

## BAO Recertification Process

When an officer is approaching their expiration date on their BAO Certificate, they must send an email to [ISP.BAO.Training@illinois.gov](mailto:ISP.BAO.Training@illinois.gov). In this email, please include the following:

Full Name

Work Location

Work Email address

After the BAO Section receives this email, they will register the officer for the recertification process. The BAO Section will create their account on OneNet and send it to OneNet for completion of account. The officer will then receive an email from [DoIT.OneNetTraining@illinois.gov](mailto:DoIT.OneNetTraining@illinois.gov) or Daniel Miller from OneNet. When this email is received, it will include a link to complete set up of their account. Their username will be the email provided and they will set up their password. Access will then be granted to OneNet and the recertification course will appear on their transcript.

OneNet Training - <https://onenet.illinois.gov/MyTraining>

If any further issues, concerns or questions – [ISP.BAO.Training@illinois.gov](mailto:ISP.BAO.Training@illinois.gov)

**\*NOTE - BAO Licenses have a 1 year grace period after expiration date where they are still able to take recertification test\***