**Section 1240.630 Fingerprint Vendor – Training**

a) Every person employed as a registered employee of a fingerprint vendor agency licensed under the Act shall complete, within 30 days after beginning employment, a course of basic training provided by the employing agency.

b) The training shall consist of a minimum of 20 hours related to the individual's employment. The training shall include, at a minimum, the following subject areas:

1) the agency's retention policy required by Section 1240.535(c);

2) the agency's confidentiality policy required by Section 1240.620(d);

3) responsibilities and duties required by the Act and this Part;

4) general information regarding a Personal Employee Registration Card (PERC), including but not limited to:

A) cause for revoking the card;

B) disciplinary sanctions;

C) renewal; and

5) the basic operation of a Livescan Machine.

c) Upon successful completion of the training prescribed in subsection (b), the employer shall issue to the trainee a Certification of Completion of Basic and/or Refresher Training Course, which shall be signed by the instructor teaching the course.

d) The Certification shall be the permanent record of training and shall be retained by the individual. During the term of the individual's employment with a licensed agency, the Certification or a certified 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 employee's file during the term of employment. Upon termination of employment, the original Certification shall be returned to the employee.

e) In the case of an employee who is employed by more than one employer, each employer shall require the employee to complete 20 hours training as required in this Section that is specific to that employer.

f) Training materials shall be made available to the Division, upon request, to allow the Divisions to verify that course content complies with this Section.

(Source: Added at 36 Ill. Reg. 1486, effective February 3, 2012)