**Section 750.520 Continuing Education Course Records**

a) Each registered continuing education course sponsor shall establish and maintain records for each course sponsored as follows:

1) A certificate of completion in a format specified by the Department must be completed for each participant enrolled in an approved continuing education course. The form consists of three parts: the first copy shall be filed with the Department, the second part shall be maintained by the sponsor, and the third part shall be given to the participant upon completion of the course.

2) An attendance sign-in/sign-out sheet shall be used for each course. This form shall be maintained with the course records.

3) Information on each student (name, address, courses registered for, attendance, courses completed).

b) Random audits of a course sponsor's continuing education records may be conducted by the Department.

c) A representative of the Department may, at any time, attend a class to ensure that the course is meeting its stated objectives and that all applicable Department rules are being followed.

(Source: Added at 24 Ill. Reg. 12019, effective August 1, 2000)