

**21 NCAC 12B .0303 MANDATORY COURSE**

- (a) The Board shall annually develop a Mandatory course as described in G.S. 87-10.2(b) and shall provide instructional materials for use by providers.
- (b) Only approved continuing education providers shall offer the Mandatory course to students. Only approved instructors pursuant to Rule .0401 of this Subchapter shall instruct the Mandatory course.
- (c) Providers shall obtain written approval from the Board prior to offering, advertising, or otherwise representing that any Mandatory course is being offered for continuing education credit in North Carolina.
- (d) A provider seeking approval to offer the Mandatory course shall submit an application form available on the Board's website that shall require the following:
  - (1) provider's legal name, address, telephone number, and website;
  - (2) continuing education coordinator's name;
  - (3) if applicable, provider's ID number assigned by the Board;
  - (4) if applicable, name and instructor ID number of prospective instructors; and
  - (5) signature of the applicant or its legal designee.
- (e) A provider may obtain approval from the Board to offer the Mandatory course by requesting it on the application or renewal of the provider's approval.
- (f) All supplemental materials distributed to Mandatory course attendees shall be developed solely by the Board or its designee. Such materials shall be distributed to each student taking the Mandatory course.
- (g) Board approval to offer Mandatory courses shall expire annually on November 30 following issuance of approval. Providers shall apply for renewal of approval to offer Mandatory courses along with the renewal of provider approval required in Rule .0202 of this Subchapter.
- (h) Course providers and instructors shall not deviate from or alter the Mandatory Course materials developed by the Board. A violation of this Paragraph shall be grounds for withdrawal of Board approval or denial of a future application pursuant to 21 NCAC 12B .0203 and .0403.

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