**Section 920.240 Closed Loop Well Continuing Education Sessions**

a) Approval of Continuing Education Sessions. Each entity that has established or proposes to present a continuing education session under the Act shall request Department approval by submitting its continuing education program to the Department. Requests shall be submitted to the Department no later than 60 days before the date the program begins. Continuing education sessions shall not be presented until at least 30 days after Department approval. A list of approved continuing education sessions will be available from the Department. The Department will approve sessions that address at least one of the following topics:

1) Closed loop well construction in general;

2) Grouting Products and Procedures;

3) Code Requirements, Ground Water Protection;

4) Geological Topics, Strata;

5) Safety hazards associated with the closed loop well construction industry;

6) Other relevant information necessary for the continued improvement of knowledge of a closed loop water well contractor; or

7) New Technologies.

b) Minimum Classroom Hours for Continuing Education Sessions. A continuing education session shall have a minimum of two classroom contact hours of closed loop well topics.

c) Requests for Approval. When requesting approval, the entities shall submit the following information to the Department:

1) Title of session;

2) Sponsoring organization;

3) Location of session;

4) Names and qualifications of instructors or presenters; and

5) Brief description of each topic and the amount of time for each topic.

d) Contact Hours. Total classroom contact hours excluding breaks (a classroom contact hour is 60 minutes).

e) Attendance. The entity shall provide, upon request, the methodology used to verify attendance. Attendance records shall be retained for three years after the continuing education session.

f) Certificate. A certificate of completion shall be issued for each participant enrolled in a continuing education course. The certificate shall contain the participant's name, course completed, dates, hours completed and location of course.

(Source: Added at 37 Ill. Reg. 19676, effective November 25, 2013)