**Section 681.835 Submission of Training Hours**

a) Operators must submit to the Agency, prior to certification renewal, a record of completed training hours for renewal credit.

b) The record of completed training hours must contain the following information for each completed training activity:

1) Training provider name, including the organization and instructor;

2) Name of course or training event;

3) Agency assigned course number;

4) Training description or course content summary;

5) Location of training;

6) Dates of training (beginning and ending); and

7) Training hours completed.

c) The Agency may prescribe a form for the written record of completed training and the manner of submission, including but not limited to electronic submission.

(Source: Amended at 41 Ill. Reg. 14182, effective November 13, 2017)