

## **Policy Statement on Partial Continuing Education Credit**

The Board's policy on the granting of partial continuing education credit is that the provider of the continuing education program shall make the determination whether partial or no credit shall be granted when an attendee arrives late, leaves early or otherwise misses a portion of the continuing education program. This policy applies to live format courses only.

Providers shall state in the application for approval of continuing education credit the provider's policy on whether no credit or partial credit shall be granted when an attendee misses a portion of the continuing education program. With respect to continuing education programs that have already been approved, the Board will request the providers of approved program 2012-001 through 2014-010 to establish a policy on partial credit and provide the policy to the Board.

The Board expects that providers will grant partial credit only when the duration of the attendee's absence and the content missed does not substantially diminish the educational value of the continuing education program to the attendee. Providers may determine that absences of longer than a specified period of time, for example one hour, or absences during certain portions of the program, for example, the last hour, will result in no credit.

Providers deciding to grant partial credit must track actual attendance and provide certificates to attendees with continuing education credits based on actual hours attended, rounded down to the nearest half hour.