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NOTICE OF PROPOSED AMENDMENTS

- 1) Heading of the Part: Requirements for the Participation and Certification of Fire Protection Personnel
- 2) Code Citation: 41 Ill. Adm. Code 141
- 3)

<u>Section Numbers:</u>	<u>Proposed Actions:</u>
141.20	Amendment
141.301	Amendment
141.326	Amendment
141.327	Amendment
141.329	Amendment
141.330	Amendment
141.331	Amendment
141.390	Amendment
141.400	Amendment
- 4) Statutory Authority: Implemented and authorized by Sections 8 and 11 of the Illinois Fire Protection Training Act [50 ILCS 740] and the Peace Officer Fire Investigation Act [20 ILCS 2910].
- 5) A Complete Description of the Subjects and Issues Involved: These proposed rules revise the application of adopted NFPA standards and editions in OSFM rules that reference individual certification requirements; update and clarify individual certification requirements; revise and clarify the recertification process for when certifications are no longer current; update the procedure for claims reimbursement to require fully digital submissions; revise rates of reimbursement for lodging, per diem, and mileage; and make other minor updates and clarifications.
- 6) Published studies or reports, and sources of underlying data, used to compose this rulemaking: None
- 7) Will this proposed rulemaking replace an emergency rule currently in effect? No
- 8) Does this rulemaking contain an automatic repeal date? No
- 9) Does this proposed rulemaking contain incorporations by reference? Yes, there are updates of specific NFPA Standards. See proposed rules Section 141.20. These standards have been incorporated and are available for public inspection at:

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Office of the State Fire Marshal
1035 Stevenson Drive
Springfield, IL 62703

- 10) Are there any other proposed rulemakings pending on this Part? No
- 11) Statement of Statewide Policy Objectives: This proposed rulemaking does not create or enlarge a State mandate, as defined in Section 3(b) of the State Mandates Act [30 ILCS 805/3(b)].
- 12) Time, Place and Manner in which interested persons may comment on this proposed rulemaking: Persons wishing to comment on this proposed rulemaking may submit comments no later than 45 days after the publication of this Notice to:
- Blake Fawns, Administrative Rules Coordinator
Office of the State Fire Marshal
1035 Stevenson Drive
Springfield, IL 62703
- Phone: (217) 720-2964
SFM.141rulemaking@fdmail.sfm.illinois.gov
- 13) Initial Regulatory Flexibility Analysis:
- A) Types of small businesses, small municipalities and not for profit corporations affected: This rulemaking may impact small municipalities that elect to participate in the Office of the State Fire Marshal's voluntary certification program.
- B) Reporting, bookkeeping or other procedures required for compliance: No additional requirements.
- C) Types of professional skills necessary for compliance: None
- 14) Small Business Impact Analysis: None
- 15) Regulatory Agenda on which this rulemaking was summarized: July 2025

The full text of the Proposed Amendments begins on the next page:

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TITLE 41: FIRE PROTECTION

CHAPTER I: OFFICE OF THE STATE FIRE MARSHAL

PART 141

REQUIREMENTS FOR THE PARTICIPATION AND CERTIFICATION OF FIRE
PROTECTION PERSONNEL

SUBPART A: GENERAL

Section	
141.10	Purpose
141.15	Definitions
141.20	Incorporations by Reference
141.30	Establishing or Revising State Certification Standards
141.40	Requirements for Participation in Training, Certification and Reimbursement (Repealed)
141.50	Appeal Process
141.60	Reciprocity (Repealed)
141.65	Division of Personnel Standards (DPSE) WebAccess Portal

SUBPART B: TRAINING FACILITIES

Section	
141.100	Training Facility Approval
141.110	Resources Required for Certification as an Unlimited Training Facility or Regional Training Center (Repealed)
141.115	Course Approval
141.120	Course Equivalency
141.125	Course Approval Standards (Repealed)

SUBPART C: EXAMINATIONS AND CERTIFICATIONS

Section	
141.200	State Examinations
141.205	Testing Facilities and Proctors (Repealed)
141.210	Invalidation of a Candidate's State Written or Practical Examination Scores
141.215	Non-Affiliated Individuals
141.220	Certificates Earned by Bypass Examination (Repealed)
141.230	Examination Procedures for End-of-Course Examinations Not Administered by

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- the Office (Repealed)
141.240 Bypass Examination (Repealed)
141.250 State Certifications
141.255 Invalidation of a Candidate's State Certifications or Recertifications

