

## **21 NCAC 48G .0110 EVIDENCE OF COMPLIANCE**

- (a) Each licensee shall submit a completed Continuing Competence Reporting Form with an application for license renewal. The form shall be found on the Board's website at <http://www.ncptboard.org>.
- (b) Licensees shall retain evidence of compliance with continuing competence requirements for a period of four years following the end of the reporting period for which credit is sought for an activity.
- (c) Documentary evidence for continuing education activities shall include the following for each activity:
- (1) name of approved provider;
  - (2) name of accrediting organization;
  - (3) title;
  - (4) date;
  - (5) hours for presentation; and
  - (6) record of attendance or participation by provider.
- (d) The Board shall conduct random audits to ensure continuing competence compliance. Within 30 days from receipt of an Audit Notice from the Board, the licensee shall furnish the Board with the documentary evidence required by Rule .0109 of this Section showing completion of the points required for the audited reporting period.
- (e) Requests for extensions of time for up to an additional 30 days to respond to the Audit Notice shall be submitted to and granted by the Board's Executive Director. For circumstances beyond the control of the licensee related to physical or medical hardship sustained by the applicant or his or her immediate family, the Board shall grant an additional period of time to respond to the Audit Notice.
- (f) If the results of the audit show a licensee has not completed the required points, and the number of additional points needed by the licensee is 10 or fewer, the licensee shall complete the remaining points within 90 days from the date the Board notifies the licensee by electronic communication or U.S. Postal Service mail of the deficiency. For circumstances beyond the control of the licensee or for personal hardship, the Board shall grant an additional period of time to respond to the Audit Notice.
- (g) Failure to respond to the Board's Audit Notice in a timely fashion, or failure to provide the necessary documentary evidence of compliance pursuant to this Rule shall subject the licensee to disciplinary action pursuant to 21 NCAC 48G .0601(a)(10).

*History Note: Authority G.S. 90-270.92;  
Eff. January 1, 2009;  
Amended Eff. February 1, 2015; January 1, 2014;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. May 1, 2018.*