



ADMINISTRATIVE RULES OF MONTANA



24.201.2124 STANDARDS FOR CPE REPORTING

- (1) Licensees are responsible for accurately reporting CPE and must retain appropriate documentation of their participation in learning activities.
- (2) Participants in group, self-study, nano-learning, or blended learning programs must obtain a certificate of completion or transcript issued by the program sponsor. All acceptable documentation must include the following information:
 - (a) participant's name;
 - (b) sponsor;
 - (c) course title and/or description of content;
 - (d) date(s);
 - (e) location;
 - (f) number of continuing education credit hours granted; and
 - (g) NASBA National Registry of CPE Sponsors ID (if applicable, applies to self-study and nano-learning).
- (3) Documentation must be retained for not less than five years.
- (4) The sponsor of group, self-study, nano-learning, or blended learning programs shall retain evidence of an individual's participation in a program for not less than five years. Pertinent information includes:
 - (a) participant's name;
 - (b) record of participation;
 - (c) outline of the course (or equivalent);
 - (d) date(s);
 - (e) location;
 - (f) instructor(s); and
 - (g) number of contact hours/continuing education credit hours granted.
- (5) Documentation for technical committee sessions must include a written certificate including the following:

- (a) the nature of the activity (e.g., topic or specific new competency acquired), the items discussed, and the source/material considered;
 - (b) the dates of the learning activity; and
 - (c) the number of CPE credits attributed to the learning activity.
- (6) Acceptable evidence for credit of publications is a copy of the publication that names the licensee as author or contributor, a statement from the licensee supporting the number of CPE credits claimed, and the name and contact information of the independent reviewer(s) or publisher.

Authorizing statute(s): 37-1-319, 37-50-201, 37-50-203, MCA

Implementing statute(s): 37-1-306, 37-50-203, MCA

History: NEW, 1980 MAR p. 2971, Eff. 11/29/80; TRANS, from Dept. of Prof. & Occup. Lic., Ch. 274, L. 1981, Eff. 7/1/81; TRANS, from Commerce, 2005 MAR p. 2668; AMD, 2010 MAR p. 2574, Eff. 10/29/10; AMD, 2012 MAR p. 1363, Eff. 7/13/12; AMD, 2014 MAR p. 2849, Eff. 11/21/14; AMD, 2016 MAR p. 1016, Eff. 6/4/16; AMD, 2017 MAR p. 2283, Eff. 12/9/17; AMD, 2018 MAR p. 2406, Eff. 12/8/18.