

**21 NCAC 12B .0103 CONTINUING EDUCATION RECORDS; AUDIT**

- (a) A licensee shall maintain records of a qualifier's attendance at continuing education programs for which CE credit has been approved for four years following the processing date of the renewal application to which the CE credits were applied.
- (b) Compliance with annual CE requirements shall be determined through a random audit process conducted by the Board. Licensees selected for auditing shall provide the Board with the following documentation of the CE activities claimed for the renewal period:
- (1) attendance verification records; and
  - (2) information regarding course content, instructors, and sponsoring organization.
- (c) Licensees selected for audit shall submit all requested information to the Board within 21 calendar days after the date the licensee was notified by the Board of the audit.
- (d) Failure to maintain compliance with the Board's continuing education requirements shall result in the licensee's status being changed to invalid except as set forth in G.S. 87-10.2(h).

*History Note: Authority G.S. 87-10.2(h);  
Temporary Adoption Eff. January 2, 2020;  
Eff. September 1, 2020.*