**Section 176.635 Approval of Required Training and Examination Location**

All training programs used to meet the operator training requirements must have prior written approval by OSFM. These programs must at least meet the criteria of this Subpart in order to be approved. These programs shall appropriately test the person being trained for knowledge and skills to make informed decisions regarding compliance and to implement regulatory requirements in the field regarding the relevant UST technical requirements for the Class of Operator trained, including those requirements found at 41 Ill. Adm. Code 174, 175, 176 and 177. The provider must also demonstrate its ability to maintain and track test scores and maintain appropriate security. Upon approval, the training can be conducted multiple times at multiple locations. The approved training can include in-class, online, or hands-on training. Submission of an incomplete application may result in the denial of the application. If OSFM has denied a training provider's application 3 times, the applicant shall not re-submit an application for a period of one year from the date of receipt of the third denial.

a) Course approvals shall be valid for a period of 5 years. Applications must be submitted at least 120 days prior to the first scheduled date of training and at least 120 days prior to the expiration of the course approval. Applications for approval of training courses shall be on OSFM forms on 8½ by 11 sheets of paper or via electronic submission and contain:

1) a complete course outline, including:

A) a detailed description of subject matter, order of presentation, and amount of time scheduled for the course presentation, with a breakdown of time spent on each specific area of instruction;

B) a description of all training aids, devices and handouts;

C) a description of the test to be given at the conclusion of each training course, including:

i) procedures for conducting and grading the test (including a description of the hands-on practical demonstration of knowledge at the UST site, if applicable);

ii) the passing score for the training exam and any procedure for review of failing areas and retesting for any Class A, B or C Operator who fails to achieve an initial passing grade;

iii) the number of questions per topic identified in Section 176.625; and

iv) examples or a sampling of test questions;

D) one set of proposed training materials;

E) sample certificates;

F) the methodology for verifying participation and completion;

G) the anticipated number and locations for any classroom, hands-on or webinar course to be offered;

H) the name, address and phone number of the training provider and of the contact person;

I) the credentials of any classroom, hands-on or webinar instructors, including title, affiliation and summary of professional background (i.e., a curriculum vitae); and

J) a certification that the technology or methods to be presented in the training program will satisfy Illinois and federal laws.

b) The minimum required passing score set by the training provider shall be at least 75%. The training provider must supply those individuals who successfully complete a training program with a certificate of training documenting the level of training received. Upon request, the training provider must submit individual test results and documents verifying training completion to OSFM. This information shall include student rosters, student information, test results and other information as may be requested by OSFM.

c) Training providers will be required to apply for and receive written approval from OSFM for any modifications to approved training programs prior to their implementation. All training must reflect the existing State of Illinois requirements for the operation and maintenance of USTs and must be updated for any Illinois statute or rule changes affecting operation and maintenance requirements. OSFM may review and propose revision to the entire training program at the time of any requested modification.

d) Online and software courses shall possess reasonable topic and total course minimum time requirements to insure that trainees read the online materials.

e) OSFM may periodically audit or review any training class, and the trainer shall allow a maximum of 2 OSFM employees to attend any training class on request without charge and without certification.

(Source: Amended at 42 Ill. Reg. 10621, effective October 13, 2018)