

21 NCAC 04B .0806 COURSE COMPLETION REPORTING

(a) Course sponsors shall prepare and submit to the Board reports verifying the student's completion of each continuing education course conducted. Sponsors shall submit these reports to the Board within 30 calendar days following the course, but in no case later than May 15 for courses conducted prior to that date. Reports shall include the following:

- (1) the course name;
- (2) the sponsor and coordinator name, mailing address, and telephone number;
- (3) the coordinator signature certifying that the information is correct;
- (4) the name, address, and North Carolina license number of each licensee who completed the course and who desires continuing education credit for the course;
- (5) the physical location where the course was conducted;
- (6) the date(s) and starting and ending times of each course; and
- (7) the number of credit hours.

(b) Course sponsors shall provide each licensee who completes an approved continuing education course a course completion certificate. Sponsors shall provide the certificates to licensees within 30 calendar days following the course, but in no case later than May 15 for any course completed prior to that date. Course completion certificates shall include the following:

- (1) the course name;
- (2) the name of the licensee who completed the course;
- (3) the date(s) of attendance;
- (4) the number of credit hours; and
- (5) the coordinator signature certifying that the information is correct.

(d) When a licensee in attendance at a continuing education course does not comply with the student participation standards of Rule .0817 of this Section, the course sponsor shall inform the Board in writing at the time reports verifying completion of continuing education for the course are submitted. A sponsor who determines that a licensee failed to comply with either the Board's attendance standards of Rule .0816(a) of this Section or the student participation standards of Rule .0817 of this Section shall not provide the licensee with a course completion certificate, nor shall the sponsor include the licensee's name on the reports verifying completion of continuing education.

*History Note: Authority G.S. 85B-4(e1);
Temporary Adoption Eff. January 1, 2000;
Eff. April 1, 2001;
Amended Eff. May 1, 2006;
Readopted Eff. July 1, 2020.*