

# Continuing Professional Development Audit Checklist

Please ensure the following documents and records are present in your response to an audit request by the Board.

When submitting logs or attendance records to the Board, upon their request, electronic submittals by email (to: [jim.szatkowski@ipels.idaho.gov](mailto:jim.szatkowski@ipels.idaho.gov)) of scanned or other electronic records are preferred.

\_\_\_\_\_ PDH Log for the appropriate time period is included

\_\_\_\_\_ PDH Log for the previous time period(s) if carry-forward credits used to reach required hours is(are) included

\_\_\_\_\_ PDH Attendance Records (Certificates, sign-in sheets, or other such documentation for every item claimed in log(s) are included)

\_\_\_\_\_ Verify that teaching or presenting is credited 2 hrs for each hour presenting (first time only, subsequent presentation are not counted and only "above and beyond normal job assignments.")

Certified as complying with the IDAPA 24.32.01.200 Rule: \_\_\_\_\_

License # \_\_\_\_\_

Date: \_\_\_\_\_