SUBPART D: CERTIFICATION LEVELS

Section

- 141.300 Firefighter II (Repealed)
141.301 Basic Operations Firefighter
141.302 Airport Firefighter
141.303 Advanced Technician Firefighter
141.304 Firefighter III (Repealed)
141.306 Fire Apparatus Engineer
141.308 Fire Officer I (Repealed)
141.309 Company Fire Officer
141.310 Fire Service Executive Support
141.312 Fire Department Incident Safety Officer
141.313 Fire Department Health and Safety Officer
141.314 Fire Officer II (Repealed)
141.315 Advanced Fire Officer
141.316 Chief Fire Officer
141.317 Fire Department Safety Officer
141.318 Fire Service Instructor I
141.320 Fire Service Instructor II
141.322 Fire Service Instructor III
141.324 Training Program Manager
141.326 Basic Fire Prevention Officer
141.327 Fire Inspector I
141.328 Youth Firesetting Prevention and Intervention Specialist
141.329 Fire Inspector II
141.330 Public Fire and Life Safety Educator I
141.331 Advanced Fire Prevention Officer
141.332 Public Fire and Life Safety Educator III (Repealed)
141.334 Fire Investigator
141.336 Arson Investigator (Repealed)
141.337 State Fire Marshal Arson Investigator Special Agent
141.338 Fire Inspector II and Plan Examiner I (Repealed)
141.340 Fire Inspector III and Plan Examiner II (Repealed)

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141.342	Hazardous Materials Awareness (Repealed)
141.344	Hazardous Materials Operations
141.346	Hazardous Materials Technician
141.348	Hazardous Materials Incident Command (Repealed)
141.350	Technical Rescue Awareness (Repealed)
141.352	Confined Space Operations
141.353	Confined Space Technician
141.354	Trench Operations
141.356	Trench Technician
141.358	Rescue Specialist – Vertical II (Repealed)
141.360	Structural Collapse Operations
141.362	Structural Collapse Technician
141.364	Common Passenger Vehicle Rescue
141.366	Heavy Vehicle Rescue
141.367	Rope Operations
141.368	Motorsports Safety Technician (Repealed)
141.369	High Angle Rope Operations (Repealed)
141.370	Fire Service Vehicle Operator
141.371	Rope Technician
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141.373	Ice Technician (Repealed)
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141.385	Rescue Operations (Repealed)
141.386	Rescue Technician (Repealed)
141.390	Recertifications
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SUBPART E: REIMBURSEMENT

Section	
141.400	Reimbursement
141.405	Prerequisites for Participation for Reimbursement (Repealed)
141.410	Requirements (Repealed)
141.415	Claim Forms (Repealed)
141.420	Claim Deadline (Repealed)

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141.425	Amount of Reimbursement (Repealed)
141.450	Appropriations (Repealed)
141.460	Advanced Training Programs (Repealed)

SUBPART F: FEES

Section

141.500	Fees (Repealed)
141.505	Waiver of Fees (Repealed)

AUTHORITY: Implementing and authorized by Sections 8 and 11 of the Illinois Fire Protection Training Act [50 ILCS 740] and the Peace Officer Fire Investigation Act [20 ILCS 2910].

SOURCE: Adopted at 31 Ill. Reg. 8672, effective June 5, 2007; amended at 33 Ill. Reg. 5780, effective April 2, 2009; amended at 34 Ill. Reg. 8297, effective June 8, 2010; amended at 41 Ill. Reg. 4131, effective March 27, 2017; amended at 41 Ill. Reg. 6594, effective August 1, 2017; amended at 45 Ill. Reg. 11584, effective August 31, 2021; recodified SUBPART C at 46 Ill. Reg. 2775; amended at 47 Ill. Reg. 424, effective January 1, 2023; amended at 48 Ill. Reg. 10877, effective July 11, 2024; amended at 49 Ill. Reg. _____, effective _____.

SUBPART A: GENERAL

Section 141.20 Incorporations by Reference

- a) All incorporations by reference in this Section refer to the standards in effect on the date specified and do not include any later editions or amendments.
- b) The following nationally recognized standards published by the National Fire Protection Association (NFPA) (1 Batterymarch Park, Quincy, MA 02169-7471; www.nfpa.org) are incorporated by reference in this Part:

NFPA 1000: Standard for Fire Service Professional Qualifications
Accreditation and Certification Systems (2022)

NFPA 1021: Standard for Fire Officer Professional Qualifications (2020)

NFPA 1031: Standard for Professional Qualifications for Fire Inspector
and Plan Examiner (2014)

