



Attachment 9A

Technical Specialist Training Audit

January 7, 2024

Per rules (02 NCAC 59G .0104) adopted by the commission on November 18, 2018, technical specialists must complete at least six hours of continuing training every three years. This requirement was implemented January 1, 2019. Continuing training policies include:

- Technical Specialists may obtain all six (6) training hours in a single calendar year.
- Training hours in excess of six (6) hours may not be carried over to the subsequent three-year period.
- Technical Specialists failing to meet training requirements will be presented to the SWCC at their January meeting for notice of rescinding designation(s).
- Division staff will conduct a random audit of 10% of all Technical Specialists submitting training credits each year. Technical Specialists subjected to an audit will be requested to furnish proof of attendance for training courses claimed for credit.
- Division will issue an electronic certificate to Technical Specialists with name, registration number, designation(s), and three-year deadline date. Re-issue certificate at the end of the three-year period with successful completion of the training requirement.

Fifty-seven course credit submissions were made to the division by thirty-four technical specialists seeking education credit in 2023. Ten percent of these were selected at random and subjected to a review. The review included evaluation of course content, number of eligible hours of training requested, and proof of attendance.

The result is all technical specialists subjected to the audit meet all criteria for course approval.

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