

481—2017.2(543B) Certificates of attendance.

2017.2(1) Each approved school under rule 481—2017.1(543B) provides an individual certificate of attendance to each licensee upon completion of the program, course, or activity. The certificate contains the following information:

- a.* School name and number;
- b.* Program, course or activity name and number;
- c.* Name and address of licensee;
- d.* Date on which the program, course or activity was completed;
- e.* Number of approved credit hours;
- f.* Instructor's name;
- g.* Signature of coordinator or other person authorized by the commission; and
- h.* A notation as to whether credit hours are to be used as distance learning or as live instruction.

2017.2(2) An attendance certificate is not issued to a licensee who is absent from a continuing education program, course, or activity. The program, course, or activity is completed in its entirety. A student who arrives late, leaves during class or leaves early does not receive an attendance certificate.

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