



OREGON HEALTH LICENSING AGENCY

700 Summer St. NE, Suite 320
Salem, Oregon 97301-1287

Phone (503) 378-8667

Fax (503) 585-9114

Email ohla.info@state.or.us

Web <http://www.oregon.gov/OHLA/>

Continuing Education: Course Approval & Audits

Board of Athletic Trainers (AT)

Board of Body Art Practitioners (BAP)

Board of Cosmetology (COS)

Board of Denture Technology (DT)

Board of Direct Entry Midwifery (DEM)

Environmental Health Registration Board (EHRB)

Advisory Council on Hearing Aids (HAS)

Board of Licensed Dietitians (LD)

Nursing Home Administrators Board (NHAB)

Respiratory Therapist and Polysomnographic Technologist Licensing Board (RTPT)

Sex Offender Treatment Board (SOTB)

Pre-approval of Continuing Education Courses: The Oregon Health Licensing Agency (OHLA) generally approves continuing education offerings that fall within regulated professions' standards or scope of practice and are provided by an institution of higher learning, a career school licensed by the Oregon Department of Education, or any nationally recognized organization, association or other governmental agency.

Application for approval of any other courses of study must be submitted to the agency on the agency's **Continuing Education Request Form**. The following information must be attached to the request:

- Agenda or course outline
- Course content
- Name and background resume of instructor, speaker or presenter
- Method of recording attendance

After continuing education offerings have been reviewed and approved, OHLA sends the approval with the number of continuing education hours approved. The course is then posted to the OHLA website as a resource for licensees.

Self Attestation: Licensees must attest, or declare, that they have met continuing education requirements upon license renewal. Licensees are subject to periodic audits specified in Oregon Administrative Rule.

Applicants for license renewal must submit the completed renewal form, with their signature affixed as attestation to completion of required continuing education hours. Documentation of continuing education hours earned must be provided to the agency **only when selected for audit**.

Audit: OHLA audits a select percentage of licenses to verify compliance with continuing education requirements. Practitioners notified of selection for audit of continuing education attestation must submit to the agency, within 30 calendar days from the date of notification, satisfactory evidence of participation in required continuing education.

Documentation of a certificate of completion of attendance at a program or course provided by the sponsor must include:

- Name of sponsoring institution/association or organization
- Title of presentation and description of content
- Name of instructor or presenter
- Date of attendance and duration in hours
- Course agenda
- Official transcript, diploma, certificate, statement or affidavit from the sponsor

Documentation verifying completion of all required continuing education shall be accumulated and held by the licensee for three years following any reporting period, or until notification of audit is received.

If documentation of continuing education is invalid or incomplete, the licensee must correct the deficiency within 30 calendar days from the date of notice. Failure to correct the deficiency within the prescribed time shall constitute grounds for disciplinary action.

Misrepresentation of continuing education, or failing to meet continuing education requirements or documentation, may result in disciplinary action, which may include but is not limited to assessment of a civil penalty and suspension or revocation of the license.

Protecting the Health and Safety of Oregon Consumers