

**WAC 4-30-138 Continuing professional education (CPE) documentation requirements.** (1) For each program for which you claim CPE credit you must retain documentation to support all of the following required information:

- (a) Program sponsor;
- (b) Title of program or description of content;
- (c) Date(s) attended;
- (d) Number of CPE credit hour(s);
- (e) Attendee name; and
- (f) Acceptable evidence of completion.

(2) Acceptable evidence supporting the requirements of subsection (1) of this section includes:

- (a) For group programs, a certificate of course completion, that is supplied by the program sponsor;
- (b) For self-study programs, a certificate of course completion supplied by the program sponsor after satisfactory completion of a workbook or examination;
- (c) For a university or college course, a transcript indicating the completion of the course;
- (d) For instruction credit, evidence obtained from the program sponsor of your having been the instructor or discussion leader at the program; or
- (e) For published articles or books, evidence of publication.

(3) You are responsible for documenting your entitlement to the CPE credit you claim on your renewal form.

(4) You must retain the supporting documentation for CPE credit claimed for three years after the end of the CPE reporting period in which the credit was claimed.

[Statutory Authority: RCW 18.04.055. WSR 19-16-074, § 4-30-138, filed 7/31/19, effective 1/1/20. Statutory Authority: RCW 18.04.055(7), 18.04.215(5). WSR 10-24-009, recodified as § 4-30-138, filed 11/18/10, effective 12/19/10; WSR 01-22-036, § 4-25-833, filed 10/30/01, effective 12/1/01. Statutory Authority: RCW 18.04.055 and 18.04.105(8). WSR 99-23-048, § 4-25-833, filed 11/15/99, effective 1/1/00.]