

**TITLE 185-10 HEALTH CARE PROFESSIONS LICENSING BOARD**

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**SUBCHAPTER 185-10**

**COMMONWEALTH HEALTH CARE PROFESSIONS LICENSING BOARD REGULATIONS**

**Part 4900 - Psychology**

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### § 185-10-4901      **Definitions**

- (1)    **“Board”** means the Health Care Professions Licensing Board.
- (2)    **“EPPP”** means the Examination for Professional Practice in Psychology.
- (3)    **“Practice of Clinical Psychology”** means:
  - (a)    a person who represents himself/herself to be a clinical psychologist when he/she holds himself out to the public by any title or description of services incorporating the words “clinical psychology,” “clinical psychologist,” or offers to render or renders services as defined below to individuals, groups, organizations or the public;
  - (b)    the rendering to individuals, groups, organizations or the public any psychological service involving the application of principles, methods and procedures of understanding, predicting and influencing behavior, such as the principles pertaining to learning, perception, motivation, thinking, emotions and interpersonal relationships; the methods and procedures of interviewing, counseling and psychotherapy; constructing, administering and interpreting tests of mental abilities, aptitudes, interests, attitudes, personality characteristics, emotion and motivation, and of assessing public opinion;
  - (c)    the application of said principles and methods, including, but not limited to, diagnosis, prevention and amelioration of adjustment problems, and emotional and mental disorders of individuals and groups, substance use disorders, disorders of habit or conduct, as well as of the psychological aspects of physical illness, accident, injury, or disability, hypnosis, educational and vocational counseling, personnel selection and management, the evaluation and planning for effective work and learning situations, advertising and market research and the resolution of interpersonal and social conflicts; or
  - (d)    psychotherapy by the use of learning, conditioning methods and emotional reactions, in a professional relationship, to assist a person or persons to modify feelings, attitudes and behavior which are intellectually, socially or emotionally maladjustive or ineffectual.
  - (e)    Consultation with other psychologists, physicians, other health care professionals and clients regarding all available treatment options, including medication, integrated care with respect to provision of care for a specific client;
  - (f)    Provision of direct services to individuals and/or groups for the purpose of enhancing individual and thereby organizational effectiveness, using psychological principles, methods and/or procedures to assess and evaluate individuals on personal characteristics for individual development and/or behavior change or for making decisions about the individual, such as selection;
  - (g)    The supervision of any of the above.

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### **§ 185-10-4905          Scope of Practice**

“**To practice psychology**” means to render or offer to render for a fee, non-monetary payment, or gratis to individuals, groups, organizations, or the public for the diagnosis, prevention, treatment, or amelioration of psychological problems and emotional and mental disorders of individuals or groups or for conducting research on human behavior, a psychological service involving the application of psychological principles, methods, and procedures of understanding, predicting, and influencing behavior, including:

- (1) the principles pertaining to learning, perception, motivation, emotions, and interpersonal relationships;
- (2) the methods and procedures for interviewing, counseling, psychotherapy, biofeedback, behavior modification, and hypnosis;
- (3) constructing, administering and interpreting tests of mental abilities, aptitudes, interests, attitudes, personality characteristics, emotions, and motivations

### **§ 185-10-4910          Education and experience requirements for licensure.**

- (1) To obtain a license, applicants must complete:
  - (a) A doctoral degree program as described in NMIAC § 185-10-4915
  - (b) A practicum of at least 300 hours as described in NMIAC § 185-10-4920; and
  - (c) An experience requirement consisting of no fewer than two (2) years supervised experience totaling 3,000 hours that includes:
    - (i) A minimum of 1,500 hours of supervised experience that must be completed as an internship experience as outlined in NMIAC § 185-10-4930.
    - (ii) The remaining 1,500 supervised hours may be obtained through:
      - (A) A pre-internship as described in NMIAC § 185-10-4925;
      - (B) A postdoctoral experience as described in NMIAC § 185-10-4935; or
      - (C) A combination of pre-internship and postdoctoral experience.
- (2) The order of supervised experience must be graduated from more intensive to less intensive supervision.

### **§ 185-10-4915          Doctoral Degree Program.**

An applicant must possess a doctoral degree from a regionally accredited institution. Regional accreditation is awarded to an institution by one of the regional accrediting agencies, each of which covers a specified portion of the United States and its territories, or equivalent accreditation in another country, upon approval by the board.

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- (1) The doctoral degree program must include:
  - (a) At least forty (40) semester credits, or sixty (60) quarter credits, of graduate courses in curriculum areas described in subsection (3) of this section.
    - (i) Courses must be clearly identified by title and course content as being part of an integrated psychology program.
  - (b) One (1) year in residency as described in subsection (4) of this section;
  - (c) Completion of an original dissertation which is psychological in nature and endorsed by the program; and
  - (d) An organized sequential and coordinated practicum and internship experience as described in NMIAC § 185-10-4920 and § 185-10-4930.
- (2) The curriculum requirements: The doctoral degree program must encompass a minimum of three (3) academic years of full-time graduate study or the equivalent.
- (3) The applicant must complete three (3) or more semester credits, or five (5) or more quarter credits, of core study in each of the following content areas:
  - (a) Biological bases of behavior. For example: Physiological psychology, comparative psychology, neural bases of behavior, sensation and perception, and biological bases of development;
  - (b) Cognitive-affective bases of behavior. For example: Learning, thinking, motivation, emotion, and cognitive development;
  - (c) Social bases of behavior. For example: Social psychology, organizational theory, community psychology, and social development;
  - (d) Individual differences. For example: Personality theory and psychopathology;
  - (e) Scientific and professional ethics;
  - (f) History and systems of psychology;
  - (g) Statistics and psychometrics;
  - (h) Research design and methodology;
  - (i) Techniques of data analysis;
  - (j) Human development. For example: Developmental psychology, child development, adult development and aging;
  - (k) Cultural and individual differences and diversity;

