

Draft Language on Request for Additional Time to Complete Continuing Education Hours

(New Regulation)

(a) A licensee who is unable to complete the required continuing education hours for renewal may request additional time to complete any remaining continuing education hours. Such request shall be made to the board not later than 30 calendar days prior to the expiration of the license and shall include:

- (1) The licensee's reason for requesting additional time, showing extenuating circumstances for why the hours could not be completed during the license period; and*
- (2) a plan outlining the manner in which the licensee intends to complete the remaining continuing education hours.*

(b) The board may grant a licensee up to three additional months beyond the license expiration date to complete the required continuing education hours.

(c) A licensee who receives additional time to complete continuing education hours under this subsection shall:

- (1) Renew the license prior to the license expiration date and report to the board the number of continuing education hours completed on such date;*
- (2) notify the board upon completing the remaining continuing education hours; and*
- (3) be subject to an audit by the board of the total number of continuing education hours completed for the applicable license period.*

(d) Continuing education hours completed during additional time granted under this subsection shall be credited only toward the requirements for the license period for which additional time is granted.

(e) A licensee shall not be approved for additional time to complete continuing education requirements in consecutive license periods.