**Section 8000.70 Course Administration**

An approved Provider must:

a) Notify the Program Administrator, within 15 days from course completion, that a student has successfully completed the course on a form and in a manner prescribed by the Program Administrator, including the following information on each student;

1) complete name, sex, and date of birth (as it appears on the student's Illinois driver's license);

2) Illinois driver's license number;

3) Illinois address;

4) name of approved Provider course completed by the student;

5) name of Provider;

6) date of course completion; and

7) in-person or virtual instructor's name or title of eLearning module.

The Illinois Secretary of State will not accept a certificate of completion if it has been altered in any way. The certificate must be printed on standard 8½" x 11" paper.

b) if offering in-person or virtual instruction, provide and train instructors to conduct an in-person or virtual approved course for liability insurance premium reduction;

c) begin each in-person or virtual course by distributing to each participant a printed statement, or providing the same statement electronically to include an acknowledgement check box or similar verification, approved by the Secretary, explaining the limitations of the liability insurance premium reduction and advising the participant to consult with the participant's insurance carrier regarding this premium reduction;

d) conduct the in-person course only in the classroom facility (or facilities) described in its application;

e) perform all administrative functions in connection with the course in accordance with this Part;

f) refund any fees collected from a person enrolled in the course in any situation in which the Provider is unable to conduct the course;

g) authorize the Secretary to audit the records of the approved course and to monitor and evaluate any and all portions of the course, including the classroom facility, use of instructional material, the presentation of the course, eLearning or virtual presentation and content; and

h) provide the Program Administrator with a monthly schedule of course dates, times, and locations, at least 2 weeks prior to the first scheduled course of each month, and a notice of cancellation of any course as soon as possible prior to the date of the cancelled course.

(Source: Amended at 46 Ill. Reg. 6651, effective April 11, 2022)