**Section 845.120 Lead Training Program Provider Record Keeping Requirements**

a) Lead training program provider records shall be made available to the Department for review as follows.

1) The lead training program provider shall retain records at the address specified on the lead training program provider approval application (or as modified) for a minimum of 4 years.

2) The lead training program provider shall notify the Department in writing before changing the address specified on its lead training program provider approval application or transferring records from that address to a new address.

3) The Department shall have the authority to enter, inspect and audit training activities and training records to determine compliance with the Act and this Part.

4) Training records that shall be maintained by the lead training program provider include the following:

A) All materials specified in Section 845.100 that have been submitted to the Department as part of the lead training program provider's approval;

B) Current course materials and documents reflecting any changes made to these materials;

C) Results of the students' hands-on skills assessments and course examinations and a record of each student's course completion certificate;

D) Qualifications for each guest instructor designated by the training manager in accordance with Section 845.100, including: resume, letters of reference, documentation of work experience, certifications, professional licenses, etc.; and

E) Approval letters from the Department for the training manager, principal instructors, each lead training course and course modifications.

(Source: Amended at 43 Ill. Reg. 2440, effective February 8, 2019)