**Section 301.520 Certification of Non-Mandated ESDAs**

a) Except for those non-mandated ESDAs accredited in accordance with Section 301.510, non-mandated ESDAs may apply to an accredited county or multiple county ESDA serving the county in which the non-mandated ESDA is located, for certification, or to IEMA in the event that no accredited county or multiple county ESDA serves the county in which the non-mandated ESDA is located. Each accredited county or multiple county ESDA, or IEMA in the event that no accredited county or multiple county ESDA serves the county in which the non-mandated ESDA is located, may issue certification to non-mandated ESDAs located within its geographic boundaries, if the non-mandated ESDAs satisfy the following requirements:

1) Submit a copy of the political subdivision ordinance creating the ESDA affixed with the official seal by the clerk of the political subdivision.

2) Submit documentation of the ESDA coordinator's Notice of Appointment card.

3) Submit documentation that:

A) An ESDA coordinator appointed after January 1, 2002, has completed, within 12 months after the date of appointment, the IEMA New Coordinators Workshop Course and the Principles of Emergency Management Course or courses determined by IEMA to be consistent with or at least as stringent as these courses; and

B) After the first year of appointment, or for ESDA coordinators appointed prior to January 1, 2002, the ESDA coordinator has biennially completed 48 hours of professional development training, of which a minimum of 24 hours is IEMA-sponsored professional development training. The IEMA-sponsored professional development training program shall, at a minimum, be consistent with and at least as stringent as the FEMA Professional Development Series. Coordinators may receive credit for up to 24 hours of non-IEMA-sponsored professional development training, including, but not limited to, emergency management conferences, independent study courses, college courses or internet courses, but only if such training is consistent with or at least as stringent as training in the IEMA-sponsored professional development training program and is pre-approved for a specific number of credit hours in writing by IEMA prior to the training.

4) Complete an EOP that meets the requirements of Subparts B and C that is reviewed and accepted by the county or multiple county ESDA in accordance with Section 301.320.

5) Conduct an exercise in accordance with the requirements of Subpart D.

b) The certification term shall be at least two years, but no longer than four years, with beginning and ending dates indicated on the certificate issued by the accredited county or multiple county ESDA under signature of the appropriate jurisdiction. The existing certification may be extended by the appropriate jurisdiction as long as the total certification does not exceed four years. The non-mandated ESDA may seek renewal of its certification.

(Source: Amended at 44 Ill. Reg. 17631, effective October 31, 2020)