

**21 NCAC 21 .0406            RECORDKEEPING**

- (a) Records substantiating Board-approved continuing education activities shall include the following:
- (1) a log that shows the type of activity claimed; title or specific subject; the name of the organization that provided the continuing education; the location, duration, date, and instructor's or speaker's name; credit hours earned; and other information on a form as prescribed by the Board;
  - (2) copies of registration receipts and brochures identifying the continuing-education activities attended by the licensee;
  - (3) attendance verification records in the form of completion certificates; and
  - (4) other documents that support evidence of attendance.
- (b) The licensee shall maintain records that support the claimed credit hours for Board-approved continuing education activities. These records shall be maintained for a period of three years and copies may be requested by the Board for audit verification purposes.
- (c) The licensee shall provide to the Board's Executive Director electronic copies of the records substantiating the continuing education activities for which he or she is claiming credit.

*History Note:     Authority G.S. 89E-4; 89E-5;  
                         Eff. June 1, 2017.*