**Section 1240.505 Basic, Additional, and Refresher Training − Private Detective, Private Alarm Contractor, Private Security Contractor and Armed Proprietary Security Force Employee**

a) Every person employed as a registered employee of a private detective, private alarm or private security agency certified under the Act or as an armed employee of an armed proprietary security force shall complete, within 30 days after commencing employment, a course of basic training. The training shall be a minimum of 20 hours of basic training related to the employment and shall be certified to by the employer. The training may be classroom-based or online Internet-based and shall not be conducted as on-the-job training.

b) Registered employees of a private security contractor agency who provide guarding or other private security related functions, in addition to the basic classroom training required under subsection (a), within 6 months after their employment, shall complete an additional 8 hours of training on subjects to be determined by the employer. This training may be classroom-based, online Internet-based, site-specific, or conducted on the job.

c) In addition to the basic training provided for in subsections (a) and (b), registered employees of a private security contractor agency who provide guarding or other private security related functions and registered employees of a private detective agency shall complete an additional 8 hours of refresher training on subjects to be determined by the employer each calendar year commencing with the calendar year following the employee's first employment anniversary date. The refresher training may be classroom-based, online Internet-based, site-specific, or conducted on the job.

d) Upon successful completion of the training prescribed in subsections (a) through (c), each individual shall be issued, by the employer or the instructor, a Certification of Completion of basic, additional, and/or refresher training courses signed by the instructor or the employer. The licensee-in-charge shall be responsible for the documentation of the training. Documentation of the additional and refresher training shall consist of the date and location of the training, the subject matter covered and instructor or employee who administered the training. The Certificate of Completion of basic, additional, and/or refresher training courses may be reproduced digitally provided the form is printed out and signed and the printed form is a virtual identical copy of the current form in use by the Division.

e) The Certification or a copy shall be the permanent record of training and shall be retained by the individual as proof of the training. During the term of the individual's employment with an agency licensed by the Division, the Certification or a copy shall be filed by the employer with the employee statement required by Section 35-30(b) of the Act and shall remain in the file during the term of employment. Upon termination of employment, the original Certification or a copy shall be returned to the employee.

f) In the case of an employee who is employed by more than one employer, a copy of the Certification of Completion of basic, additional, or refresher training shall be kept with the employee statement required by Section 35-30(b) of the Act.

g) Copies of all training certification and materials required under the Act and this Section shall be made available to Division personnel upon request.

(Source: Amended at 46 Ill. Reg. 16228, effective September 6, 2022)