**Section 4515.100 Responsibilities of the Applicant for the Navigator, In-Person Counselor or Certified Application Counselor Certification**

a) Prior to receiving approval for a Navigator, In-Person Counselor or Certified Application Counselor certification, the applicant must complete approved federal training courses prescribed by the Director. Initial courses for Navigators, In-Person Counselors and Certified Application Counselors will be provided online. An applicant for a Navigator, In-Person Counselor or Certified Application Counselor must complete the Director prescribed federal training courses within 12 months prior to certification.

b) Certified Navigator, In-Person Counselor or Certified Application Counselor

1) Each Navigator or In-Person Counselor shall complete 2 approved federal training courses prescribed by the Director to satisfy continuing education requirements prior to requesting a renewal of a certification. The training courses will be provided online.

2) Each Certified Application Counselor shall complete the same approved federal training courses that are prescribed by the Director as initial courses to satisfy continuing education requirements prior to requesting a renewal of a certification. The training courses will be provided online.

c) Each Navigator, In-Person Counselor or Certified Application Counselor shall maintain a record of each course completed for 3 years from the date of completion. The record shall include the name of the provider of the continuing education course, the course title, and the date of completion. Courses initiated or completed prior to the original issue date of the certificate shall not be used to meet continuing education requirements.

(Source: Amended at 43 Ill. Reg. 422, effective December 21, 2018)