

**21 NCAC 26 .0311 CONTINUING EDUCATION REQUESTS FOR APPROVAL**

(a) Renewal applications require the completion of a continuing education form through the licensee's secure online profile specifying credit claimed. The licensee shall report and supply sufficient detail to permit audit verification, certify the continuing education by signature, and submit with the license renewal and the fee.

(b) The following schedule for submittal of hours shall apply:

- (1) Application for approval of continuing education shall be submitted through the licensee's secure online profile.
- (2) The deadline for submittal of an application shall be seven days prior to the regularly scheduled meeting of the CEAC.
- (3) Renewal requests submitted after May 15th cannot be guaranteed approval within the license renewal year.
- (4) Requests for approval of continuing education shall be completed in full and the answers to the essay questions contained in the application shall be in complete sentences, using proper grammar.
- (5) Administrative staff, the CEAC, and the Board may defer any request deemed incomplete and return it to the licensee for further information or if the request does not meet the requirements set forth in this Section. It is the responsibility of the licensee to submit sufficient information to satisfy the requirements of this Section.
- (6) Failure of a licensee to complete the continuing education requirements, or failure to file a report of completed continuing education are grounds for denial of license renewal, possible suspension of license, or denial of consideration for future license reinstatement.

*History Note: Authority G.S. 89A-3.1(6); 89A-5;  
Eff. March 1, 2015;  
Amended Eff. January 1, 2022.*