**Section 650.60 Training**

a) To meet the needs of trainees and licensed vendors, DHS will provide training or assist in developing training in four areas:

1) Initial Training: extended training required for any VR customer, under 89 Ill. Adm. Code: Chapter IV, Subchapter b, seeking to enter the Program; provides a general introduction to food services and the skills necessary to operate facilities.

2) Retraining: additional training in the management of facilities to enable vendors to comply with the requirements for managing a facility as set forth in this Part.

3) Skill Enhancement Training: as required by 34 CFR 395.11 (2009), upward mobility training to allow vendors to become certified to operate different types of vending facilities. Vendors are required to obtain a certificate of completion for each individual course or seminar taken, in which an examination is given, and complete the requirements of Section 650.70 to become certified.

4) In-service Training: training to improve and/or enhance a vendor's managerial and operational skills; such training is optional to the vendor, although attendance may meet the conditions for maintaining certification under Section 650.70. Vendors are required to obtain a certificate of completion or a passing grade if the class is to be considered for meeting certification standards and for reimbursement of costs.

b) Initial Training

1) Initial training is required of any VR customers seeking to enter the Program prior to certification and licensing.

2) For entrance into the Initial Training Program an individual must:

A) meet Program eligibility requirements specified in Section 650.50;

B) be a VR customer;

C) be referred by a DHS VR counselor and complete an evaluation by DHS staff or other rehabilitation professionals indicating that the individual has:

i) adequate orientation and mobility skills to go to and from work and move about a facility;

ii) skills sufficient to communicate with the public and facility employees and to maintain the facility's records;

iii) mathematical skills adequate to complete Program financial documents; and

iv) daily living skills sufficient to allow the individual to meet personal care and housekeeping needs.

D) be bonded for a minimum of $10,000 and successfully pass a criminal background check that has been approved by DHS.

3) Evaluation Committee

An applicant's credentials (e.g., vocational evaluation, education, work experience, etc.) shall be reviewed by a Screening Committee made up jointly of DHS staff and an ICBV designee. The Screening Committee will determine that the individual meets the criteria in subsection (b)(2). If these criteria are not met, the individual will be referred to his/her VR counselor for remedial or other VR services.

4) Initial training is divided into two areas:

A) a core module, which must be taken first, providing general orientation to all facility operations and skills necessary for the operation of any type of facility (e.g., making change, bookkeeping, completing reports); and

B) one or more of the specific training modules, which must be taken after completion of the core module, to learn skills needed for the operation of specific types of facilities (i.e., retail, food service and vending) including on-the-job training. If a trainee elects to take less than three modules, he or she must indicate so in writing.

5) If a trainee is disciplined pursuant to Section 650.120(c), he or she shall be removed from training, referred back to his/her VR counselor, and notified of the right to appeal under 89 Ill. Adm. Code 510.

6) Trainees and managers have the right to all materials presented in training, on the job training and all forms, letters, memorandums and any correspondence in an accessible format of their choice.

c) Completion of Initial Training

1) The core module test must be passed by achieving a score of at least 75% on the written examination. Failure to receive a passing score on the core module will result in an individual being removed from initial training and referred back to his or her VR counselor.

2) If an individual passes the core module and completes one or more of the specific modules, he or she can then take the tests for any specific training modules for which he or she has completed initial training, which shall be passed by a score of at least 75% on the written examination plus completion of all on-the-job training objectives. Failure to receive a passing score on any specific training module shall result in non-certification in that area.

d) Retraining of Vendors

1) Retraining is mandatory:

A) as a remedy for a disciplinary action resulting from a violation of the business practices set forth in Section 650.100; and

B) if a facility changes or expands to include food service areas in which a vendor is not certified.

2) Retraining is optional for a vendor upon a vendor's request and when equipment is placed in the facility with which the vendor has had no training or experience.

3) If a vendor requests retraining, DHS will determine whether it will be provided based on a review of his/her business consultant's observation reports, the vendor's annual evaluation and available training resources. DHS-DRS will ensure that effective programs of vocational and other training services, including personal and vocational adjustment, books, tools, and other training materials, will be provided to blind individuals as VR services under the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended by the Rehabilitation Act Amendments of 1974 (Pub. L. 93‑516). These programs will include on-the-job training in all aspects of vending facility operation for blind persons with the capacity to operate a vending facility, and upward mobility training (including further education and additional training or retraining for improved work opportunities) for all blind licensees. DHS-DRS will further ensure that post-employment services will be provided to blind vendors as VR services as necessary to assure that the maximum vocational potential of vendors is achieved and suitable employment is maintained within the State's vending facility program.

4) Facility Status During Retraining

A) A vendor who is mandated to take retraining, pursuant to subsection (d)(1), must within six months satisfactorily complete the retraining by meeting the same standards as those of initial training (Section 650.60(c)) to retain operation of his/her facility. A vendor who does not satisfactorily meet these standards will only be eligible to bid on facilities for which he or she is certified.

B) If retraining is provided to a vendor under subsections (d)(2) and (3), the vendor will retain his or her right to the assigned facility during, and upon successful completion of, retraining.

C) During retraining, the vendor's replacement person costs will be paid by DHS-DRS.

(Source: Amended at 34 Ill. Reg. 1535, effective January 19, 2010)