

193G—3.3(17A,272C,544C) Controls and reporting.

3.3(1) An applicant for registration renewal may be requested to provide, in such manner and at such time as prescribed by the board, a signed statement, under penalty of perjury, on forms provided by the board, setting forth the continuing education in which the registrant has participated.

a. When requested to provide a listing of the continuing education completed for structured activities, the information shall include:

- (1) School, firm or organization conducting the course.
- (2) Location of course.
- (3) Title of course or description of content.
- (4) Principal instructor.
- (5) Dates attended.
- (6) Hours claimed.

b. Proof of participation in a nonstructured activity shall include:

- (1) Activity claimed.
- (2) Names of other individuals (if any) who participated.
- (3) Date attended.
- (4) Duration of activity.
- (5) Location of activity.
- (6) Written summary of the experience and learning outcomes.

(7) Signed statement that the activity was not part of the individual's routine professional responsibilities.

3.3(2) The board may require sponsors of courses to furnish an attendance list or any other information the board deems essential for administration of these continuing education rules.

3.3(3) The board will verify, on a random basis, information submitted by registrants. If an application for renewal is not approved, the applicant will be so notified and may be granted a period of time by the board in which to correct the deficiencies noted.

3.3(4) Primary responsibility for documenting the requirements rests with the registrant, and evidence to support fulfillment of those requirements must be retained for a period of five years subsequent to submission of the report claiming the credit. Satisfaction of the requirements, including retention of attendance records and written outlines, may be accomplished as follows:

a. For courses taken for scholastic credit at accredited universities and colleges, evidence of satisfactory completion of the course is sufficient; for noncredit courses taken, a statement of the hours of attendance, signed by the instructor, must be obtained by the registrant.

b. For correspondence courses and formal independent study courses, written evidence or a certificate of completion from the sponsor or course provider shall be obtained by the registrant.

c. In all other instances, the registrant must maintain a record of the information listed in subrule 3.3(1), paragraph "a," and a copy of the course outline prepared by the course sponsor.