**Section 1780.203 Course Standards and Requirements**

a) Each Basic Court Security Course offering shall be overseen by a Course Coordinator.

b) The Course Coordinator will be responsible for the supervision and administration of the Basic Court Security Course, including, but not limited to, arranging for qualified instructors, arranging for adequate training props and adequate training facilities such as classrooms and firearms ranges, and the conduct and discipline of the trainees.

c) The Course Coordinator shall maintain complete records on each trainee. The records shall include, but not be limited to, the attendance and performance ratings of the trainee, including test scores for every written or oral test during the Basic Court Security Course. All records gathered by the Course Coordinator under this Part shall be maintained in accordance with the Illinois Freedom of Information Act [5 ILCS 140].

d) The Course Coordinator shall be responsible for submitting a course and class roster to the Executive Director of the Board. Every class roster must be verified by the Course Coordinator to certify the attendance and final grade of all trainees.

e) The Course Coordinator shall make final determination as to whether a trainee has satisfactorily passed all reasonable standards and requirements of a particular course of training. The Course Coordinator shall also have the authority to dismiss any trainee from the school prior to the completion of the course if the Course Coordinator determines that the trainee is being disruptive or non-compliant, or cannot meet the minimum training requirements set forth in this Subpart B. Upon such dismissal action, the Course Coordinator shall submit a written report within seven calendar days to the Executive Director and the appointing authority.

f) The Course Coordinator shall also have the responsibility of fixing reasonable fees to be charged for any training course. Reasonable fees will be based on the costs of developing and implementing the course, including but not limited to the cost of instructors, facilities for training, training supplies, and general administrative costs. The Board shall annually review the training fees established by the Course Coordinator to determine if the fees are reasonable.