**24:28:17:07.  Documentation requirements for renewal credits.** Renewal credits must meet the following documentation requirements:

(1)  Transcripted credits shall be verified on official transcripts from each regionally-accredited institution of higher education or accredited community, technical, or junior college attended, issued by the registrar or other appropriate official of the institution, and including descriptive course titles, course numbers, credits, and grades for each course listed;

(2)  Continuing education contact hours shall be verified with documentation that includes the course title, name of agency or individual awarding the contact hours, name of person receiving the contact hours, number of contact hours, date of training, and location of training; and

(3)  Specialized learning experiences shall be documented on the specialized learning experience verification form and include verification that the experience is education-related.

**Source:** 43 SDR 175, effective July 3, 2017.

**General Authority:** SDCL 13-1-12.1, 13-42-3.

**Law Implemented:** SDCL 13-1-12.1, 13-42-1 to 13-42-4, inclusive, 13-43-5, 13-43-5.1.