**Section 110.30 General Provisions**

a) IESDA offers a training program which is available to ESDA personnel and other individuals involved in emergency management. The training program includes the following course classifications:

1) Self-directed home study courses provide emergency management background information.

2) Instructed classroom courses consist of the following:

A) Emergency Management Series;

B) Emergency Planning Series;

C) Radiological Defense Series;

D) Transportation Emergency Series;

E) Instructor Training Series.

3) EMI offers advanced courses and seminars in emergency management.

b) Schedules for instructed classroom courses and EMI courses may be obtained from the RC.

c) IESDA reserves the right to reschedule or cancel any scheduled course offered by IESDA. In making the determination to reschedule or cancel a course, the Agency shall consider, but is not limited to, availability of funds, instructors or students.

d) A training record form will be completed by each person successfully completing any classroom course listed in the current training and education catalog. The form will be completed and returned to the instructor at the conclusion of the course, to be filed in the central office register pursuant to the requirement of Ill. Rev. Stat. 1983, ch. 127, par. 1107 (f)(4).

e) A certificate of completion will be issued to those successfully completing courses offered by IESDA.

f) Instructors for courses offered by IESDA will be selected by IESDA.

g) A training and education catalog may be obtained from the RC.