

**661—505.203 (103) Requirements for continuing education programs.** A continuing education program shall be approved by the board only if the following requirements are met:

**505.203(1)** The instructor or institution applying for approval of a continuing education course shall provide at least three letters from educational institutions or government agencies attesting to the instructor's knowledge of and qualifications to teach the subject matter of the course for which approval is sought.

**505.203(2)** Each instructor shall:

- a.* Verify course approval prior to delivery of the course.
- b.* Facilitate auditing of the course by any board member or member of the staff of the board. No board or staff member shall receive continuing education credit for an audited course.
- c.* Issue a certificate of completion to each student who completes the course.
- d.* Submit a class roster, indicating which students completed the course, to the board office within 30 days of completion of the course.

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