

21 NCAC 12B .0204 ATTENDANCE; ROSTER REPORTS AND CERTIFICATES

- (a) Qualifiers shall provide proof of identity upon arrival at a class session.
- (b) At the conclusion of any continuing education course, the provider shall submit to the Board a CE Roster Report verifying each qualifier's completion of the course. The CE Roster Report shall be submitted to the Board and shall contain the following:
 - (1) provider's name;
 - (2) provider's ID number assigned by the Board;
 - (3) course instructor's name and ID number;
 - (4) course's name and ID number;
 - (5) course completion date;
 - (6) name and qualifier ID number of each student who completed the course; and
 - (7) name, qualifier ID number, and reason given for each student who requested but was denied credit by the provider.
- (c) Providers shall submit the CE Roster Report electronically to the Board within seven calendar days following the end of any course, but in no case later than December 7.
- (d) Providers shall submit the per student fee required by 21 NCAC 12A .0304 with the CE Roster Report.
- (e) Providers shall provide a course completion certificate to each student who completes an approved continuing education course. Providers shall provide a printed or electronic certificate to a student within 10 days following the course, but in no case later than December 7, for any course completed prior to that date.
- (f) A student shall not be issued a completion certificate and shall not be reported to the Board as having completed a course unless the student satisfies the attendance requirements set forth in this Subchapter.

*History Note: Authority G.S. 87-10.2(d) and (e);
Temporary Adoption Eff. January 2, 2020;
Eff. September 1, 2020;
Amended Eff. July 1, 2021.*