

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

**4781-9-02**      **Continuing education requirements - reporting.**

- (A) An approved training agency shall provide to the division a roster of all individuals holding a license pursuant to Chapter 4781. of the Revised Code that completed an approved continuing education course or program of instruction and the fees required by rule 4781-9-05 of the Administrative Code. The roster and the required fees must be submitted within fourteen business days of the date of completion of the course or program of instruction. The roster shall be provided to the division on the form prescribed by division or via any other means of electronic transmission that the division deems appropriate. The training agency shall maintain a copy of every roster for a period of three years after each course is held. Failure to properly report may result in revocation of approval or non-renewal of a training agency.
- (B) An individual holding a license or certificate pursuant to Chapter 4781. of the Revised Code that falsifies information pertaining to the completion of the continuing education requirements may be subject to disciplinary action against their license or certification pursuant to rules 4781-8-03 or 4781-7-02 of the Administrative Code, respectively.
- (C) An approved training agency that fails to notify the division of the date, time, and place of the continuing education course/program; falsely reports attendance; or falsely reports the number of hours attended by a licensee or completion of an approved continuing education course/program by a licensee may be removed from the approved training agency list maintained by the division or its designee.