

**21 NCAC 56 .1706            RECORDKEEPING**

The licensee shall maintain the following records to be used to support credits claimed:

- (1) a log showing the type of activity claimed, title or specific subject, sponsoring organization, location, duration, date, instructor's or speaker's name, and PDH credits earned, and other information on a form as prescribed by the Board; and
- (2) attendance verification records in the form of completion certificates, or other documents supporting evidence of attendance.

These records must be maintained for a period of three years and copies may be requested by the board for audit verification purposes. The Board shall approve other records that contain the information required by this Rule.

*History Note:        Authority G.S. 89C-10(a); 89C-17;  
                          Eff. December 1, 1994;  
                          Amended Eff. May 1, 2009; August 1, 2000;  
                          Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. April 27,  
                          2019.*