

21 NCAC 58H .0403 CONTINUING EDUCATION COORDINATOR

(a) Continuing education sponsors shall designate in writing to the Commission one person to serve as the continuing education coordinator. The continuing education coordinator shall serve as the official contact person for the sponsor and shall be responsible for:

- (1) supervising the sponsor's continuing education courses;
- (2) ensuring continuing education elective courses are taught by instructors complying with Rule .0407 of this Section;
- (3) ensuring elective courses are taught according to the course materials approved by the Commission;
- (4) ensuring only approved instructors who have taken the Update Course Seminar for the current license period teach Update Courses;
- (5) ensuring students are furnished with the approved course materials pursuant to Rule .0406 of this Section;
- (6) signing course completion certificates;
- (7) submitting to the Commission all required fees, rosters, reports, and other information; and
- (8) submitting to the Commission the name and the instructor number of each elective course instructor within 10 days of employment.

(b) Each continuing education coordinator shall view the Commission's Continuing Education Coordinator video electronically within 30 days of initial designation and annually within 45 days immediately preceding expiration of sponsor approval.

History Note: Authority G.S. 93A-3; 93A-4.1;
Eff. July 1, 2017.