

**21 NCAC 02 .0905            RECORD KEEPING**

(a) The licensee or registrant shall maintain records to support credits claimed. Records required include:

- (1) A log showing the type of activity claimed, sponsoring organization, location, duration, the name of the instructor or speaker and contact hours earned; or
- (2) Attendance certificates or other evidence of participation; or
- (3) Records maintained by the American Institute of Architects Continuing Education System(AIA/CES) or the International Design Continuing Education Council (IDCEC).

(b) Records shall be retained by the licensee or registrant for a period of six years after the credit is claimed and provided to the Board upon request.

*History Note:        Authority G.S. 83A-6(a)(4); 83A-6(a)(5); 83A-11;  
                              Eff. July 1, 1998;  
                              Amended Eff. October 1, 2012;  
                              Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January  
                              13, 2015;  
                              Temporary Amendment Eff. November 30, 2021.*