**Section 680.807 Proof of Training Records, Record Keeping, Audits**

Certified water supply operators are required to maintain their own proof of training records for a period of 4 years. The Agency may audit proof of training records by random selection or when additional information is required. Failure to provide proof of training documentation when specifically requested by the Agency may result in denial of certificate renewal, denial of certificate restoration, or certificate revocation. Proof of training records must include:

a) Records showing the name of the course or training activity, name of the training provider, the instructor's or speaker's name, the location of training, the dates of training, and the total training hours completed (specified actual hours, Continuing Education Units, or Quarter Hours/Semester Hours);

b) A program/course outline, conference/meeting agenda, or narrative summary of training;

c) Attendance verification records, such as completion certificates, diplomas, grade slips, registration payment receipts, or other documents to verify attendance for training where official documents are provided, or name, address, and telephone number of training provider where official documents are not provided.

(Source: Added at 24 Ill. Reg. 7263, effective April 24, 2000)