

**WAC 196-34-135 Recordkeeping and audits.** The designer is responsible for maintaining records to be used to support credits claimed. Records should include date of activity, instructor's name, description of activity, number of contact hours and location. The designer is required to keep their records of professional development covering the cumulative time in the current renewal period plus the two years before the last renewal. All professional development records and supporting documentation must be furnished to the board upon request.

If an audit disqualifies credits that were reported to the board by a designer and results in the licensee failing to complete the PDH requirements, the board may require the shortage to be made up over a period of time established by the board.

[Statutory Authority: Chapters 18.43 and 18.210 RCW. WSR 12-09-008, § 196-34-135, filed 4/5/12, effective 5/6/12. Statutory Authority: RCW 18.43.035 and chapter 18.210 RCW. WSR 06-11-118, § 196-34-135, filed 5/19/06, effective 7/1/06.]