

1 **11 NCAC 06A .809 IS AMENDED AS PUBLISHED IN NCR 25:10, 1167 AS FOLLOWS:**

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3 **11 NCAC 06A .0809 APPROVAL OF COURSES**

4 (a) Providers of all courses specifically approved under Rule .0803 of this Section shall file with the Commissioner or
5 Administrator copies of program catalogs, course outlines, copies of advertising literature, and pay the fee prescribed in
6 G.S. 58-33-133(b).

7 (b) All providers of courses not specifically approved under Rule .0803 of this Section shall do the following:

8 (1) Any individual, school, insurance company, insurance industry association, or other organization
9 intending to provide classes, seminars, or other forms of instruction as approved courses shall apply on
10 forms provided by the Commissioner or Administrator; pay the fee prescribed in G.S. 58-33-133(b),
11 provide detailed outlines of the subject matter to be covered, and copies of handouts to be given.

12 (2) Providers of supervised individual study programs shall file copies of the study programs and the
13 examination, and Internet course security procedures.

14 (c) The Commissioner shall indicate the number of ICECs that have been assigned to the course that has been approved.
15 If a course is not approved or disapproved within 60 days after receipt of all required information, the course is deemed
16 to be approved at the end of the 60-day period.

17 (d) If a course approval application is denied, a written explanation of the reason for such action shall be furnished with
18 the denial.

19 (e) Course approval applications shall include the following:

20 (1) A statement for whom the course is designed;

21 (2) The course objectives;

22 (3) The names and duties of all persons who will be affiliated in an official capacity with the course;

23 (4) The course provider's tuition and fee refund policy;

24 (5) An outline that shall include:

25 (A) a statement of whether there will be a written examination, a written report, or a certification
26 of attendance only;

27 (B) the method of presentation;

28 (C) a course content outline with instruction hours assigned to the major topics; and

29 (D) the schedule of dates, beginning and ending times and places the course will be offered, along
30 with the names of instructors for each course session, submitted at least 30 days before any
31 subsequent course offerings;

32 (6) A copy of the course completion certificate;

33 (7) A course rating form;

34 (8) A course bibliography; and

35 (9) An electronic copy of the course content and course examination for Internet courses.

36 (f) A provider may request that its materials be kept confidential if they are of a proprietary nature.

1 (g) Courses awarded more than six ICECs shall have an examination approved by the Commissioner in order for the
2 licensee to get full credit.

3 (h) A provider may request an exemption to the examination requirement in 11 NCAC 6A .0809(g) when filing a long-
4 term care partnership continuing education course of eight hours.

5 ~~(h)~~(i) A provider shall not cancel a course unless the provider gives written notification to all students on the roster and
6 to the Commissioner or Administrator at least five days before the date of the course.

7 ~~(i)~~(j) A provider shall submit course attendance records electronically within 15 business days after course completion.

8 ~~(j)~~(k) An error on the licensee's record that is caused by the provider in submitting the course attendance records shall be
9 resolved by the provider within 15 days after the discovery of the error by the provider.

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11 *History Note: Authority G.S. 58-2-40; 58-33-130; 58-33-132;*
12 *Temporary Adoption Eff. June 22, 1990, for a period of 180 days to expire on*
13 *December 19, 1990;*
14 *ARRC Objection Lodged July 19, 1990;*
15 *Eff. December 1, 1990;*
16 *Amended Eff. March 1, 2011; February 1, 2008; February 1, 1996; June 1, 1992.*

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