

187—18.11(17A,535B) Administrative requirements for courses.

18.11(1) All courses of continuing education must receive advance approval of the administrator.

18.11(2) Applications to provide continuing education must be submitted on forms provided by the administrator with a \$100 fee. Courses will be approved for 24-month periods, including the month of approval. Approval must be obtained for each course.

18.11(3) Each application for approval shall designate an individual as the coordinator who shall be the primary contact with the administrator. The coordinator is responsible for complying with the administrator's rules relating to providers and for submitting reports and information as may be required by the administrator.

18.11(4) Providers must submit the course outline and all required forms to the administrator.

18.11(5) Potential participants in approved courses shall be clearly informed of the hours to be credited, policies concerning registration, payment of fees, refunds, and attendance requirements.

18.11(6) No part of any approved course shall be used to advertise or solicit orally or in writing any product or service.

18.11(7) The provider must show that procedures are in place to ensure that the student who completes an approved course is the student who enrolled in the course.

18.11(8) The administrator may at any time reevaluate an approved course and may withdraw approval after a 30-day notice to the provider.

18.11(9) No approved provider shall provide any information to the public or to prospective students that is misleading in nature.

18.11(10) Each approved provider shall establish and maintain for each individual student a complete, accurate, and detailed record of instruction undertaken and satisfactorily completed in the areas of study prescribed by these rules. The records shall be maintained for a period of not less than five years. The administrator shall assign a number to each approved provider and shall assign a number to each approved course. The provider shall include these reference numbers in correspondence with the administrator and must include these numbers on certificates of attendance issued to course participants.

18.11(11) Each provider of an approved course shall provide an individual certificate of completion to each individual registrant within 30 days of satisfactory completion of the course. The certificate shall be no larger than 8½" × 11" and shall contain the following information:

- a.* Provider name and number;
- b.* Program, course or activity name and number;
- c.* Name, home address, and individual registration number of the individual registrant;
- d.* Date program, course or activity completed;
- e.* Number of approved credit hours; and
- f.* Signature of coordinator or other person authorized by the administrator.