**Section 254.1198 Maintenance of Records of Special Cooperative Programs**

The eligible recipient administering a special cooperative vocational education program shall maintain the following records related to the cooperative vocational education program:

a) a proof of age certificate or work permit when required by law, and individual training agreements incorporating a training plan for each student employed under the cooperative vocational education program;

b) records of the follow-up of students who have completed or left the program;

c) class records of the related course provided as a part of the program; and

d) fiscal records supporting any claim for reimbursement, including vouchers indicating payment of bills for expenses incurred under the terms of any funding agreement.

(Source: Amended at 12 Ill. Reg. 2282, effective January 15, 1988)