

MINNESOTA BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING,
LANDSCAPE ARCHITECTURE, GEOSCIENCE AND INTERIOR DESIGN

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CONTINUING EDUCATION RECORD CHECKLIST

According to [MN Statute 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 noncompliance 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.