

## CPE Reminders

- ONLY self-study courses provided by vendors on NASBA's National Registry of CPE Sponsors or NASBA QAS courses will be given full credit (i.e. will be based on a 50 minutes hour) – all other self-study CPE hours will be given half credit (i.e. will be based on a 100 minute hour); these vendors/courses may be found at [www.learningmarket.org](http://www.learningmarket.org)
- Licensees should retain certificates of completion for a period of five years, as the Board conducts random CPE audits each year
- Make sure you have met your CPE requirements prior to renewing and answering “yes” to the CPE question on the renewal – answering this questions falsely may result in a complaint against your license
- Board office staff cannot discuss license information (including CPE) with anyone except the licensee unless a signed release is in place; a separate release is needed for each licensee which states what information Board staff is allowed to discuss and with who, and contains the licensee's name (printed and signature), license number and date – the original document must be submitted to the Board office
- Random CPE audits are conducted each year and may include up to 50% of active permit to practice holders – only the basic requirement will be verified and only certificates of completion will be required
- It is the responsibility of the licensee to obtain documentation from CPE providers for hours completed

As always, please do not hesitate to contact the Board office at [dlibsdpac@mt.gov](mailto:dlibsdpac@mt.gov) if you have any questions.