**Section 681.830 Proof of Training Records, Record Keeping, Audits**

Certified water supply operators are required to maintain their own proof of training records for a period of six years from the date of the training. The Agency may audit proof of training records by random selection or when additional information is required. Failure to provide proof of training documentation when specifically requested by the Agency may result in denial of certificate renewal, denial of certificate restoration, or certificate revocation. Proof of training records must include:

a) Records showing the name of the course or training activity, Agency assigned course number, name of the training provider, the instructor's or speaker's name, the location of training, the dates of training, and the total training hours completed (specified actual hours, CEUs, or Quarter Hours/Semester Hours);

b) A program/course outline, conference/meeting agenda, or narrative summary of training; and

c) Attendance verification records, such as completion certificates, diplomas, grade slips, registration payment receipts, or other documents to verify attendance for training when official documents are provided by the training provider, or name, address and telephone number of the training provider when official documents are not provided.