

PROFESSIONAL LICENSURE DIVISION[645]

Notice of Intended Action

Twenty-five interested persons, a governmental subdivision, an agency or association of 25 or more persons may demand an oral presentation hereon as provided in Iowa Code section 17A.4(1)“b.”

Notice is also given to the public that the Administrative Rules Review Committee may, on its own motion or on written request by any individual or group, review this proposed action under section 17A.8(6) at a regular or special meeting where the public or interested persons may be heard.

Pursuant to the authority of Iowa Code section 147.53, the Professional Licensure Division hereby gives Notice of Intended Action to amend Chapter 4, “Board Administrative Processes,” Iowa Administrative Code.

The proposed amendment revises the audit rule in Chapter 4. The current audit rule process is cumbersome and confusing to licensees. The proposed changes streamline the current audit process while providing reasonable time frames for completion of continuing education.

Any interested person may make written comments on the proposed amendment no later than June 22, 2010, addressed to Pierce Wilson, Professional Licensure Division, Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075; or by E-mail to pwilson@idph.state.ia.us.

A public hearing will be held on June 22, 2010, from 9:30 to 10 a.m. in the Fifth Floor Board Conference Room, Lucas State Office Building, Des Moines, Iowa, at which time persons may present their views either orally or in writing. It is requested that, if possible, oral presentations also be shared in writing; however, this is not required. At the hearing, persons will be asked to give their names and addresses for the record and to confine their remarks to the subject of the proposed amendment.

This amendment is intended to implement Iowa Code chapter 272C.

The following amendment is proposed.

Rescind rule 645—4.11(272C) and adopt the following **new** rule in lieu thereof:

645—4.11(272C) Audit of continuing education. The board may select licensees for audit following license renewal.

4.11(1) Licensees shall provide information to the board for auditing purposes as follows:

a. The licensee shall provide an individual certificate of completion issued to the licensee or evidence of successful completion of the course from the course sponsor. These documents must contain the course date, title, contact hours, sponsor and licensee’s name.

b. Information identified in paragraph 4.11(1) “*a*” must be submitted within 30 days after the date on the letter of notification of the audit. Extension of time may be granted on an individual basis.

4.11(2) For auditing purposes, all licensees must retain the information identified in paragraph 4.11(1) “*a*” for two years after the biennium has ended.

4.11(3) If the submitted materials are incomplete or unsatisfactory, the licensee may be given the opportunity to submit make-up credit to cover the deficit found through the audit. The deadline for receipt of the documentation for this make-up credit is 90 days from the date of mailing of the notice of deficit to the address of record at the board office. The license shall be re-audited following the next renewal period when make-up credit has been accepted.

4.11(4) Failure to notify the board of a current mailing address will not absolve the licensee from meeting the audit requirement.