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- NFPA 1033: Standard for Professional Qualifications for Fire Investigator (2022)
- NFPA 1041: Standard for Fire and Emergency Services Instructor Professional Qualifications (2019)
- NFPA 1403: Standard on Live Fire Training Evolutions (2018)
- NFPA 1451: Standard for a Fire and Emergency Service Vehicle Operations Training Program (2018)
- NFPA 1521: Standard for Fire Department Safety Officer Professional Qualifications (2020)
- NFPA 1971: Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting (2018)
- NFPA 1981: Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services (2019)

- c) The following NFPA standards are incorporated by reference through December 31, 2024, to allow for administrative updates by the fire service:

- NFPA 1001: Standard for Fire Fighter Professional Qualifications (2019)
- NFPA 1002: Standard for Fire Apparatus Drive/Operator Professional Qualifications (2017)
- NFPA 1003: Standard for Airport Fire Fighter Professional Qualifications (2019)
- NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications
(2013-Rope and Trench)
(2017-Confined Space and Vehicle and Machinery)
(2021-Structural Collapse, Surface Water and Watercraft)
- ~~NFPA 1031: Standard for Professional Qualifications for Fire Inspector and Plan Examiner (2014)~~

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NFPA 1035: Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist, and Youth Firesetter Program Manager Professional Qualifications (2015)

NFPA 1072: Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications (2017)

NFPA 1901: Standard for Automotive Fire Apparatus (2016)

NFPA 1983: Standard on Life Safety Rope and Equipment for Emergency Services (2017)

- d) The following NFPA standards are incorporated by reference starting January 1, 2025, to allow for administrative updates by the fire service:

NFPA 470: Hazardous Materials/Weapons of Mass Destruction (WMD) Standard for Responders (2022)

NFPA 1006: Standard for Technical Rescuer Professional Qualifications (2021)

NFPA 1010: Standard on Professional Qualifications for Firefighters (2024)

NFPA 1030: Standard for Professional Qualifications for Fire Prevention Program Positions (2024) ([Youth Firesetting Prevention and Intervention Specialist](#))

NFPA 1900: Standard for Aircraft Rescue and Firefighting Vehicles, Automotive Fire Apparatus, Wildland Fire Apparatus, and Automotive Ambulances (2024)

NFPA 2500: Standard for Operations and Training for Technical Search and Rescue Incidents and Life Safety Rope and Equipment for Emergency Services (2022)

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(Source: Amended at 49 Ill. Reg. _____, effective _____)

SUBPART D: CERTIFICATION LEVELS

Section 141.301 Basic Operations Firefighter

- a) An Illinois Basic Operations Firefighter certification shall meet or exceed the qualifications identified in NFPA 1010.
- b) Prerequisites
 - 1) Engagement as Illinois fire protection personnel, as attested by the employing fire chief of the candidate seeking certification;
 - 2) Successful completion of a Basic Operations Firefighter course consisting of a minimum of 180 instructional hours;
 - 3) Passage of the State Written and State Practical Examinations;
 - 4) Completion of certification requirements for Hazardous Materials Operations; and
 - 5) Application for Certification.
- c) Training documentation shall be maintained in the fire service personnel's training records at the employing fire department.
- d) A qualified instructor for this level must be certified as a Fire Service Instructor I. There shall be at least one instructor for every 6 students during State Practical Examination evolutions.
- e) Fire department or individual reimbursement may be available for training costs for Basic Operations Firefighter as provided in Subpart E.
- f) The course as set forth in Section 141.115 and training facility as set forth in Section 141.100 must be approved by the Division.
- g) Credit for an equivalent course will be approved by the Division when the equivalent course meets the requirements of Section 141.120.

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- h) Modular Training
 - 1) Basic Operations Firefighter training may be taken in a series of modules or as a complete course. The module series shall include:
 - A) Module A
 - i) Introduction to the Fire Service and Firefighter Safety;
 - ii) Forcible Entry and Tools;
 - iii) Fire Department Communication;
 - iv) Building Construction;
 - v) Fire Dynamics;
 - vi) Firefighter Personal Protective Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA);
 - vii) Ladders; and
 - viii) Ropes and Knots.
 - B) Module B
 - i) Search and Rescue;
 - ii) Portable Fire Extinguishers~~Installed Systems~~;
 - iii) Salvage and Overhaul (Loss Control);
 - iv) Ventilation;
 - v) Water Supply;
 - vi) Fire Hose, Appliances, Nozzles and Fire Streams; and

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vii) Fire Control.

C) Module C

- i) Familiarity with the signs and symptoms of mental illness, mental health and resiliency, and applicable resources to manage such situations;
- ii) Ability to identify the signs and symptoms of substance abuse, particularly opioids, and a familiarity with applicable resources to manage such situations;
- iii) Completion of a CPR/Basic First Aid course;
- iv) Completion of NIMS 100 and 700 courses;
- v) Completion of the Courage To Be Safe course; and
- vi) Completion of Traffic Incident Management (NFPA 1091) training or its equivalent.

