

**WAC 196-16-135 Recordkeeping and audits.** The licensee is responsible for maintaining records to be used to support credits claimed. Records should include date of activity, instructor's name, description of activity, number of contact hours and location. The licensee is required to keep their records of continuing education covering the cumulative time in the current renewal period and the full two years of the prior renewal period. All continuing professional development records and supporting documentation must be furnished to the board upon request.

If an audit disqualifies credits that were reported to the board by a licensee and results in the licensee failing to complete the PDH requirements, the board may renew the license and require the shortage to be made up in the subsequent renewal period.

[Statutory Authority: RCW 18.43.035. WSR 06-11-119, § 196-16-135, filed 5/19/06, effective 7/1/06.]