

CONTINUING EDUCATION AUDIT POLICY

In accordance with [Idaho Code sections 54-2018](#) and [54-2023](#), the following CE audit procedure will be utilized:

1. Each month, the Education Director will review the list of license renewals and those changing from inactive to active status for the previous month and will identify those licensees who do not have sufficient continuing education hours on file with the Commission.
2. The Education Director will cause to be mailed by regular mail a Notice of CE Audit letter to the licensee at both the licensee's home and business addresses as on file with the Commission. A separate notice letter will be sent to the licensee's designated broker, if any.
3. The notice letter(s) will be in the form(s) attached hereto.
4. Licensees who include an e-mail address with their course certificates will receive a confirmation of receipt of their materials via e-mail within three (3) business days.
5. Failure of the licensee to respond at all to the CE audit letter by the deadline specified will result in the Education Director notifying the Licensing Department that the license should be made inactive immediately pursuant to [Idaho Code section 54-2018\(8\)](#) and the file turned over to the Enforcement Department for disciplinary action.
6. If the licensee timely responds to the audit letter and provides proof of sufficient CE, then the Education Director shall notify the licensee of fulfillment of the audit requirements and the file will be closed.
7. If the licensee timely responds to the audit letter but cannot provide proof of sufficient CE, then the Education Director shall first work with the licensee to get the licensee into compliance with the CE requirements as soon as possible. After the licensee has come into compliance, the file will be turned over to the Enforcement Department for possible disciplinary action pursuant to [Idaho Code section 54-2018\(5\)](#). If the licensee fails or refuses to timely come into compliance with the CE requirements, the Education Director will turn over the file to the Enforcement Department for disciplinary action.