

West Virginia Board of Licensed Dietitians

Procedure for Verification of Professional Continuing Education Units

Each year at the Board's fall meeting, names are selected at random to be audited for documentation of their reported Continuing Education Units (CEUs). The number of names drawn is dependent on the year that the person was first licensed with the WVBOLD. If the current year is an odd year, i.e. 2019, then 10% of the total number of licensees who were first licensed in odd years are selected. The same procedure applies for even years.

Those audited are requested to supply documentation of 20 hours of CEUs within a specified two-year period.

- A spreadsheet is created with the names and addresses of those selected for audit
- The Audit Chairperson sends a letter with instructions, a form to record CEUs, and a list of FAQs to each licensee selected for audit
- Once the completed form and accompanying documentation are sent back to the Audit Chairperson either by mail or email, the Chairperson verifies that:
 - there is supporting documentation for each activity
 - the activity itself meets the requirements for continuing education with the Academy of Nutrition and Dietetics
 - there are the correct number of hours in the appropriate time period
- Once the documentation is verified, the Chairperson communicates with the auditee by email to let them know that their documentation was received and that they met the continuing professional education requirements of the WVBOLD
- If there are any problems with the documentation that is sent, the Chairperson communicates with the auditee to resolve the issues
- If no response to the audit is received by the specified deadline, the auditee is sent a letter by certified mail, return receipt requested, asking for a response
- If there continues to be no response, or if the licensee audited does not supply the appropriate required documentation, that person is not eligible to renew their license
- A report of the results of the year's audit is provided to the Board