

Why DPR Audits CE Courses:

The United States Environmental Protection Agency (U.S. EPA) requires DPR to audit continuing education (CE) courses. Title 3, California Code of Regulations (3CCR) section 6512.4 authorizes DPR to conduct these audits. DPR audits CE courses to confirm that they meet regulatory requirements, provide information relevant to license and certificate holders, and match the DPR approved agenda topics and hours. Additionally, audits verify course attendance and that sponsors track the actual CE hours completed by attendees. Audits are essential to maintain compliance with U.S. EPA's requirements and ensure the ongoing quality of DPR's CE program.

CE audits allow DPR to provide feedback to sponsors and work with them to strengthen the CE courses offered to meet license renewal requirements.

An audit evaluates several requirements including, but are not limited to, the following:

- Instructors, speakers, videos, and other audio aids are easy to hear and understand.
- Course content matches the DPR-approved agenda/syllabus.
- The length of the course is consistent with the CE hours awarded by DPR.
- Text, graphics, diagrams, videos, and other visual aids are easy to view and read.
- A certificate of completion is provided and accurately includes attendee information and credit earned.

What to Expect During a CE Audit:

In Person Course:

If the course is an in-person format, a DPR CE team auditor arrives before the course begins, finds and meets the course contact, and provides them information on why DPR is attending.

Items evaluated before an in-person course starts include, but are not limited to, the following:

- The course is held at the expected location and begins on time.
- The course location is appropriate and accessible to attendees.
- A government-issued photo identification is checked upon signing in to verify individual attendance.
- Attendance is monitored. A system is in place to monitor if individuals arrive late, leave early, or excessively leave the room and are not participating in viewing the course.

Once the course starts, the auditor participates as an attendee and observes the course. The auditor should be treated the same as the other attendees. Once the course ends, the auditor provides the course contact any initial findings before leaving.

Webinar Course:

If the course is a webinar format, the auditor joins at the start of the course. To prevent disrupting the webinar, the auditor does not notify the course contact. Items that are evaluated in a webinar include, but are not limited to, the following:

- Attendees agree to the verification of fraud statement prior to, and/or could be visually observed for the full duration of the course.
- The course has tools to monitor attendance and participation, such as quizzes or review questions, pop-up review questions, check boxes, or key codes.
- The course ends with a final examination of at least 10 questions that requires a score of 70% or greater to pass.
- All examination questions required by regulation reflect current information and differ from those used in a previously approved course (if the course was provided in the previous year).

Once the webinar ends, the auditor will take the examination to check for additional exam requirements.

Interactive Online Course:

If the course is in an interactive online format, the auditor logs in as an attendee and completes the course. Items evaluated in an interactive online course include, but are not limited to, the following:

- A minimum 5 question quiz must occur every hour of accredited time for courses longer than one hour.
- Features for monitoring attendance and participation, such as quizzes, pop-up questions, check boxes, or key codes.
- Features to prevent an attendee from fast forwarding or participating in multiple courses at once.
- At the end of the course, a final examination of at least 10 questions that requires a score of 70% or greater to pass.
- All examination questions required by regulation reflect current information and differ from those used in a previously approved course (if the course was provided in the previous year).

Once the auditor completes the interactive online course, the auditor will take the examination to check for additional exam requirements.

What to Expect After a CE Audit:

Once an audit is completed, the course sponsor receives DPR's audit findings. This includes: an audit evaluation form showing which requirements were met or not met and a letter or email summarizing the findings and any needed corrections.

Most Common Areas of Improvement Identified During a CE Audit:

Common sponsor and course improvement areas identified in audits include:

- Certificates of completion were provided prior to the course ending or were not filled out correctly with licensee information and earned credit.
- No sign-in sheet used to track audience attendance.
- Attendees were not told to minimize distractions including [muting or turning off] electronic devices.
- Presentations were different from what was approved by DPR.
- A course was canceled without notifying DPR.

Any changes to course content must be submitted to DPR in writing at CEmail@cdpr.ca.gov.

Changes to the course location, date or time must be communicated to DPR prior to the course occurring. Any course that is canceled must be reported to DPR.

If content changes are known prior to the course date, DPR's CE Review Committee will evaluate the changes to ensure they meet course requirements and issue the sponsor an updated copy of the approved CE application. Notify DPR as soon as possible about unexpected changes, and DPR will provide guidance based the specific circumstances.

Contacting DPR:

Please reach out to CEmail@cdpr.ca.gov or at (916) 603-7792 if there are questions about DPR's audit process or findings. Actively staying in communication with the CE Review Committee helps sponsors provide individuals the high-quality continuing education courses they need to maintain their DPR license.

CE resources can be found on DPR's [CE Homepage](#).

CE regulations can be found in [3CCR sections 6511-6513](#).