

## SECTION .0400 – CONTINUING EDUCATION

### 21 NCAC 21 .0403 INTRODUCTION

Beginning July 1, 2017 and before July 1, 2018, each person holding an active geology license shall complete 12 hours of continuing professional education relating to geology as a condition for licensure renewal.

*History Note: Authority G.S. 89E-4; 89E-5;  
Eff. June 1, 2017.*

### 21 NCAC 21 .0404 REQUIREMENTS

(a) Each application for renewal shall include information, attested to by the licensee under penalty of perjury on a form provided by the Board and available on the Board's website, establishing that the licensee has completed the minimum required contact hours of approved continuing education, and shall state the following information:

- (1) the licensee's name;
- (2) the licensee number;
- (3) the licensee contact information;
- (4) the name of entity providing continuing education;
- (5) a description of continuing education taken;
- (6) the dates and hours the licensee participated in continuing education; and
- (7) the amount of continuing education credit claimed.

(b) Each licensee shall obtain 12 contact hours of continuing education during each renewal period. If a licensee exceeds the annual requirement in any renewal period, a maximum of 12 hours may be carried forward to the next renewal period.

(c) A contact hour is defined as actual instruction time (credited to the nearest one-quarter of an hour) received in-person or through an online class that includes interaction between the teacher and student or through any other similar format.

(d) In order to meet the requirements of this Section, courses and activities shall be in accordance with the continuing education Guidelines approved by the Board. The Board will provide a list posted on the Board's website of the professional societies whose courses have been preapproved for continuing education credit. Continuing education credit may be earned through any of the following activities:

- (1) teaching or completing for-credit courses at any accredited university or college;
- (2) teaching or completing continuing education courses, seminars, field trips, or workshops sponsored by a professional geological society or an accredited university or college;
- (3) teaching or completing course work sponsored by other professional or educational organizations approved by the Board;
- (4) presenting or attending seminars, workshops, or professional or technical presentations made at conventions, conferences of professional organizations, or at accredited universities or colleges;
- (5) presenting or attending seminars, workshops, or professional or technical presentations made by or sponsored by employers who apply geoscience skills to accomplish their organizational missions;
- (6) a licensee may receive double credits for each hour he or she teaches or presents. Teaching credit is valid for teaching a course or seminar for the first time only; and
- (7) a licensee may receive a maximum of six hours continuing education credit for a published peer reviewed book or article.

(e) Courses offered by professional societies that have not been pre-approved by the Board may be submitted, by either the licensee or course provider, for review and approval within 90 days before or 180 days after the licensee takes the course.

*History Note: Authority G.S. 89E-4; 89E-5;  
Eff. June 1, 2017.*

**21 NCAC 21 .0405 DETERMINATION OF CREDIT**

(a) The Board shall review all information provided by the licensee on the form required by Rule .0404(a) of this Section as part of the annual license renewal. The Board may request additional information from the licensee as required to verify the continuing education earned.

(b) The Board shall determine the amount of continuing education credit earned by each licensee, based on materials submitted. The Board determination of credit shall consider the following factors:

- (1) the relevance of course material to the practice of geology, and
- (2) the number of credit hours requested.

*History Note: Authority G.S. 89E-4; 89E-5;  
Eff. June 1, 2017.*

**21 NCAC 21 .0406 RECORDKEEPING**

(a) Records substantiating Board-approved continuing education activities shall include the following:

- (1) a log that shows the type of activity claimed; title or specific subject; the name of the organization that provided the continuing education; the location, duration, date, and instructor's or speaker's name; credit hours earned; and other information on a form as prescribed by the Board;
- (2) copies of registration receipts and brochures identifying the continuing-education activities attended by the licensee;
- (3) attendance verification records in the form of completion certificates; and
- (4) other documents that support evidence of attendance.

(b) The licensee shall maintain records that support the claimed credit hours for Board-approved continuing education activities. These records shall be maintained for a period of three years and copies may be requested by the Board for audit verification purposes.