- 2) The State Written Examination for Basic Operations Firefighter training may be taken in a series of modules or as one complete examination.

(Source: Amended at 49 Ill. Reg. _____, effective _____)

Section 141.326 Basic Fire Prevention Officer

- a) An Illinois Basic Fire Prevention Officer certification shall meet or exceed the qualifications identified in NFPA ~~1031~~¹⁰³⁰.
- b) Prerequisites
 - 1) Engagement as Illinois fire protection personnel or employed by a local governmental agency, as attested by the fire chief of the candidate seeking certification;
 - 2) Current Certification as Fire Inspector I;

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- 3) Current Certification as Public Fire and Life Safety Educator I;
 - 4) Documentation of a minimum of 2 cumulative years of fire prevention activities; and
 - 5) Application for Certification.
- c) Training documentation shall be maintained in the fire service personnel's training records at the employing fire department.
 - d) A qualified instructor for this level must be certified as Fire Service Instructor II and Basic Fire Prevention Officer.
 - e) ~~Credit for an equivalent course will be approved by the Division when the equivalent course meets the requirements of Section 141.120.~~

(Source: Amended at 49 Ill. Reg. _____, effective _____)

Section 141.327 Fire Inspector I

- a) An Illinois Fire Inspector I certification shall meet or exceed the qualifications identified in NFPA ~~1030~~ 1031.
- b) Prerequisites
 - 1) Engagement as Illinois fire protection personnel or employed by a local governmental agency, as attested by the fire chief of the candidate seeking certification;
 - 2) Successful completion of a Fire Inspector I course consisting of a minimum of 40 instructional hours;
 - 3) Passage of the State Written and Practical Examinations;
 - 4) Documentation of a minimum of one cumulative year of fire prevention and inspection activity; and
 - 5) Application for Certification.

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- c) Training documentation shall be maintained in the fire service personnel's training records at the employing department.
- d) A qualified instructor for this level must be certified as Fire Service Instructor II and Fire Inspector I.
- e) Fire department or individual reimbursement may be available for training costs for Fire Inspector I as provided in Subpart E.
- f) The course as set forth in Section 141.115 and the training facility as set forth in Section 141.100 must be approved by the Division.
- g) Credit for an equivalent course will be approved by the Division when the equivalent course meets the requirements of Section 141.120.

(Source: Amended at 49 Ill. Reg. _____, effective _____)

Section 141.329 Fire Inspector II

- a) An Illinois Fire Inspector II certification shall meet or exceed the qualifications identified in NFPA 1031~~1030~~.
- b) Prerequisites
 - 1) Engagement as Illinois fire protection personnel or employed by a local governmental agency, as attested by the fire chief of the candidate seeking certification;
 - 2) Current certification as Fire Inspector I;
 - 3) Successful completion of a Fire Inspector II course consisting of a minimum of 40 instructional hours;
 - 4) Passage of the State Written and Practical Examinations;
 - 5) Documentation of a minimum of 3 cumulative years of fire prevention and inspection activity; and
 - 6) Application for Certification.

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- c) Training documentation shall be maintained in the fire service personnel's training records at the employing department.
- d) A qualified instructor for this level must be certified as Fire Service Instructor II and Fire Inspector II.
- e) Fire department or individual reimbursement may be available for training costs for Fire Inspector II as provided in Subpart E.
- f) The course as set forth in Section 141.115 and the training facility as set forth in Section 141.100 must be approved by the Division.
- g) Credit for an equivalent course will be approved by the Division when the equivalent course meets the requirements of Section 141.120.

(Source: Amended at 49 Ill. Reg. _____, effective _____)

Section 141.330 Public Fire and Life Safety Educator I

- a) An Illinois Public Fire and Life Safety Educator I certification shall meet or exceed the qualifications identified in NFPA 1031~~1030~~.
- b) Prerequisites
 - 1) Engagement as Illinois fire protection personnel or employed by a local governmental agency, as attested by the fire chief of the candidate seeking certification;
 - 2) Successful completion of a Public Fire and Life Safety Educator I course consisting of a minimum of 32 instructional hours;
 - 3) Passage of the State Written and Practical Examinations;
 - 4) Documentation of a minimum of one cumulative year of fire prevention experience; and
 - 5) Application for Certification.

