

**193A—2.5(542) Board administrator’s duties.** The board administrator’s duties include the following:

**2.5(1)** Ensuring that complete records are kept of all applications for examination and registration; all certificates, licenses and permits granted; and all necessary information in regard thereto. The board administrator is the lawful custodian of the board records.

**2.5(2)** Determining when the prerequisites for licensure have been satisfied with regard to issuance of certificates, licenses or registrations.

**2.5(3)** Submitting to the board any questionable application.

**2.5(4)** Keeping accurate minutes of board meetings.

**2.5(5)** Keeping a list of persons issued certificates as certified public accountants, persons issued licenses as licensed public accountants, and all firms issued permits to practice.

**2.5(6)** Performing such additional administrative duties as assigned.

[ARC 7678C, IAB 3/6/24, effective 4/10/24]