Per Public Act 97-0504, effective January 1, 2012, all elected or appointed members of a public body subject to the Open Meetings Act must complete the online training once during their term of election or appointment.

The electronic training must be completed no later than the 90th day of taking the oath of office, or if not required to take an oath of office, after otherwise assuming responsibilities as a member of the public body.

The training course is available free of charge on the Illinois Attorney General's web site – click "Ensuring Open & Honest Government" – register as OMA Public Body Member.
The direct web address is: http://foia.ilattorneygeneral.net/electronic_foia_training.aspx

At the end of the course, you must print out your "Certificate of Completion" which needs to be filed with your County Clerk's office.