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- c) Training documentation shall be maintained in the fire service personnel's training records at the employing department.
- d) A qualified instructor for this level must be certified as Fire Service Instructor II and Public Fire and Life Safety Educator I.
- e) Fire department or individual reimbursement may be available for training costs for Public Fire and Life Safety Educator I as provided in Subpart E.
- f) The course as set forth in Section 141.115 and the training facility as set forth in Section 141.100 must be approved by the Division.
- g) Credit for an equivalent course will be approved by the Division when the equivalent course meets the requirements of Section 141.120.

(Source: Amended at 49 Ill. Reg. _____, effective _____)

Section 141.331 Advanced Fire Prevention Officer

- a) An Illinois Advanced Fire Prevention Officer certification shall meet or exceed the qualifications identified in NFPA ~~1030~~ 1031.
- b) Prerequisites
 - 1) Engagement as Illinois fire protection personnel or employed by a local governmental agency, as attested by the fire chief of the candidate seeking certification;
 - 2) Current certification as Basic Fire Prevention Officer;
 - 3) Current certification as Fire Inspector II;
 - 4) Current certification as Public and Life Safety Educator I;
 - 5) Successful completion of an approved Plans Examiner course;
 - 6) Documentation of a minimum of 4 cumulative years of experience in fire prevention activities; and

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- 7) Application for Certification.
- c) Training documentation shall be maintained in the fire service personnel's training records at the employing department.
- d) A qualified instructor for this level must be certified as Fire Service Instructor II and Advanced Fire Prevention Officer.
- e) ~~Credit for an equivalent course will be approved by the Division when the equivalent course meets the requirements of Section 141.120.~~

(Source: Amended at 49 Ill. Reg. _____, effective _____)

Section 141.390 Recertifications

- a) The goal of the recertification process shall be to ensure continued demonstration of knowledge and skill proficiency in given areas of certification for Illinois fire service personnel.
- b) All referenced recertifications in this Section shall be specific to certifications attained from the Office.
- c) Any certification that requires a recertification shall remain valid if the recertification requirements are not completed, but shall not be considered current. Certifications that are not considered current shall be ineligible to be used as a prerequisite to obtain a higher level of certification.
- d) Certifications that require recertification are:
 - 1) Fire Investigator
 - 2) Fire Apparatus Engineer
 - 3) Company Fire Officer
 - 4) Fire Department Incident Safety Officer
 - 5) Fire Department Health and Safety Officer

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- 6) Advanced Fire Officer
- 7) Chief Fire Officer
- 8) Fire Department Safety Officer
- 9) Fire Service Instructor I
- 10) Fire Service Instructor II
- 11) Fire Service Instructor III
- 12) Training Program Manager
- 13) Fire Inspector I
- 14) Fire Inspector II
- 15) Public Fire and Life Safety Educator I
- 16) Hazardous Materials Operations
- 17) Hazardous Materials Technician
- 18) Confined Space Operations
- 19) Confined Space Technician
- 20) Trench Operations
- 21) Trench Technician
- 22) Structural Collapse Operations
- 23) Structural Collapse Technician
- 24) Common Passenger Vehicle Rescue
- 25) Heavy Vehicle Rescue

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- 26) Rope Operations
- 27) Fire Service Vehicle Operator
- 28) Rope Technician
- e) Level-specific certifications issued on or before January 1, 2022 will no longer be considered current on December 31, 2025, except for Fire Investigator, which is referenced further within this Section.
- f) Certifications issued on or after January 1, 2022 will no longer be considered current 4 years after their issuance date.
- g) Recertification process for all levels except Fire Investigator:
 - 1) Certifications shall remain current 4 years after their issuance date, recertification date, or the date on which the certification is made current.
 - 2) Applicants for recertification must hold a current level-specific certification issued by the Office.
 - 3) Applicants for recertification must complete recertification training that follows the level-specific job performance requirements ("JPRs") in the relevant NFPA Standard within the previous 4-year certification period:
 - A) Documentation of successful recertification training may be demonstrated by completing the level-specific Recertification Task Book (Task Book).
 - B) If an applicant or fire department opts not to utilize the Task Book, documentation of successful recertification training shall be maintained in the fire service personnel's training record. Training records utilized for recertification documentation, at a minimum, shall include the components listed on the Task Book Proficiency Log Sheets.
 - 4) Application for recertification:

