**Section 380.735 Submission of Training Hours**

a) A record of completed training may be submitted to the Agency at any time, but must be submitted to the Agency prior to expiration of the certificate.

b) The record of completed training hours must contain the following information for each completed training activity:

1) Training provider name, including the organization and instructor;

2) Name of course or training event;

3) Agency assigned course number;

4) Training description or course content summary;

5) Location of training;

6) Dates of training (beginning and ending); and

7) Training hours completed.

c) The Agency may prescribe a form for the written record of completed training and the manner of submission, including but not limited to electronic submission.

(Source: Added at 43 Ill. Reg. 5203, effective July 1, 2019)