

RULE NO. 8 – Professional Development

001. Three Hours for Renewal.

Each applicant for renewal of a Certificate of Registration shall certify to the Board that he or she has duly acquired three (3) hours of board approved professional development credits.

Source: Section 76-541 and 76-544

002. One Hour Credit for One Hour Attendance.

Professional development credits shall be awarded on the basis of attendance at Board-approved seminars, workshops or correspondence courses which are directly related to the practice of abstracting, at a rate of 1.0 Professional Development Credit for each actual hour of attendance.

Source: Section 76-541 and 76-544

002.01. Requirements of Sponsors.

Program sponsors will be required to submit to the Board an outline of each program for which professional development credits is sought. Such outline must be submitted not later than forty five (45) days prior to the date set for presentation of the program. Upon review of the outline and any other information submitted by program sponsors, the Board may approve or disapprove of the number of professional development credit hours sought, or the Board may approve a lesser number of credit hours than originally sought by the program sponsor.

002.02. Request for Approval.

Program sponsors may request approval of professional development programs for credit in letter form with course outlines, syllabi or other relevant material attached.

002.03. Partial or Divided Credits.

If a program consists of a session of more than one day's duration, the credits may be divided between the days, and credits may be obtained for hours of actual attendance on any day or days of any particular program, unless the granting of partial or divided credits would be achieved only through a break in continuity of subject matter of a particular program.

002.04. Notice to Registered Abstracters.

Once the Board has approved the professional development program for professional development credits, the program sponsor must mail notice of such program to all registered abstracters within the State of Nebraska at least twenty (20) days in advance of the program presentation. The official roster of Registered Abstracters as maintained by the Director shall control in the event of any controversy regarding mailing of notice to any particular abstracter or abstracters.

002.05. Correspondence Course.

Any correspondence course for which approval of professional development credits is requested will be examined by the Board with strict scrutiny in order to determine, to the extent possible, that integral to such courses are sufficient controls to ensure that the courses are administered in a fair, professional manner, to ensure that the individuals seeking professional development credits actually participate in, and successfully complete, the course for the actual number of hours for which credit is sought.

002.06. Appeal of Award of Credit Credit Hours.

Any program sponsor may request that the Board of Examiners review the number of credit hours awarded that sponsor's professional development programs. Such request shall be in writing and shall be received at the Office of the Board of Examiners not later than ten days following the date of mailing, to the program sponsor, of the original notice of award of credit hours. Upon receipt of a written request for review, the Board of Examiners shall forthwith conduct its review and advise the program sponsor, in writing, of:

- (a) An award of a greater number of credit hours than originally granted, or;
- (b) No change in the number of credit hours granted.

The Board of Examiners shall complete its review and notification of the program sponsor within ten days of receipt of the sponsor's request for review.

002.07. PROGRAM EVALUATION.

Each program sponsor shall be required to implement a meaningful system of evaluation of individual professional development programs and of the individual instructors/faculty who present material for the programs. Such evaluations shall be in written form, completed by those individuals attending the particular program for

credit, and the results of such evaluations shall be communicated, in writing, by the program sponsor, to each instructor/faculty member and to the Board of Examiners, together with a copy of the workbooks, handouts or other information submitted to the attendees as part of the approved program or course. The Board of Examiners shall retain the evaluations in permanent file and may consider the results of the valuations in awarding professional development credit hours to future programs.

003. Certificate of Completion.

Upon completion of an approved professional development program, the program sponsor shall furnish, to each individual who completes said program, a Certificate of Completion showing the name of the individual, the date of the program, and the number of credit hours obtained at the program. Program sponsor shall furnish the Office of the Abstracters Board of Examiners with an alphabetical list of those abstracters who successfully completed the program.

Source: Section 76-541, 76-544 and 76-547

004. Refusal of Professional Development Credits.

The Board may refuse to grant professional development credit to any abstracter who, within any prescribed two-year professional development credit period, attends more than one program with substantially identical subject matter.

Source: Section 76-541, 76-544 and 76-547