The records shall include, but not be limited to, the attendance and performance ratings of the intern, including test scores for every written or oral test taken during a Program course. All records gathered by the academy or other facilities approved by the Board shall be maintained in accordance with the State Records Act [5 ILCS 160].

d) The director of the academy shall be responsible for submitting to the Executive Director a class roster of all interns who participate in the Program; keep the Executive Director informed of the progress and status of the interns; and make the final determination of whether an intern has satisfactorily achieved all reasonable standards and passed all requirements during training.

e) The director of the academy shall have the authority to dismiss from the Program any intern who fails to comply with the standards established in this Part. When an intern is dismissed, the director of the academy shall submit a written report within 7 calendar days to the Executive Director. The intern shall have the opportunity, within 7 days after notification of dismissal, to submit a written report to the Executive Director describing the intern's version of the event. The Executive Director has the discretion to determine whether the action of the academy director should be ratified.