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- A) If utilizing the Task Book, the Proficiency Log Sheets shall be uploaded using the DPSE WebAccess Portal.
 - B) If not utilizing the Task Book, a completion report meeting the same criteria of the Proficiency Log Sheets shall be uploaded using the DPSE WebAccess Portal.
 - C) In lieu of uploading either the Proficiency Log Sheets or completion report, recertification completion data shall be manually entered in the DPSE WebAccess Portal.
 - D) The application for recertification cannot be submitted more than 12 months prior to the date upon which certification is no longer considered current.
 - E) Training used in one certification cycle cannot be used towards recertification in another certification cycle.
- 5) The Division shall send notification to the employing fire department at one year and at 90-days prior to the date that fire service personnel's certification will no longer be considered current.
- 6) The Office shall grant each candidate a 90-day grace period to complete the recertification requirements to maintain certification in the established recertification cycle. If recertification is not completed by the end of ~~within~~ the 90-day grace period, the candidate's certification will be considered not current. The candidate may return the status of the certification to current by completing an approved level-specific course. When the certification status is returned to current, a new recertification cycle will begin. ~~maintain current certification in the established recertification cycle if the candidate completes a new Task Book within 6 months of the end of the 90-day grace period, with task dates after the date the previous certification is no longer considered current. The application for recertification shall include the Proficiency Log Sheets uploaded or manually entered using the DPSE WebAccess Portal. Training used in one certification cycle cannot be used towards recertification in another certification cycle. If the new Task Book is not completed within 9 months of the original date that certification is no longer current, the fire service personnel may make the certification current in a new~~

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~~recertification cycle by submitting proof of completion of an approved level-specific course.~~

- 7) When submitting for recertification, the fire chief must attest that all the requirements of this Section are met and affirms that:
 - A) The candidate seeking recertification is engaged as Illinois fire protection personnel.
 - B) Training documentation for recertification shall be maintained in the fire service personnel's fire department training records and is available for review by the Division upon request.
 - C) The submission of the application and Proficiency Log Sheets or completion report is true and accurate to the best of their knowledge.
- 8) Fire service personnel who possess the highest level of certification within specific disciplines and who desire that certification to remain current, shall only be required to recertify at the highest level. Once recertified at the highest level, all lower level recertifications shall automatically be processed and approved.
- h) Recertification Process for Fire Investigator.
 - 1) Certifications shall remain current 4 years after their issuance date, recertification date, or the date on which the certification is made current.
 - 2) Applicants for recertification must hold a current Office level-specific certification.
 - 3) Applicants for recertification shall complete recertification training that follows the established course objectives identified in NFPA 1033, totaling 100 points over the 4-year period, based on the point system on the tally sheet used by the Division. Point dissemination shall be determined by the Division.
 - 4) Application for recertification:

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- A) If utilizing the Division-supplied Recertification Tally Sheet, the Tally Sheet shall be uploaded using the DPSE WebAccess Portal.
 - B) If not utilizing the Division-supplied Recertification Tally Sheet, a completion report meeting the same criteria of the Tally Sheet shall be uploaded using the DPSE WebAccess Portal.
 - C) In lieu of uploading either the Tally Sheet or completion report, recertification completion data shall be manually entered using the DPSE WebAccess Portal.
 - D) The application for recertification cannot be submitted more than 12 months prior to the date upon which certification is no longer considered current.
- 5) The Division shall send notification to the employing fire department at one year and at 90-days prior to the date that fire service personnel's certification shall no longer be considered current.
- 6) The Office shall grant each candidate a 90-day grace period to complete the recertification requirements to maintain certification in the established recertification cycle. ~~Training used in one certification cycle cannot be used towards recertification in another certification cycle.~~ If recertification is not completed by the end of ~~within~~ the 90-day grace period, the candidate's certification will be considered not current. The candidate may return the status of the certification to current by completing ~~after the date that certification is no longer considered current and the candidate desires to maintain a current certification, the candidate shall be required to complete~~ an approved Fire Investigator course ~~to obtain recertification.~~ When the certification status is returned to current, a new recertification cycle will begin.
- 7) When submitting an application for recertification, the chief attests that all the requirements of this Section are met and affirms that:
- A) The candidate seeking recertification is employed by a local governmental agency or the Office.

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- B) Training documentation for recertification shall be maintained in the fire service personnel's department training records and available for review by the Division upon request.
- C) The submission of the application and Tally Sheet or completion report is true and accurate to the best of their knowledge.
- i) When all recertification requirements are met, a new certificate will be available on the DPSE WebAccess Portal.
- j) The Office may extend deadlines for requirements of this Section for good cause shown (e.g., military deployments, medical leaves, personal emergencies, Acts of God or natural disasters, Gubernatorial Disaster Proclamations, etc.).

