**Section 8000.100 Records of Certification of Course Completion**

a) A Provider is responsible for maintaining records on all individuals completing its motor vehicle accident prevention course for liability insurance premium reduction in a manner that will facilitate the ease of verifying an individual's certification of completion to the Program Administrator. Upon approval of the course, the Provider must present the Program Administrator with an outline of record maintenance processes that will be followed. These records shall be maintained by the Provider for at least four years.

b) As set forth in Section 8000.70 of this Part, each Provider is required to notify the Program Administrator when a driver successfully completes an accident prevention course.

c) Upon notification of course completion by the Provider, the Secretary shall issue a letter of completion to the driver that may be presented by the driver to the driver's insurer for the purpose of applying for the liability premium reduction.

d) The Secretary shall issue a reproduction of this letter upon written request. The Secretary shall request further information if necessary to verify the identity and eligibility of the person requesting a duplicate letter.

(Source: Amended at 46 Ill. Reg. 6651, effective April 11, 2022)