

21 NCAC 04B .0504 RECORDS MUST BE MAINTAINED

Each school shall maintain for five years, and make available upon request of the Board or its staff, records containing the following information:

- (1) the dates, times of instruction, and location of every course offered;
- (2) for each student, the names, address(es), and numbers of hours completed;
- (3) a list of all instructors used by the school, the qualifications of each, and their addresses; and
- (4) for each course offered, the names of all instructors used, the subject(s) taught, the number of hours that each instructor devoted to each subject, and the dates and times of the instruction.

*History Note: Authority G.S. 85B-4(d);
Eff. November 1, 1984;
Readopted Eff. July 1, 2020.*