

21 NCAC 58H .0203 EDUCATION DIRECTOR

- (a) All education providers shall designate an education director, who shall:
- (1) supervise all education provider operations related to the conduct of offering Prelicensing, Postlicensing, and Continuing Education courses;
 - (2) ensure that each approved instructor meets the requirements of Rule .0302 of this Subchapter;
 - (3) ensure that each continuing education elective course instructor meets the requirements of Rule .0402(a)(5) of this Subchapter;
 - (4) ensure each course utilizes course materials pursuant to Rule .0205 of this Section;
 - (5) sign course completion certificates;
 - (6) submit to the Commission all required fees, rosters, reports, and other information;
 - (7) submit to the Commission the name and the instructor number of each course instructor within 10 days of employment;
 - (8) ensure compliance with all statutory and rule requirements governing the certification and operation of the education provider;
 - (9) take steps to protect the security and integrity of course examinations at all times; and
 - (10) act as the education provider's liaison to the Commission.
- (b) Public education providers shall designate one permanent employee to serve as the education director.
- (c) The education director shall approve a guest lecturer prior to the guest lecturer teaching a course session. Education directors shall ensure that all guest lecturers possess experience related to the particular subject area the guest lecturer is teaching. Guest lecturers may be utilized to teach collectively up to one-fourth of any Prelicensing or Postlicensing course.
- (d) The education director shall ensure all instructors that teach Prelicensing or Postlicensing courses by methods other than distance education are observed at least once annually for a minimum of one hour of live uninterrupted instruction by either the education director or a Commission-approved Prelicensing or Postlicensing instructor present in the classroom. Education directors who are also instructors may, upon written request to the Commission, be evaluated by a Commission monitor. The evaluation shall be based on the instructor's teaching abilities pursuant to Rule .0304 of this Subchapter. The instructor shall receive the written evaluation of his or her instructional performance within 30 days of observation.
- (e) The education director for any education provider shall view the Commission's Education Director video electronically within 30 days of initial designation and annually within 45 days immediately preceding expiration of education provider certification.
- (f) Education providers shall notify the Commission within 10 days of any change in education director during the certification period.
- (g) The education director shall admit any Commission authorized representative to monitor any class or provide access to a distance education course without prior notice. Such representatives shall not be required to register or pay any fee and shall not be reported as having completed the course.
- (h) An education director shall dismiss a student from the course who is found to have cheated in any manner on a course examination and shall not award a passing grade or any partial completion of the course. The education director shall report the cheating incident in writing to the Commission within 10 days.

History Note: *Authority G.S. 93A-4; 93A-33; 93A-34;*
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