**Section 750.1860 Administration of Examination**

a) The Department-approved national examination provider shall administer and secure the examinations as set forth in the proctor agreement.

b) The instructor shall complete and electronically submit a Course Notification Form (CNF) to the Department prior to conducting the training course or examination.

c) Each examination packet sent to the Department shall consist of the following:

1) A copy of the CNF;

2) A class enrollment form with names listed in alphabetical order by last name. The presence of a student's name on this list is the instructor's verification that the individual completed the required course; and

3) Scantrons completed completely and accurately, arranged in alphabetical order by last name.

d) All required examination documentation shall be sent to the Department within 45 days after the examination date. Sending examination materials later than 45 days after the examination date will result in enforcement action against the instructor/proctor as outlined in Section 750.1815.

e) Scantrons for those students who failed an examination do not need to be submitted to the Department until the student receives a passing grade of 75% or higher. Instructors/proctors shall remove or strike that failing student's name from the list that they are submitting to the Department for that examination date.

f) An individual who is found to have cheated on the certification examination shall not be entitled to certification. The individual shall retake an approved course before taking the examination again.

(Source: Amended at 39 Ill. Reg. 5006, effective March 17, 2015)