**Section 830.640 Record of Completion**

a) Each educational institution or other entity whose pest control recertification training seminar has been approved by the Department shall issue a letter or certificate of completion to each enrollee or participant who successfully completes the seminar.

b) Each educational institution or other entity shall maintain a copy of the typed list of individuals attending each seminar, which shall be signed by each attendee and shall include sign in/out times. The original typed listing of those individuals who have satisfactorily completed the seminar shall be submitted to the Department and shall include the following:

1) Information pertaining to the seminar (i.e., title, dates and locations of seminar and sponsoring agency);

2) Participant's printed name and signature beside sign-in and sign-out times;

3) Participant's Illinois certification number (052-);

4) Date of participant's certificate expiration;

5) Participant's home address; and

6) Employer's name and address.

c) The list required in subsection (b) shall be filed with the Department no later than 45 calendar days after the conclusion of the seminar. The seminar sponsor may also electronically submit to the Department a spreadsheet containing each participant's name and certification number, along with the title, location, program date or dates and the number of classroom contact hours awarded for the program. This electronic filing will enable seminar hours to be credited to the participant prior to the Department's receipt of the original copy of the list.

(Source: Amended at 37 Ill. Reg. 3288, effective March 1, 2013)