

1399.489. Continuing Education Compliance.

1. (a) With the exception of those holding an inactive license, when renewing an initial license that has been issued for less than two years, licensees shall complete the following hours of board-approved continuing education:

Period of Initial Licensure	Requiring Continuing Education Hours
13-16 Months	35
17-20 Months	40
21-23 Months	45

2. Thereafter, all licensees shall complete **50 hours every two years** as a condition of renewal. No more than five (5) hours of continuing education in each two-year period may be obtained in Category 2.
3. (b) Licensees are limited to fifty percent (50%) of the required continuing education hours every two (2) years for independent or home study courses.
4. (c) Each licensee at the time of license renewal shall sign a statement under penalty of perjury that he or she has or has not complied with the continuing education requirements. It shall constitute unprofessional conduct for any licensee to misrepresent completion of the required continuing education.
5. (d) **The board may audit a random sample of licensees who have reported compliance with the continuing education requirement.**
6. (e) Any licensee selected for audit shall be required to submit documentation or records of continuing education coursework that he or she has taken and completed.
7. (f) Each licensee shall retain for a minimum of **four (4) years records** of all continuing education programs that he or she has attended that indicate the provider's name, title of the course or program, date(s) and location of course, and number of continuing education hours awarded.
8. (g) Instructors of approved continuing education courses may receive one hour of continuing education for each classroom hour completed as an instructor, up to a maximum of six (6)

hours of continuing education per year, regardless of how many hours or courses are taught. Participation as a member of a panel presentation for an approved course shall entitle the participant to earn continuing education hours equal to the actual panel presentation time within the appropriate category.

9. (h) Any licensee who participates in the development of an occupational analysis, an examination development session, item review session or a passing score workshop, shall receive one (1) hour of continuing education for every two (2) hours of participation.