

**645—203.4(148A,272C) Audit of continuing education report.** After each educational biennium, the board may audit licensees to review compliance with continuing education requirements.

**203.4(1)** The board may audit a percentage of its licensees and may, at its discretion, determine to audit a licensee. A licensee whose license renewal application is submitted during the grace period may be subject to a continuing education audit.

**203.4(2)** The licensee shall provide the following information to the board for auditing purposes:

*a.* Date and location of course, course title, course description, course outline, course schedule, names and qualifications of instructors/speakers and method of presentation; or a program brochure which includes all the information required in this paragraph;

*b.* Number of contact hours for program attended; and

*c.* Individual certificate of completion issued to the licensee or evidence of successful completion of the course from the course sponsor.

**203.4(3)** For auditing purposes, all licensees must retain the information identified in subrule 203.4(2) for two years after the biennium has ended.

**203.4(4)** Information identified in subrule 203.4(2) must be submitted within one month after the date of notification of the audit. Extension of time may be granted on an individual basis.

**203.4(5)** If the submitted materials are incomplete or unsatisfactory, the licensee may be given the opportunity to submit make-up credit to cover the deficit found through the audit if the board determines that the deficiency was the result of good-faith conduct on the part of the licensee. The deadline for receipt of the documentation for this make-up credit is 120 days from the date of mailing to the address of record at the board office.

**203.4(6)** Failure to notify the board of a current mailing address will not absolve the licensee from the audit requirement, and an audit must be completed before license renewal.