

# OREGON HEALTH LICENSING AGENCY



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## Continuing Education Fact Sheet Course Approval & Audit Process

Athletic Trainers  
Barbers  
Body Piercing Technicians  
Denturists  
Direct Entry Midwives  
Electrologists  
Environmental Health Specialists  
Estheticians  
Hair Designers  
Hearing Aid Specialists  
Nail Technicians  
Permanent Color Technicians  
Respiratory Therapists  
Sex Offender Therapists  
Tattoo Artists  
Waste Water Specialists

Board of Athletic Trainers  
Board of Cosmetology  
Board of Direct Entry Midwifery  
Board of Denture Technology  
Environmental Health Registration Board  
Respiratory Therapist Licensing Board  
Sex Offender Treatment Board  
Advisory Council on Hearing Aids  
Advisory Council for Electrologists, Permanent Color Technicians & Tattoo Artists

### Pre-approval of Continuing Education courses

To have continuing education pre-approved by the Oregon Health Licensing Agency please submit the following information and documentation:

- 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 requested hours
- Course agenda

After continuing education offerings have been reviewed and approved, OHLA sends an approval letter that indicates the number of continuing education hours approved. The course is then posted to the OHLA Web site as a resource for licensees.

### Self Attestation

Licensees must attest, or declare, they have met continuing education requirements upon license renewal and 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 will audit 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, attesting to attendance

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.

***Putting Oregonians to work while protecting Oregon consumers***