

4717-9-03

**Continuing education audit requirements.**

(A) As used in this rule:

“Continuing education audit” means the process by which a percentage of all licensees or approved course sponsors are randomly selected by the state licensing system.

(B) The board may ~~conduct~~ initiate an audit of the continuing education records of licensees ~~during a renewal period, within at least six months after the close of a license renewal period.~~ Selected licensees will be notified and required to submit copies of the applicable amount of continuing education course completion certificates and documentation indicating the course completion date on or before ~~the end of the current renewal period.~~ December thirty-first of each even numbered year. The selected licensees must submit the records of continuing education to the board within thirty days after being notified of the audit.

Failure to respond to or comply with an audit request will be deemed as if the licensee has failed the audit and not completed the required continuing education hours for the compliance period. Such a finding constitutes unprofessional conduct under Chapter 4717-8 of the Administrative Code.

(C) The board may conduct by random selection an audit of approved continuing education courses to determine compliance with continuing education requirements set forth in the rules of this chapter. In order to facilitate the audit, the provider shall comply with the following:

- (1) Allow any and all official representatives and employees of the board entrance into any board approved continuing education course, at no cost to the board.
- (2) Provide free entry and passwords into an online or webinar course site for all official representatives of employees of the board.
- (3) Make available upon request the records and documents relating to the continuing education courses subject to the audit.

(D) It is the responsibility of each licensee to obtain continuing education and retain all certificates of completion for four years or until the licensee submits such as proof during a random audit. Licensees shall not destroy or otherwise make unavailable certificates of completion after the board has requested such information during an audit.

- (E) The provider must maintain attendance records, a copy of all forms, including course outlines and instructor resumes and a copy of the certificate of completion for a minimum of four years.
- (F) Failure to respond to or comply with an audit request automatically rescinds the prior approval from the board and terminates the ability of the provider to offer the course subject to the audit and may rescind approval of any additional courses.
- (G) A licensee cannot use a waiver instead of providing the board proof of completed continuing education after being notified of an audit.
- (H) Nothing in this rule shall limit the board's authority to investigate and take action under section 4717.14 of the Revised Code.

Effective:

Five Year Review (FYR) Dates: 1/10/2024

---

Certification

---

Date

Promulgated Under: 119.03  
Statutory Authority: 4717.04 (A)(6)  
Rule Amplifies: 4717.09  
Prior Effective Dates: 01/10/2019