

MEMORANDUM

TO: All BSRB Licensees
FROM: Max Foster, Executive Director
SUBJECT: CEU Audits
DATE: December 13, 2017

Over the past few months, there has been an increase in the number of individuals who have failed an audit of the CEUs submitted as a requirement for license renewal.

This memorandum is to remind you of the statutes and regulations that are relevant to this matter. At the time a license is renewed, the statutes and regulations for every profession licensed by BSRB require that all CEUs must be completed **prior to submitting the renewal**. As part of the license renewal process, every individual must attest that they have completed all requirements for license renewal and they have documentation of the CEU's obtained **at the time they renew their license**. This includes having obtained all required CEUs. Once you submit the renewal, there is no grace period to continue to meet the renewal requirements (to include CEUs) until the license expiration date.

For example, assume your license expires 8/31/2017 and you renew your license on 8/17/2017. When you renew the license on 8/17/2017 you attest that you have completed all required CEUs as of 8/17/2017. If your license renewal is randomly selected for audit, in this example, you will only be able to include CEUs you obtained from 9/1/2015 thru 8/17/2017 toward meeting the statutory requirement. It is important to note that CEUs taken as of the date the license was renewed (in this example 8/17/17) and before the expiration date of the license (8/31/17) **do not count** toward CEUs required for the licensure renewal. In addition, CEUs taken after the date of the license renewal (8/17/17) and before the expiration date (8/31/17) **do not count** toward CEUs required for the new licensure renewal period (9/1/17 thru 8/31/19). In other words, CEUs taken between the date of the license was submitted for renewal and the expiration date of the license **do not count** toward the statutory CEU requirement.

To avoid potential disciplinary action by the BSRB's complaint review committee, it is important that these requirements are understood. Please feel free to contact our office if you have questions.