**Section 380.730 Proof of Training Records, Recordkeeping, and Audits**

a) Certified wastewater treatment works operators are required to maintain their own proof of training records for a period of 6 years from the date of training.

b) The Agency may audit proof of training records by random selection or when additional information is required.

c) Failure to provide proof of training documentation when specifically requested by the Agency may result in denial of certificate renewal, denial of certificate restoration, certificate suspension or revocation.

d) Proof of training records must include:

1) Name of the course or training activity;

2) Name of the training provider;

3) Name of instructor or speaker;

4) Location of training;

5) Training date;

6) Total training hours completed;

7) Attendance verification records such as:

A) Completion certificates;

B) Diplomas;

C) Grade Reports; and

D) Other documents verifying training attendance, including the

name, address and telephone number of the training provider.

(Source: Added at 43 Ill. Reg. 5203, effective July 1, 2019)