

CE COURSE SCHEDULE NOTIFICATION

One Month/One City per page, please!

Sponsor Name _____ Sponsor Code _____ Sponsor Phone _____

Exact Location where course(s) will be held _____

(Facility)

(Street Address)

(City)

(State)

City	Course #	Course Title	Date	Time (begin-end)	Instructor

Please indicate if attendance is expected to be: under 100 over 100

Signature of CE Coordinator: _____

Date: _____

NOTICE: Sponsors are required to post PUBLIC CE courses held in North Carolina on the Commission’s website within 10 days of holding the course. This form should only be used when reporting canceled, out-of-state, and/or PRIVATE courses, or course revisions. See Rule 58H.0410 on Page 2.

58H.0410

CONTINUING EDUCATION COURSE SCHEDULING AND NOTIFICATION

- (a) All continuing education courses shall be scheduled and conducted in a manner that limits class sessions to a maximum of eight instructional hours in any given day. The maximum permissible class session without a break shall be 90 minutes. Courses scheduled for more than four instructional hours in any given day shall include a meal break of at least one hour.
- (b) Continuing education sponsors shall not offer, conduct, or allow a student to complete any course and offer continuing education credit between June 11 and June 30, inclusive.
- (c) Sponsors shall provide the Commission written notice of all scheduled course offerings at least 10 days prior to the scheduled course date. The notice shall include:
 - (1) *the sponsor name;*
 - (2) *the sponsor number assigned by the Commission;*
 - (3) *the legal name and instructor number of the course instructor;*
 - (4) *the course number;*
 - (5) *the scheduled course date and start time; and*
 - (6) *the course location.*
- (d) Continuing education sponsors shall notify the Commission of any schedule changes or course cancellations at least five days prior to the original scheduled course date. If a change or cancellation occurs within five days of the scheduled course date, then the continuing education sponsor shall provide notice to the Commission within 24 hours of the change or cancellation.
- (e) The sponsor of any distance education course shall require students to complete the course within 30 days of the date of registration or the date the student is provided the course materials and permitted to begin work, whichever is the later date. The sponsor shall not offer, conduct, or allow a student to complete any course for continuing education credit between June 11 and June 30, inclusive. The sponsor shall advise all students registering for a distance education course, prior to accepting payment for any course, of the deadlines for course completion.
- (f) Each sponsor shall certify that its facilities and equipment are in compliance with all applicable local, state, and federal laws and regulations regarding health, safety, and welfare, including the Americans with Disabilities Act.

*History Note: Authority G.S. 93A-3(c); 93A-4.1;
Eff. July 1, 2017*