

## **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 & Licensing Department 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 & Licensing Department will send by regular mail a Notice of CE Audit letter to the licensee at the licensee's home address on file with the Commission. A separate notice letter will be sent to the licensee's designated broker, if any.
- 3) Failure of the licensee to respond to the CE audit letter by the deadline specified will result in the Education & Licensing Department immediately inactivating the license, pursuant to [Idaho Code 54-2018\(8\)](#).
- 4) If the licensee timely responds to the audit letter and provides proof of sufficient CE, then the Education & Licensing Department shall notify the licensee of fulfillment of the audit requirements and the file will be closed.
- 5) If the licensee timely responds to the audit letter but cannot provide proof of sufficient CE, then the Education & Licensing Department shall first work with the licensee to get the licensee into compliance with the CE requirements as soon as possible.
  - A. After the licensee has come into compliance, the licensee will be notified by letter to choose one of the following options (REE-027)
    - a. Stipulate to a civil penalty fine by completing a Late Continuing Education form
    - b. Request for formal action
  - B. If the licensee fails or refuses to timely come into compliance with the CE requirements, the Education & Licensing Department will inactivate the licensee until they come into compliance pursuant to [Idaho Code 54-2018\(8\)](#).