

**102-4-11a. Documentation for continuing education.**

Any of the following original, signed forms of documentation shall be accepted as proof of completion of a continuing education activity:

- (a) a passing course grade for an academic credit course;
- (b) a statement signed by the instructor and indicating the actual hours attended for an audited academic course;
- (c) a signed statement of attendance from the provider of the institute, symposium, workshop, or seminar;
- (d) a copy of the article or book chapter and verification of publication or written presentation at a professional meeting. These materials shall be submitted to the board for evaluation and certification of the number of hours of credit to be granted;
- (e) a copy of the academic course syllabus and verification that the course was presented;
- (f) 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 workshop, seminar, or program was presented;
- (g) a letter from the board giving approval for retroactive continuing education credit;
- (h) written verification from the university practicum or intern instructor or other official training director that the licensee provided supervision of undergraduate or graduate students, or from the supervisee that the licensee provided supervision;
- (i) a copy of the self-directed project. This copy shall be submitted to the board for prior evaluation and certification of the number of credit hours to be granted upon the satisfactory completion of the project;
- (j) the media format, content title, presenter or sponsor, content description, run time, and activity date when videotapes, audiotapes, computerized interactive learning modules, or telecasts were utilized for continuing education purposes; or
- (k) a signed and dated statement from a sponsor, agency administrator, provider or other individual acceptable to the board that verifies the licensee's attendance, participation in, or completion of the continuing education activity.

(Authorized by K.S.A. 1996 Supp. 74-7507; implementing K.S.A. 1996 Supp. 74-5365 and 74-5366; effective Dec. 19, 1997.)