

21 NCAC 04B .0809 RENEWAL OF COURSE AND SPONSOR APPROVAL

Board approval of all continuing education course sponsors shall expire on the next June 30 following the date of issuance. A completed renewal application prescribed by the Board shall be submitted to the Board annually on or before April 30. Applicants for renewal as a continuing education course sponsor shall make application on a form prescribed by the Board, which may be obtained from the Board using the information in Rule .0102 of this Subchapter. The application form requires:

- (1) the sponsor's legal name, and any assumed names or trade names;
- (2) the sponsor's physical, postal mail, and email addresses;
- (3) the sponsor's website address (if any);
- (4) the sponsor's telephone number(s);
- (5) the applicant's name, which must be an owner of the sponsor;
- (6) the applicant's physical, postal mail, and email addresses;
- (7) the applicant's telephone number(s);
- (8) the name(s) of any new course(s);
- (9) the credit hours of any new course(s);
- (10) a description of the content and subject matter of any new course(s);
- (11) the name of the course instructor(s) for any new course(s);
- (12) the name of the sponsor's continuing education coordinator; and
- (13) the applicant's signature.

Any continuing education course sponsor's renewal applications that are not received or that are not complete on or before April 30 shall not have met the requirements for renewal and in order to conduct continuing education shall seek approval pursuant to Rule .0802 of this Section.

*History Note: Authority G.S. 85B-4(e1);
Temporary Adoption Eff. January 1, 2000;
Eff. April 1, 2001;
Readopted Eff. July 1, 2020.*