

102-8-10. Documentation of continuing education. Each of the following forms of documentation shall be accepted as proof that a licensee has completed the continuing education activity:

- (a) An official transcript or other written proof indicating the licensee's passing grade for an academic course;
- (b) a statement signed by the instructor indicating the number of actual contact hours that the licensee attended for an audited academic course;
- (c) a signed statement from the provider of a seminar, institute, conference, workshop, or course indicating that the licensee attended the program;
- (d) for each videotape, audiotape, computerized interactive learning module, or telecast that the licensee utilized for continuing education purposes, a written statement from the licensee specifying the media format, content title, presenter or sponsor, content description, length, and activity date;
- (e) a copy of a self-directed project. The licensee shall submit this copy to the board to evaluate and certify the number of credit hours that the board may grant;
- (f) written, signed verification from the university practicum or intern instructor or other official training director for whom the licensee supervised undergraduate or graduate students or from the postgraduate supervisee for whom the licensee provided supervision;
- (g) a copy of an academic course syllabus and verification that the licensee presented the course;
- (h) a copy of a letter from the presentation sponsor or a copy of the brochure announcing the licensee as the presenter, the agenda of the presentation, and verification that the licensee presented the seminar, institute, conference, workshop, or course;
- (i) a copy of an article or book chapter written by the licensee and verification of publication or written presentation at a professional meeting. The licensee shall submit these materials to the board to evaluate and certify the number of hours of credit to be granted; and
- (j) a signed letter from a professional organization or certifying entity outlining the licensee's participation in that professional organization or credentialing board.

(Authorized by and implementing K.S.A. 2015 Supp. 65-7505; effective, T-102-6-29-16, June 29, 2016.)