(Source: Amended at 49 Ill. Reg. _____, effective _____)

SUBPART E: REIMBURSEMENT

Section 141.400 Reimbursement

- a) Prerequisites
 - 1) *All local governmental agencies and individuals may elect to participate in the training programs.* All local governmental agencies and fire service personnel may elect to participate in the Division's certification programs. Local governmental agencies and fire service personnel may elect to participate *for certification only or for certification and reimbursement for training expenses* as described in the Illinois Fire Protection Training Act [50 ILCS 740]. (Section 9 of the Act)
 - 2) Local governmental agencies and fire service personnel may participate in all aspects of the Division's certification programs without passage of a local governmental ordinance. Proof of passage of a local governmental ordinance shall be required, however, to qualify local governmental agencies and fire service personnel to receive reimbursement.
 - 3) *To be eligible to receive reimbursement for training* under the Act, the local governmental agency shall comply with the following requirements:

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- A) The local governmental agency *shall require by ordinance* completion of a *basic level course approved by the Office, and the passage of the State test for certification at the basic level within the probationary period as established by the local governmental agency*. A local governmental agency will not receive reimbursement for training if the ordinance does not state the length of the probationary period or if the length of the probationary period does not comply with Section 10-1-7.1(c) of the Illinois Municipal Code [65 ILCS 5/10-1-7.1(c)] or Section 16.06(b) of the Fire Protection District Act [70 ILCS 705/1606(b)], as applicable. *A certified copy of the Ordinance must be on file with the Office.* (Section 9 of the Act). A local governmental agency will not receive reimbursement for training that occurs prior to the completion of this requirement.
- i) Volunteer or paid-on-call fire service personnel may receive reimbursement for basic level training completed *beyond their probationary period*, if the basic level training is completed within *3 years from the date of initial engagement* as fire service personnel.
- ii) Local governmental agencies that request reimbursement and file a certified copy of the required ordinance with the Division shall be eligible for reimbursement starting on the date a copy of the ordinance is received by the Division. Reimbursement may only be made for courses that commence on or after the date the Division receives a certified copy of the ordinance.
- iii) *Failure to complete the basic training and certification within the required period will render that individual and local governmental agency ineligible for reimbursement funding for basic training for that individual in the calendar year in which his probationary period ends. The individual may later become certified without reimbursement.* (Section 9 of the Act)
- B) The local governmental agency shall agree to abide by the requirements of this Part governing the training of fire service

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personnel.

- C) The fire department must submit ~~incident~~National Fire Incident Reporting System (NFIRS) reports ~~to the U.S. Fire Administration reporting system~~to the Office for each month of the calendar year in which reimbursement is claimed. The fire department must be ~~NFIRS-reporting~~-compliant in their incident reporting no later than April 15th of the calendar year in which claims for reimbursement are submitted. No reimbursement shall be provided if the fire department is not ~~NFIRS~~-compliant in their incident reporting.
 - D) Course completions must be submitted on the DPSE WebAccess Portal by the training facility by deadline for the submission for claims for reimbursement under this Section.
 - E) The Division shall reimburse only one time for a course completion of a level-specific course. The Division will~~but shall not~~ reimburse for the same level-specific course repeated ~~later~~ by fire service personnel if the course completion by that fire service personnel was not previously reimbursed.
 - F) The fire service personnel for which reimbursement is claimed must have prerequisite certifications which are required under level specific certification prerequisites referenced in Subpart D prior to the beginning date of the course to be eligible for submission of claims for reimbursement.
- 4) Failure to satisfy the requirements of subsection (a)(3) will result in denial of the claims for reimbursement.
- b) Claims
- 1) Annually, the Office shall electronically send eligible local governmental agencies the current Funding Document specifying details to submit for reimbursement. The Funding Document shall include the courses eligible for reimbursement. A claim for reimbursement is permitted only once per course per fire service personnel.
 - 2) The Office shall reimburse up to 50% of the following costs incurred by

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eligible local governmental agencies or fire service personnel:

