

**193E—17.2(543B) Certificates of attendance.**

**17.2(1)** Each approved school under rule 193E—17.1(543B) shall provide an individual certificate of attendance to each licensee upon completion of the program, course, or activity. The certificate shall contain the following information:

- a.* School name and number;
- b.* Program, course or activity name and number;
- c.* Name and address of licensee;
- d.* Date program, course or activity was completed;
- e.* Number of approved credit hours;
- f.* Signature of coordinator or other person authorized by the commission; and
- g.* A notation as to whether credit hours are to be used as prelicense or as continuing education.

**17.2(2)** Salespersons taking broker prelicense courses may request two certificates, one identified as prelicense course credit and one identified as continuing education course credit.

**17.2(3)** The attendance certificate shall be no larger than 8 ½" × 11".

**17.2(4)** An attendance certificate shall not be issued to a licensee who is absent from a continuing education program, course, or activity. The program, course, or activity must be completed in its entirety. A student who arrives late, leaves during class or leaves early may not receive an attendance certificate.