

## Chapter BC 11

### CONTINUING EDUCATION

BC 11.01 Continuing education requirements for license renewal.

BC 11.02 Programs approved for continuing education credit hours.

**BC 11.01 Continuing education requirements for license renewal.** (1) Except as provided in sub. (3), every licensee shall complete 12 continuing education credit hours during the 2-year period immediately preceding the license renewal date of March 31 of every odd-numbered year.

(2) The 12 credit hours of continuing education shall consist of all of the following:

(a) Two credit hours reviewing the laws governing licensees and establishments.

(b) Four credit hours in safety, sanitation and infection control.

(c) Six credit hours directly related to the provision of services that are permitted under the license held by the licensee.

(3) (a) A licensee is not required to obtain continuing education credit hours until the biennium after the licensee's first license renewal.

(b) A licensee who has held an active Wisconsin license for 30 or more years shall obtain 6 credit hours of continuing education during the 2-year period immediately preceding the license renewal date of March 31 of every odd-numbered year. The licensee shall obtain the credit hours listed in sub. (2) (a) and (b).

(c) Except as provided in par. (a), a licensee shall obtain 6 credit hours of continuing education to qualify for a license renewal on March 31, 2011. The licensee shall obtain the credit hours listed in sub. (2) (a) and (b).

(4) If a licensee fails to complete the continuing education requirement within a 2-year licensing period, continuing education credit hours acquired on or after April 1 of any odd-numbered year will be first applied to the preceding 2-year period until the requirement is fulfilled. Those credit hours will not apply to any other period.

(5) The board may grant a waiver, partial waiver or postponement of the continuing education requirements in cases of hardship.

(6) One hour of instruction equals one continuing education credit hour.

(7) One hour of teaching equals one continuing education credit hour. A maximum of 4 credit hours may be obtained by teaching in any 2-year period.

(8) Licensees shall obtain a certificate of completion from the program provider for each continuing education course completed. The licensee shall retain the certificates for 5 years and shall submit them to the department for audit purposes when the department requests them.

(9) Continuing education credit hours may be obtained through independent study and online courses that are approved under s. BC 11.02.

**History:** CR 09-065: cr. Register March 2010 No. 651, eff. 4-1-10.

**BC 11.02 Programs approved for continuing education credit hours.** (1) Except as provided in sub. (3), the following programs are approved by the board for continuing education credit hours:

(a) Programs that are provided by a school that is licensed by a state.

(b) Workshops that are approved by a state or national professional organization.

(c) Programs presented by an instructor who is licensed by a state.

(d) Programs presented by the board or the department.

(2) The board may approve other programs that offer significant professional educational benefits for licensees that are presented by a university, technical college, or product distribution company.

(3) The board shall approve programs for the 2 credit hours reviewing the laws governing licensees and establishments. The board shall create a curriculum for the law program every biennium and shall approve programs that comply with the curriculum for the current biennium.

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