

**193A—10.9(542) Controls and reporting.**

**10.9(1)** An applicant for renewal may be requested to provide, in such manner, including but not limited to the online renewal process, and at such time as prescribed by the board, verification and documentation setting forth the continuing professional education in which the licensee has participated. The board may allow for attestation that the licensee has met the requirements in lieu of providing a listing. If the applicant for renewal is requested to provide a listing of the continuing professional education completed, the documentation shall include:

- a.* School, firm or organization conducting the course and contact information.
- b.* Location of course.
- c.* Title of course or description of content.
- d.* Principal instructor.
- e.* Dates attended.
- f.* Hours claimed.
- g.* Certificate of completion.
- h.* Name of participant.
- i.* Course field of study.
- j.* Type of instruction or delivery method.
- k.* Amount of CPE recommended.
- l.* Verification by CPE program sponsor representative.

Canceled checks and registration forms are NOT proof of attendance.

**10.9(2)** The board may require sponsors of courses to furnish an attendance record, a certification of completion or any other information the board deems essential for administration of these continuing professional education rules.

**10.9(3)** The board will verify, on a test basis, information submitted by licensees. 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.

**10.9(4)** Primary responsibilities for documenting the requirements shall be with the licensee, and evidence to support fulfillment of those requirements must be retained for a period of three years subsequent to submission of the report claiming the credit. (Refer to 193A—subrule 14.3(1) and Iowa Code section 542.10(1)(a), which provides for permanent revocation based on fraud or deceit in procuring a license.) Satisfaction of the requirements, including retention of attendance records, certification of completion records, and written outlines, may be accomplished as follows:

*a.* For courses taken for scholastic credit in accredited universities and colleges (state, community, or private) or high school districts, evidence of satisfactory completion of the course will be sufficient; for noncredit courses taken, a statement of the hours of attendance, signed by the instructor, must be obtained by the licensee.

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

*c.* In all other instances, the licensee must maintain a record of the information as listed in subrule 10.8(3).

[ARC 9002B, IAB 8/11/10, effective 1/1/11; ARC 4243C, IAB 1/16/19, effective 2/20/19]