

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

**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 per cent 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 days.
- (D) A provider shall maintain for six 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.