

## **21 NCAC 58H .0404 COURSE SCHEDULING**

- (a) Continuing Education courses shall be scheduled and conducted in a manner that limits class sessions to a maximum of eight instructional hours in any given day. The maximum permissible class session without a break shall be 90 minutes. Courses scheduled for more than four instructional hours in any given day shall include a meal break of at least one hour.
- (b) An education provider shall not offer, conduct, or allow a student to complete any continuing education course between June 11 and June 30, inclusive.
- (c) An education provider offering a distance education Continuing Education course shall require students to complete the course within 30 days of the date of registration or the date the student is provided the course materials and permitted to begin work, whichever is the later date.
- (d) Education providers shall not utilize a scheduling system that allows students to enroll late for a course and then complete their course work in a subsequently scheduled course. Late enrollment shall be permitted only if the enrolling student can satisfy the minimum attendance requirement set forth in Rule .0207 of this Subchapter.
- (e) Education providers shall notify the Commission of all scheduled course offerings no later than 10 days prior to a scheduled course beginning date.
- (f) The notice required by Paragraph (e) of this Rule shall include:
  - (1) the education provider name;
  - (2) the education provider number; and
  - (3) for each scheduled course:
    - (A) the name and course number;
    - (B) the scheduled beginning and ending dates, if applicable;
    - (C) the course meeting days and times, including any scheduled lunch breaks; and
    - (D) the name of the instructor and instructor number.
- (g) If there is a change or cancellation within five days of the scheduled course date, then the education director shall provide notice to the Commission within 24 hours of the change or cancellation.

*History Note:* Authority G.S. 93A-3; 93A-38.5;  
Eff. July 1, 2017;  
Amended Eff. July 1, 2020; July 1, 2018.