(c) The licensee shall provide to the Board's Executive Director electronic copies of the records substantiating the continuing education activities for which he or she is claiming credit.

*History Note: Authority G.S. 89E-4; 89E-5;  
Eff. June 1, 2017.*

**21 NCAC 21 .0407 EXEMPTIONS**

A licensee is exempt from the annual continuing education requirements as long as any of the following exceptions apply:

- (1) New licensees by way of examination shall be required to show proof of 12 hours of continuing education when his or her geology license is renewed for the second time.
- (2) New licensees by way of comity shall show proof of 12 hours of continuing education the first time his or her North Carolina license is renewed.
- (3) If currently licensed by and in good standing (license is not surrendered, suspended, or revoked) with the Board, a licensee who is serving on active duty as a member of the armed forces of the United States and who is eligible for an extension of time to file a tax return pursuant to G.S. 105-249.2 may request a waiver of the mandatory continuing education requirements for the time period disregarded pursuant to the Internal Revenue Code, 26 U.S.C. 7508, as follows:
  - (a) The licensee shall notify the Board of eligibility before the current license expires. Upon such notification, the Board shall maintain the license in active status through the extension period.
  - (b) If the licensee fails to notify the Board of eligibility for the extension period before the current license expires, upon receipt and acceptance of a renewal application within the extension period and presentation of proof that the licensee was eligible on the date that is the deadline for renewal, the expired license or registration shall be deemed retroactively to have not expired.
  - (c) The licensee who submits a renewal application within the extension period shall not be deemed to hold a lapsed license subject to reinstatement fees.

- (d) The licensee may renew the license within the extension period despite failing to complete the specified continuing education requirements.
  - (e) A licensee shall provide proof of eligibility for the extension period when the licensee or registrant submits the renewal application, which shall include:
    - (i) a copy of military orders denoting the respective active duty period; or
    - (ii) a copy of form DD-214 denoting each respective active duty period.
- (4) If currently licensed by and in good standing (license is not surrendered, suspended, or revoked) with the Board, a licensee who is serving in a reserve component of the armed forces of the United States and completes an aggregate of 90 days active duty in a given calendar year in accordance with 10 U.S.C. 12301(a); 10 U.S.C. 12302; 10 U.S.C. 12304; or 14 U.S.C. 712 may request a waiver of the mandatory continuing education requirements during the year in which the 90-day aggregate active duty occurred, as follows:
- (a) The licensee shall notify the Board of eligibility before the current license expires. Upon such notification, the Board shall maintain the license in active status through the extension period.
  - (b) If the licensee fails to notify the Board of eligibility for the extension period before the current license expires, upon receipt and acceptance of a renewal application within the extension period and presentation of proof that the licensee was eligible on the date that is the deadline for renewal, the expired license or registration shall be deemed retroactively to have not expired.
  - (c) The licensee who submits a renewal application within the extension period shall not be deemed to hold a lapsed license subject to reinstatement fees.
  - (d) The licensee may renew the license within the extension period despite failing to complete the specified continuing education requirements.
  - (e) A licensee shall provide proof of eligibility for the extension period when the licensee or registrant submits the renewal application, which shall include:
    - (i) a copy of military orders denoting the respective active duty period; or
    - (ii) a copy of form DD-214 denoting the respective active duty period.
- (5) The Board may grant an exemption at a licensee's request if the Board determines that the licensee is experiencing physical disability, illness, or other extenuating circumstances that prevent the licensee from obtaining continuing education hours. Supporting documentation shall be furnished to the Board along with a written request.
- (6) Licensees who list their occupation as "Inactive" on the Board-approved renewal form and who are no longer providing geological services are not required to earn continuing education credits. In the event such a person elects to return to active practice of geology, 12 hours of continuing education shall be earned in the year prior to the licensee's return to active practice.

*History Note: Authority G.S. 89E-4; 89E-5;  
Eff. June 1, 2017.*