

1301:5-7-04

**Continuing Education Course Completion and Certificates.**

(A) No provider shall certify to the attendance of a licensee who was not physically present during at least ninety percent of the course.

(B) The provider shall issue a certificate to a licensee who successfully completed the course. The certificate shall include the following information:

(1) The correct course certification number as issued by the division of real estate and professional licensing;

(2) Licensee's full name;

(3) Licensee's formatted credential number;

(4) Date of course attendance;

(5) Course hours completed;

(6) Course title;

(7) Instructor's full name;

(8) Provider's name and address; and

(9) Provider's attendance verifier's name and signature.

(C) If the provider issues a course certification with the incorrect information required in paragraph (B) of this rule, the provider shall issue a corrected certificate to each licensee in attendance within thirty (30) days.

(D) A provider shall maintain for six (6) years a record of attendance of each licensee attending an offering disclosing the following information:

(1) The course certification number as issued by the division;

(2) Name and address of licensees;

(3) Offering, title and description;

(4) Classroom hours of attendance;

(5) Date of offering; and

(6) Name, address, and signature of verifier in employ of entity course provider.

(E) Each provider shall submit to the division, in a format prescribed by the division, within ten days after completion of each offering, a list of licensees who successfully completed the course. The list shall include the correct course certification number; number of approved hours; date and location the course was held; name of licensee, and correctly formatted file number.

Effective:

Five Year Review (FYR) Dates:

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Certification

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Date

Promulgated Under: 119.03

Statutory Authority:

Rule Amplifies: