

Guidelines for Licensees: How to Choose and Document Continuing Education

The Bureau of Professional Licensure does not pre-approve continuing education providers, sponsors or individual programs. It is the licensees' responsibility to determine if the continuing education programs they attend meet the requirements of their professional licensure board.

A percent of licensees are randomly audited following each license renewal cycle. If selected, the licensee must submit to the board office an individual certificate of completion issued to the licensee or evidence of successful completion of the course from the course sponsor. These documents must contain the course title, date(s), contact hours, sponsor and licensee's name. In some instances, licensees will be requested to provide to the board additional information, including program content, objectives, presenters, location and schedule. Many times an inclusive brochure meets this requirement.

When selecting continuing education programs, licensees need to make sure they are compliant with administrative rule requirements. Some professions require specific conditions to exist such as presentation method (home study, ICN, etc.), specific hours on ethics and Iowa law and rules, certification status by national associations or boards, clinical content, and hours required in a specific practice discipline, as well as other items. To ensure compliance, each licensee must understand the continuing education administrative rules for their profession prior to choosing and attending a particular program. **No matter what a program brochure indicates, it is the responsibility of the licensee to ensure compliance with licensing requirements.**

In summary all licensees should:

- Be familiar with the continuing education requirements of their professional boards
- Obtain inclusive written materials about continuing education programs from program sponsors for post-renewal auditing purposes
- Maintain certificates of completion that includes the program or course title, date(s), contact hours, sponsor and licensee's name for four years.