**Section 251.30 Trainee**

a) Fire equipment distributors may employ trainees for purposes of training in a classification for which the fire equipment distributor is licensed for a period not to exceed one year. The one-year period begins on the date the application for trainee registration is first received by the Office.

b) All work performed by a trainee shall be supervised by a fire equipment employee who is licensed in the same class for which the trainee is training and who is employed by the same fire equipment distributor that employs the trainee.

c) Trainees shall not tag fire equipment.

d) No individual who is less than 18 years of age may be a trainee.

e) Any fire equipment distributor that employs a trainee shall register the trainee. A fire equipment distributor shall submit a completed application for trainee registration to the Office in a manner prescribed by the Office, within 30 calendar days of beginning the training.

1) The application for trainee registration shall include, for each class of fire equipment employee licensure for which the trainee will be training:

A) The name and license number of the fire equipment distributor;

B) The name and contact information for the trainee;

C) The class of fire equipment employee licensure; and

D) The name and license number of a fire equipment employee with whom the trainee will be training.

2) The application for trainee registration shall be signed by an officer of the fire equipment distributor and the trainee.

3) The fire equipment distributor shall also include with the application for trainee registration a copy of the trainee's valid driver's license, valid state identification with date of birth and address, or valid passport.

f) Upon submission of the completed application for trainee registration, including all requisite information and documentation, the Office will review the application.

g) Failure to submit a completed application for trainee registration within 30 calendar days of initial receipt of the application by the Office will cause the application to expire and a revised, completed form must be submitted for review. This shall not extend the date of the beginning of the one-year trainee training period, which shall remain the date that the original application for trainee registration was first received by the Office.

h) After reviewing the completed application for trainee registration, the Office will invoice the fire equipment distributor for the trainee who meets all conditions for registration for the fee amount in accordance with Section 251.250. No trainee shall be registered until the applicable fees have been paid.

i) Fire equipment distributors may add to or change the classes of registration of their trainees by submitting an additional application to the Office within 30 calendar days after the addition or change taking effect.

j) The fire equipment distributor shall submit a completed change of status notification form to the Office in a manner prescribed by the Office within 30 calendar days after any of the following:

1) Removing a class from a trainee's registration;

2) The termination of employment of a trainee; or

3) The trainee has passed an examination for any certification that may qualify an individual for a fire equipment employee license.

(Source: Amended at 47 Ill. Reg. 16058, effective October 26, 2023)