**20:76:03:05.  Record keeping.** The licensee shall maintain records to support continuing education claimed to renew a license. These records must be maintained for five years after the date of renewal of the license. A licensee shall keep the following records:

(1)  A brochure or flyer showing the type of activity, sponsoring organization, location, duration, instructor's or speaker's name, and continuing education hours earned; and

(2)  Attendance verification records in the form of completion certificates or other documents supporting evidence of attendance.

**Source:** 33 SDR 50, effective September 21, 2006; 34 SDR 101, effective October 22, 2007; 43 SDR 181, effective July 10, 2017.

**General Authority:** SDCL 36-35-24(2).

**Law Implemented:** SDCL 36-35-19.