

1105.3000 CONTINUING PROFESSIONAL EDUCATION REQUIREMENTS.

The requirements of continuing professional education in items A to J apply pursuant to Minnesota Statutes, section 326A.04, subdivision 4.

A. A licensee holding a certificate with an active status shall:

- (1) complete a minimum of 20 hours of continuing professional education (CPE) complying with this chapter each year;
- (2) in a rolling three-year period, complete a minimum of 120 hours of CPE complying with this chapter;
- (3) complete the required CPE by June 30 each year; and
- (4) report the required CPE to the board on a form provided by the board by December 31 each year.

B. A continuing professional education period is one year, from July 1 to June 30. No carryforward of CPE from one period to the next is allowed. A licensee may carryback CPE hours earned after June 30 to satisfy the requirements of a prior CPE period provided that the late processing fees specified in item E are paid. Carryback hours used to satisfy the requirements of a prior CPE period must not also be used to satisfy the requirements of the period in which they were completed.

C. Certificates must not be renewed, and status change requests must not be processed, until CPE requirements of this part are met or an exception is granted.

D. A licensee holding a certificate with an inactive status who elects or is required to have an active certificate shall complete at least 120 hours of CPE complying with this chapter during the three-year period preceding application for an active certificate.

E. Failure to report CPE, failure to obtain CPE required by this part, reporting of an amount less than that required, or fraudulently reporting CPE is a basis for disciplinary action under Minnesota Statutes, section 326A.08. A licensee not in compliance with this part shall be assessed a late processing fee of \$50 for the first month, or partial month, of noncompliance and \$25 per month, or partial month, of noncompliance thereafter until the date the licensee is in compliance with this part and provides:

- (1) documentation of compliance in writing; and
- (2) payment of the required late processing fee to the board.

F. A licensee electing to change the status of the licensee's certificate from a status of "active" to a status of "inactive" or "exempt," or requesting to change the licensee's status from "active" to "retired" must:

- (1) notify the board of the request in writing on a form provided by the board; and

(2) provide the board with documentation showing completion of a minimum of 120 hours of CPE required under this chapter during the three-year period ended June 30 preceding the effective date of the status change, with a minimum of 20 hours each year.

The change in status from "active" to "inactive" is effective on January 1 following completion of subitems (1) and (2).

G. Notwithstanding item F, a licensee requesting "exempt" or "retired" status who is in compliance with CPE and renewal requirements as of the prior renewal period has no CPE requirement under this chapter if the licensee submits a request for status change on or before June 30.

H. A change in status after completing the requirements in item F, subitems (1) and (2), is effective as follows:

(1) for "inactive" status, January 1; and

(2) for "exempt" and "retired" status, the date that the properly submitted and eligible status change request is processed by the board, which must be no more than ten business days after the receipt of the change request.

I. An individual who was previously granted "retired" status under Minnesota Statutes, section 326A.045, who elects to change to an "inactive" status must notify the board of the request in writing on a form provided by the board. The change in status is effective January 1.

J. The following requirements apply to licensees granted an initial certificate with an active status.

(1) Licensees receiving their initial certificate between January 1 and June 30:

(a) are exempt from the CPE requirement for the CPE period ended June 30 in the same year as the date the initial certificate was granted;

(b) must complete the 20-hour requirement in item A by June 30 of the year following the date the initial certificate was granted; and

(c) must complete the 120-hour requirement in item A by the June 30 three years after the date in which the initial certificate was granted.

(2) Licensees receiving their initial certificate between July 1 and December 31:

(a) are exempt from the CPE requirement for the CPE period ended June 30 in the year following the date the initial certificate was granted;

(b) must complete the 20-hour requirement in item A by June 30 two years after the date in which the initial certificate was granted; and

(c) must complete the 120-hour requirement in item A by June 30 four years after the date in which the initial certificate was granted.

Statutory Authority: *MS s 326.18; 326A.02*

History: 27 SR 1425; 28 SR 1636; 30 SR 422; 33 SR 476; 38 SR 1367; 42 SR 736; 48 SR 349
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