

**21 NCAC 68 .0405 SPONSOR GUIDELINES**

- (a) Sponsors or presenters shall submit requests for approval prior to the event and shall allow the Board 45 days for review and approval. Requests by sponsors or presenters submitted after the event has taken place may not be reviewed or approved by the Board.
- (b) All approvals from the Board shall include the event approval number.
- (c) Sponsors shall be responsible for providing a certificate of attendance which includes the approval number and number of approved education hours.
- (d) Any event given on a recurring basis, as in the example of college courses, shall be given approval on a yearly basis. Renewal of credit approval shall be based on notification by the sponsor or presenter documenting no change in course content. Any changes in content or method shall be submitted for review and approval in order to maintain prior approval. When changes have been made in content, method or agenda, the fee shall be the same as for a new event.

*History Note: Authority G.S. 90-113.30; 90-113.38; 90-113.40;  
Eff. August 1, 1996;  
Readopted Eff. October 1, 2020.*