**Section 3125.90 Training Provider Responsibilities**

1. Training shall be provided in a manner duly authorized by the Director.
2. Each Training Provider shall submit to the Director or his or her designee for certification each course it intends to offer for continuing education credit. Certification is to be submitted to the Director or his or her designee at least 30 days prior to the first date the course will be offered. Certification must be signed and dated by the Training Provider and contain: the Training Provider's name; Federal Employer Identification Number (FEIN) and/or Social Security number of the individual Training Provider; contact person and that person's telephone number; published Training Provider telephone number; course title; first date course will be offered; whether the course is for public education; class of insurance to which the course is applicable; and type of course instruction. The certification format and content are available on the Department's website at: www.insurance.illinois.gov/Producer/producer\_information.asp and will be made available by the Department upon request.
3. The Training Provider shall maintain a copy of all instructional materials for each course.  If the Training Provider ceases to offer a course or makes a significant change in the course materials, the Training Provider shall maintain the original material for one year from the date the course was terminated or significantly changed.

d) The Training Provider shall maintain the following records for 3 years at a central location:

1. Classroom or online course – roster for each classroom course or online course identifying the instructors, the student, the course, the location, and the date and hours of attendance.
2. Records of any examinations given.

3) Original course content provided in initial training that is appropriately updated may be used in continuing education training.

e) The Training Provider shall submit to the Director a list of students who have successfully completed a continuing education course.  The list shall contain course number; credit hours; course title; reporting week being submitted; Training Provider name; FEIN and/or Social Security number for the individual navigator or in-person counselor; and student data (including student name and Social Security number, date course completed and credit hours for continuing education).  The information shall be submitted by an electronic method of transfer prescribed by the Director.  Each list shall be received by the Director within 10 days following the end of the week in which the course was completed. The date of completion for a course with an examination shall be the date the examination is graded by the Training Provider. No additional fee shall be charged to the student for reporting the student's successful completion to the Department.  If the initial report contains an error, no additional charge shall be given for re-reporting the credits to the Department.

f) Instructors shall have either a Bachelor's degree or 3 years experience in the course subject matter.  Training Providers must maintain evidence of those qualifications while the instructor is actively engaged in instructing the course and for one year thereafter.

g) Training Providers shall, upon the request of the Director, provide a copy of all course material, Training Provider records, and evidence of instructor's qualifications to the Director.  All such requests shall be subject to a warrant of the Director and for the express purpose of gauging compliance with the Code and Department regulations pertaining to the Code.

h) The Director may make arrangements, including contracting with an outside service administrator, for the purpose of administrating and collecting the educational data from the Training Providers.  Under such an arrangement, all or a portion of the reporting requirements of the Training Provider shall be made to the servicing administrator.

i) Training Providers may not advertise a training course or continuing education course unless it has been approved by the Department.