- A) Salary. Salary is the sum actually paid by the local governmental agency for fire service personnel while attending courses. Salary does not include a local governmental agency's contributions to insurance and pension programs but does include contributions deducted from the fire service personnel's salary for insurance and retirement.
- i) The formula for computing fire service personnel's hourly salary is: yearly salary at the time of the training divided by the number of hours for which the fire service personnel is paid. It is acknowledged that hourly shifts may vary from 40 to 56 or more hours per week. In such instances, the formula should be adjusted to most accurately reflect the above definition.
- ii) Variation in fire service personnel salary or between fire service personnel of equal grade must be explained.
- B) Tuition and registration fees. An invoice or a paid receipt from a training facility shall be submitted through the DPSE WebAccess Portal.~~attached to the reimbursement claim signature form.~~
- C) Meals. Cost reimbursement for meals shall not exceed \$100 per day and is only allowed for those fire service personnel who utilized lodging.~~the reimbursement schedule allowed by 80 Ill. Adm. Code 3000, Appendix A.~~
- D) Transportation costs. Cost reimbursement for transportation shall not exceed the calculated amount in accordance with requirements of this Section. Computations for such costs shall be submitted through the DPSE WebAccess Portal.~~provided on or attached to the reimbursement claim signature form.~~
- i) Cost reimbursement claims for transportation shall be calculated using the auto mileage rate established under 5 U.S.C. 5707(b)(2)(A)(i) in effect on April 1st of the year in which training occurred.~~allowed by 80 Ill. Adm. Code~~

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~~3000, Appendix A.~~

- ii) A round trip shall be calculated as twice the distance from the address of the employing department to the training location.
 - iii) If the course is offered on consecutive days (e.g., Monday through Thursday, or Saturday and Sunday) and overnight lodging is used, the Office shall reimburse for only one round trip per consecutive day period (e.g., 6 round trips for a course offered on 6 weekends or one round trip for a 5-day course).
 - iv) If a course is offered on consecutive days (e.g., Monday through Thursday, or Saturday and Sunday), and overnight lodging is not used, the Office shall reimburse for round trip costs for each day.
 - v) If the course is offered on non-consecutive days (e.g., Monday and Wednesday evenings), the Office shall reimburse round trip transportation costs for each day.
 - vi) Reimbursement for mileage shall only be provided for one person when 2 or more persons travel together. No duplicative claims for reimbursement of mileage shall be made for persons traveling together.
- E) Lodging. Lodging cost reimbursement shall be exclusively for the cost of the room ~~and applicable taxes~~ and shall be set at the rate established under 5 U.S.C. 5702(a)(1)(B) in effect on April 1st of the year in which training occurred. ~~not exceed the reimbursement schedule allowed by 80 Ill. Adm. Code 3000 Appendix A.~~ A paid receipt shall be submitted through the DPSE WebAccess Portal. ~~attached to the reimbursement claim signature form.~~
- 3) Fire service personnel who elect to participate for reimbursement may submit claims for reimbursement directly to the Division for expenses incurred for the calendar year in which reimbursement is claimed. Reimbursement for fire service personnel shall be limited to tuition and

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registration fees, mileage, lodging and meals. Such reimbursement shall be limited to out-of-pocket expenses not paid or reimbursed, in whole or in part, by the local governmental agency. Reimbursable expenses shall be subject to the reimbursement ~~amounts and rates~~schedule allowed in this Section~~by 80 Ill. Adm. Code 3000 Appendix A.~~

- 4) In the event that the appropriation for reimbursement for training is insufficient to meet all claims for reimbursement at the 50% level, all claims for reimbursement shall be reduced proportionately and paid in the same proportion.
- 5) *No more than 50% of the reimbursements distributed to local governmental agencies in any fiscal year shall be distributed to local governmental agencies of more than 500,000 persons.* (Section 10 of the Act)
- 6) Local governmental agencies shall submit claims for reimbursement using the DPSE WebAccess Portal. Paper claims submitted for reimbursement will not be processed and will be considered denied. The claims for reimbursement must be attested by the fire chief through the DPSE WebAccess Portal. All claims for reimbursement, applicable documentation, and fire chief's attestation must be submitted~~Once the submission is complete, the required claim signature form shall be printed. The claim signature form requires original signatures. Required receipts shall be attached to the claim signature form and mailed to the Division~~ before the deadline specified in subsection (b)(7).
- 7) For a calendar year (January 1-December 31), the deadline for the submission of claims for reimbursement shall be the final day of February ~~28~~ of the following year.
 - A) In the event that final day of February ~~28~~ falls on a Saturday or Sunday, the deadline for the submission of the claims shall be the next business day.
 - ~~B) The accompanying claim signature form and receipts shall be postmarked no later than the deadline.~~
 - BC) Any claims for reimbursement, applicable documentation, or fire

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~~chief's attestation claim signature forms and receipts~~ submitted after the deadline are considered invalid and will be denied.

- 8) Reimbursement that was awarded based upon erroneous documentation in fire service personnel training records or erroneous documentation submitted to the Division shall be repaid to the Office in the amount of reimbursement received for which the fire department or fire service personnel was ineligible.
- 9) Reimbursement for training costs is limited to the amounts authorized in this Section, or the amount requested, whichever is less.

(Source: Amended at 49 Ill. Reg. _____, effective _____)