

**\*\*\*DRAFT - NOT FOR FILING\*\*\***

**1301:15-1-04**      **Record keeping requirements.**

(A) A course provider shall maintain for five years, from the date of the Superintendent's approval, a record of attendance of each student successfully completing a thirty hour course in mass appraisal, including the course examination or a continuing education course in mass appraisal. A record may be maintained in writing or in an electronic format. A record shall constitute:

- (1) The name of the course;
- (2) The name of the instructor who instructed the course;
- (3) The names of the students who successfully completed the course;
- (4) The names of the students who successfully passed the course examination;
- (5) The addresses of the students who successfully completed the course;
- (6) The course certification number provided by the Superintendent; and
- (7) The dates the course and the course examination were successfully completed by the student.