

21 NCAC 58H .0210 PRELICENSING AND POSTLICENSING COURSE COMPLETION STANDARDS

- (a) To complete a Prelicensing course, a student shall, at a minimum:
 - (1) attend at least eighty percent of all scheduled credit hours for the course; and
 - (2) obtain a grade of at least seventy-five percent on the end-of-course examination.
- (b) To complete a Postlicensing course, a student shall, at a minimum:
 - (1) attend at least ninety percent of all scheduled credit hours for the course; and
 - (2) obtain a grade of at least seventy-five percent on the end-of-course examination.
- (c) The end-of-course examination shall be completed in the classroom and proctored by the instructor or another school staff member. Students shall not use textbooks or notes on the end-of-course examination.
- (d) Prelicensing end-of-course examinations may be provided by the Commission for use by a licensed or approved school. If the Commission does not provide such end-of-course examination, or if a school elects not to use a Commission-provided examination, the school shall use an examination that tests students' knowledge and mastery of the course subject matter. Upon the request of the Commission during an application or investigation, the school shall provide a copy of its end-of-course examination.
- (e) Postlicensing end-of-course examinations shall be provided by the Commission for use by a licensed or approved school.
- (f) A school may, within 30 days of the course ending date, allow a Prelicensing or Postlicensing course student opportunities to make-up a missed end-of-course examination or to retake a failed end-of-course examination without repeating the course. Postlicensing students shall be allowed at least one retake examination opportunity. Any make-up or repeat end-of-course examination shall consist of a different form of the examination than any previously administered in the student's course. If the examination used is not provided by the Commission, at least seventy-five percent of the questions shall be different from those previously included on any end-of-course examination used earlier in the student's course.
- (g) Schools, school directors, and instructors shall take steps to protect the security and integrity of course examinations at all times. These steps shall include:
 - (1) maintaining examinations and answer keys in a secure place, such as a locked area, accessible only to the instructor or school officials;
 - (2) prohibiting students from retaining copies of examinations, answer sheets, and scratch paper containing notes or calculations, or any material that may jeopardize examination security;
 - (3) monitoring students at all times when examinations are being administered; and
 - (4) prohibiting students from reviewing examinations, answer sheets, scratch paper, or any material used during the examination after students have completed the examination.
- (h) Any student who is found to have cheated in any manner on any course examination shall be dismissed from the course and shall not be awarded a passing grade for the course or any credit for partial completion of the course. The school shall report the cheating incident in writing to the Commission within 10 days.

History Note: Authority G.S. 93A-4; 93A-33;
Eff. July 1, 2017.