



CONTINUING EDUCATION RECORD CHECKLIST

According to [Minnesota Statutes 326.107 Subd. 7](#), licensees and certificate holders shall maintain a file in which records of courses and activities are kept. The record for each activity should include the following information:

- ☐ Dates
- ☐ Subjects
- ☐ Duration of programs
- ☐ Sponsoring organization
- ☐ Professional development hours earned
- ☐ Registration receipts (when appropriate)
- ☐ Other pertinent documentation (agendas, handouts, etc.)

This information shall be kept for a period of **four** years after submission to the Board and may be requested of individual licensees or certificate holders in connection with verification of a renewal application, a random audit conducted by the Board, or upon receipt of a complaint alleging non-compliance on the part of a licensee or certificate holder.

If you have any questions about continuing education documentation, please contact the Board office at (651) 296-2388.