**Section 830.2400 Record of Completion**

a) Each educational institution or other entity whose integrated pest management course has been approved by the Department shall issue a letter or certificate of completion to each enrollee or participant who successfully completes the course. The letter or certificate shall include the following:

1) Information pertaining to the course (i.e., title, dates and locations of course, sponsoring agency, and the course number issued by the Department);

2) Participant's name;

3) Participant's place of employment;

4) Instructor's name and signature; and

5) Five-year expiration date.

b) Within 30 days after the conclusion of each course, the educational institution or other entity shall electronically submit to the Department via e-mail a typed list of those individuals who have satisfactorily completed the course. The list shall include the following:

1) Information pertaining to the course (i.e., title, dates and locations of course, sponsoring agency, and the course number issued by the Department);

2) Participants' names; and

3) Participants' employer information, including name, address, and the day care center license number or public school district's nine-digit number issued by the State Board of Education.

(Source: Added at 37 Ill. Reg. 3288, effective March 1, 2013)