

21 NCAC 69 .0306 RECORDKEEPING

- (a) Each licensee shall maintain records to be used to support credits claimed. Records required include:
- (1) a log showing the type of activity claimed, sponsoring organization, location, duration, instructor's or speaker's name, and PDH credits earned;
 - (2) attendance verification records in the form of completion certificates, or other documents supporting evidence of attendance.
- (b) These records shall be maintained for a period of three years and copies may be requested by the Board for audit verification purposes.

*History Note: Authority G.S. 89F-5;
 Temporary Adoption Eff. May 15, 1996;
 Eff. April 1, 1997;
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December 16,
 2014.*