**Section 1291.120 Programmatic Requirements**

a) To maintain approval by the Department, a responsible vendor provider must meet the following requirements:

1) Provide a safe and secure environment for responsible vendor instruction, which may include in-person, live-streamed, or pre-recorded classes, or a mix of the above.

2) Provide a pre-test and post-test to participants to assess the program's effectiveness and to assess any increase in knowledge in the curriculum areas described in Section 1291.110. The responsible vendor provider shall make a copy of the pre-test, post-test, or a copy of any individual's examination or related records available to the Department upon request. Passage of the written examination shall require a score of 70%. A participant who fails to score at least 70% on the post-test shall not receive a certificate of proof of completion.

3) Maintain a roster of individuals who have completed a responsible vendor program. The roster shall include the participant's name, address, telephone number, employers, and date of birth of each individual who completed the program, including those who passed and failed the program, and the date each individual completed the program. The roster shall be made available to the Department upon request.

4) Issue a certification of completion to each individual who successfully completes the program indicating that the individual has completed an approved Department responsible vendor training program. The certification must include:

A) Individual's first and last name;

B) Number of completed hours of instruction;

C) Trainer's name;

D) Date of completion;

E) Name of the approved responsible vendor provider; and

5) Submit a semi-annual report to the Department by July 15 for the reporting period of January 1 through June 30 and by January 15 for the reporting period of July 1 through December 31. Each report shall contain the following information:

A) The number of participants trained during the reporting period;

B) The number of classes scheduled and completed during the reporting period and the locations of each class;

C) The total fees charged by the provider during the reporting period; and

D) The number of dispensaries represented by participants completing a responsible vendor program and the respective counties of those dispensaries.

6) Submit a fee schedule indicating the cost of the program, if any. The responsible vendor provider must notify the Department within five business days of any change to the fee schedule.

7) Notify the Department before a new trainer begins providing instruction of the provider's responsible vendor program. The notification shall include:

A) The name of the responsible vendor provider;

B) The name of the trainer;

C) The trainers' resume and/or a curriculum vitae;

D) A written statement detailing the trainer's relevant experience; and

E) A signed statement from the trainer attesting that they do not hold an ownership interest in a cannabis business establishment.

b) The Department may attend any in-person or remote, real time online video instruction at any time. Upon request, a provider must make any login information or class places and times available to the Department.

c) Failure to comply with this Section or any other provisions of the Act or this Part will result in the Department withdrawing its approval.

(Source: Added at 48 Ill. Reg. 13377, effective August 20, 2024)