

## Continuing Education Record Checklist

According to MN Statute 326.107 Subdivision 7, licensees and certificate holders shall maintain a file in which records of courses and activities are kept. The record for each activity should include the following information:

- \_\_\_\_\_ Dates
- \_\_\_\_\_ Subjects
- \_\_\_\_\_ Duration of programs
- \_\_\_\_\_ Sponsoring organization
- \_\_\_\_\_ Professional development hours earned
- \_\_\_\_\_ Registration receipts (where appropriate)
- \_\_\_\_\_ Other pertinent documentation (agendas, handouts, etc.)

This information shall be kept for a period of two years after submission to the Board and may be requested of individual licensees or certificate holders in connection with verification of a renewal application, a random audit conducted by the Board, or upon receipt of a complaint alleging noncompliance on the part of a licensee or certificate holder.

If you have any questions about continuing education documentation, please contact the Board office at 651-296-2388.