



ILLINOIS STATE POLICE
Alcohol and Substance Testing Section

JB Pritzker
Governor

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Director

To: Local, County, and State Law Enforcement Agencies

From: Illinois State Police Alcohol and Substance Testing Section

Date: August 26, 2024

Subject: Instructions for registering officers for BAO recertification training.

Approximately **two months** from the expiration date of a Breath Analysis Operators (BAO) license, an officer should register for online recertification training to ensure their BAO license remains valid. Please use the following instructions to register for the training:

1. Send an email to isp.bao.training@illinois.gov requesting to be registered for the BAO recertification training. The email should provide the officer's:
 - Name
 - Department
 - Email address (preferably work email, personal is acceptable if no work email account is available)
2. The Illinois State Police Alcohol and Substance Testing Section (ASTS) will register the officer for recertification training on OneNet (State of Illinois online learning content management system).
3. The Illinois Department of Innovation and Technology (DoIT) will activate an IL Partner account for the officer and email them detailed instructions on how the officer can access the online recertification training.
4. The officer will have seven **days** to access and complete the recertification training.
NOTE: The recertification training is required to be completed on a computer, not a smart phone. If officers do not login to take the training within seven days, they will need to send a request to DoIT.OneNetTraining@illinois.gov to have another activation link sent.
5. After the officer completes the recertification training slideshow, they will be required to complete a post training exam.
NOTE: Two attempts to pass the exam are allowed
6. After successfully completing the examination, officers can print their new BAO license from their OneNet training transcripts.
 - a. Select view my certificate
 - b. Print off the license