**Section 1240.310 20‑Hour Basic Training Course – Locksmith**

a) Every person employed as a registered employee of a locksmith agency certified under the Act shall complete, within 30 days after the applicant's employment, a course of basic training.

b) The training shall be a minimum of 20 hours of training related to the applicant's employment that shall be certified by the employer and shall include at a minimum the following subject areas:

1) Public Safety Codes (NFPA 80 & NFPA 101)

A) Life Safety Codes

B) Building Code

C) ADA Law

2) Practical Locksmithing

A) Master Keying

B) Key Records and Codes

C) Key Blanks and Keyways

D) Product Liability

E) Professional Installations

F) Do Not Duplicate

G) Basic Electronic Access Control

3) Responsibilities as Required by the Act

A) When to ask for identification

B) What identification is acceptable

C) Required Information for Consumers

D) Record Keeping

4) Permanent Employee Registration Card (PERC)

A) Cause for revoking the card

B) Disciplinary Sanctions

C) Renewal

c) Upon successful completion of the training prescribed in subsection (b), each individual shall be issued, by the employer or the instructor, a Certification of Completion of a Basic Training Course and/or refresher course, which shall be signed by the instructor. The licensee-in-charge shall be responsible for the documentation of the training.

d) The Certification shall be the permanent record of training and shall be retained by the individual as proof of the training. During the term of the individual's employment with an agency licensed by the Division, the Certification or a certified copy shall be filed by the employer with the employee statement and shall remain in the file during the term of employment. Upon termination of employment the original Certification shall be returned to the employee.

e) In the case of an employee who is employed by more than one employer, a notarized copy of the Certification of Completion of a Basic Training Course and/or refresher course shall be kept with the employee statement in lieu of the original Certification.

f) Basic training materials will be made available to Division personnel upon request to verify content.

(Source: Amended at 36 Ill. Reg. 9938, effective July 13, 2012)