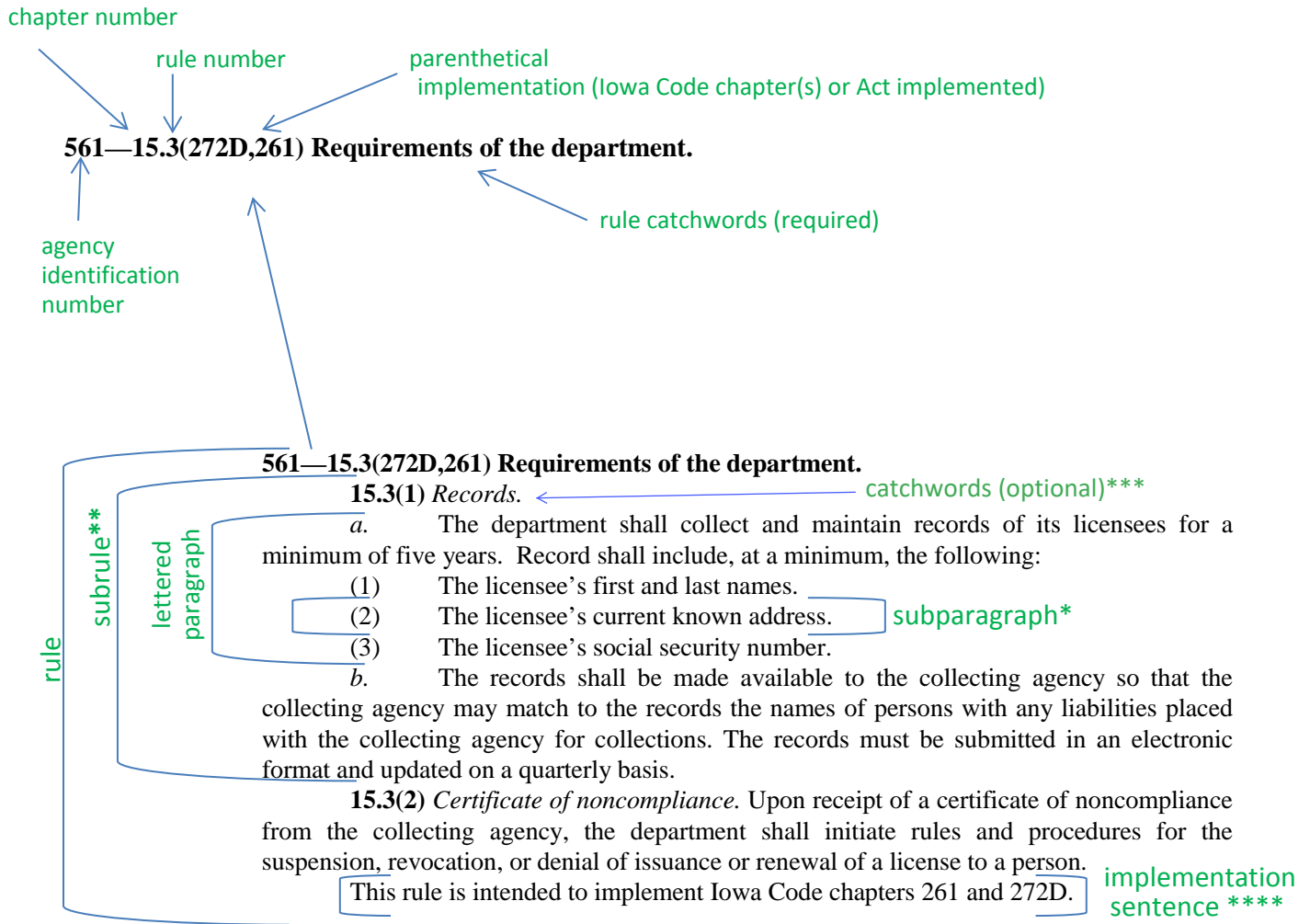


Parts of a Rule



*May be further subdivided as follows:

- (2) Records shall include, at a minimum, the following:
1. The licensee's first and last names.
 2. The licensee's current known addresses, including:
 - Mailing address.
 - Street address, if different from mailing address.
 - E-mail address, if provided.
 3. The licensee's social security number.

**Numbered paragraphs may be used instead of subrules if the content is brief (e.g., a series of fragments) and requires no subdivision.

***Every rule must have catchwords. Catchwords for subrules or lettered paragraphs are optional; the catchwords will be italicized only if each subrule in the rule or each lettered paragraph within the subrule has catchwords. Subparagraphs may have nonitalicized catchwords.

****An implementation sentence can be located either at the end of the chapter and apply to all the rules in the chapter or at the end of each rule in the chapter.