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- (l) Psychopathology and dysfunctional behaviors;
  - (m) Theories and methods of assessment and diagnosis-minimum of two (2) courses;
  - (n) Effective psychological intervention and evaluation of the efficacy of interventions-minimum of three (3) courses; and
  - (o) Psychopharmacology.
- (4) Doctoral degree programs accredited by the American Psychological Association (APA) or the Canadian Psychological Association (CPA) are recognized as having met the minimum education requirements.
- (5) Residency requirement:
- (a) The doctoral degree program must involve at least one (1) continuous year of full-time residency at the institution which grants the degree or a minimum of 750 hours of student-faculty contact involving face-to-face individual or group educational meetings.
  - (b) Effective upon the adoption of the 2021 revisions, applicants who can verify that they enrolled in their program prior to June 3, 2021, may apply with a residence of 500 hours. In this circumstance, one (1) continuous year means a minimum of 500 hours of student-faculty contact involving face-to-face individual or group educational meetings. Such educational meetings must include both faculty-student and student-student interaction, be conducted by the psychology faculty of the institution as documented by the applicant and the institution and relate substantially to the program components specified. Applicants applying under this provision shall submit full documentation that they have met this requirement, which must include a detailed description of the content of the 500 hours of educational meetings and be verified by the administration of the doctoral program.
  - (c) Educational meetings:
    - (i) Must include both faculty-student and student-student interaction;
    - (ii) Be conducted by the psychology faculty of the institution at least 75% of the time;
    - (iii) Be fully documented by the institution and the applicant; and
    - (iv) Relate substantially to the program components specified.

### § 185-10-4920      **Practicum**

Applied experience: The doctoral degree program required in NMIAC § 185-10-4915 must include a practicum of at least two (2) semesters or three (3) quarters and at least 300 hours of direct experience, 100 hours of which must be in supervision. Supervision must include the following:

- (1) Discussion of services provided by the student;
- (2) Selection of service plan for and review of each case or work unit of the student;

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- (3) Discussion of and instruction in theoretical concepts underlying the work;
- (4) Discussion of the management of professional practice and other administrative or business issues;
- (5) Evaluation of the supervisory process by the student and the supervisor;
- (6) Discussion of coordination of services among the professionals involved in the particular cases or work units;
- (7) Discussion of relevant state laws and rules;
- (8) Discussion of ethical principles including principles applicable to the work;
- (9) Review of standards for providers of psychological services; and
- (10) Discussion of reading materials relevant to cases, ethical issues and the supervisory process.

### **§ 185-10-4925          Pre-internship**

A pre-internship experience occurs between the practicum required by NMIAC § 185-10-4925 and internship required by NMIAC § 185-10-4930. A pre-internship can include up to 1,500 hours of supervised experience but is not required. If pre-internship experience is used to satisfy the experience requirement of NMIAC § 185-10-4910(1)(c), it must meet the following requirements:

- (1) Before beginning the program, the student, the doctoral program, and the pre-internship program must agree on and document the goals, the student's expectations, and the methods of the pre-internship experience. The goals must meet the requirements of this section.
- (2) Every twenty (20) hours of pre-internship experience must include the following:
  - (a) At least two (2) hours of regularly scheduled, formal, face-to-face individual supervision that addresses the direct psychological services provided by the student; and
  - (b) At least two (2) hours of other learning activities such as case conferences, seminars on applied issues, conducting co-therapy with a staff person including discussion of the case, and group supervision.
- (3) At least 60% of the pre-internship experience must be direct client contact providing assessment and intervention services.
- (4) The pre-internship experience must be supervised by a licensed psychologist with two (2) years post-license experience who is primarily responsible for the assigned casework.
  - (a) The primary supervisor should be on site as well as a (w-9) employee or in contract status with the agency. The board could grant an exception or waiver of this requirement provided that the supervisee and the post-doctoral supervisor petition the board prior to the start of the pre-internship with their reasoning for why the supervisor could not be on site

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- and an employee of the agency and suggest an alternative procedure to ensure the supervisee is getting appropriate supervision and the public is protected. If a waiver is granted, the supervisor still will routinely, on a fixed schedule, visit the site and conduct face-to-face supervision. Also, the supervisee will travel to the supervisor and have face-to-face supervision at that site.
- (b) At least 75% of the supervision must be by a licensed psychologist with two (2) years post-license experience and is primarily responsible for the supervision and can delegate the other 25% of time to the other professional noted below in (b). The primary supervisor and delegated supervisor must coordinate and discuss the application.
  - (c) Up to 25% of the supervision may be completed by the following:
    - (i) A psychiatrist(s) with three (3) years of experience beyond residency;
    - (ii) A licensed mental health counselor(s) with five (5) years' post-license experience;
    - (iii) A licensed marriage and family therapist(s) with five (5) years of post-license experience;
    - (iv) A licensed advanced social worker(s) or licensed independent clinical social worker(s) with five (5) years' post-license experience; or
    - (v) A doctoral level psychologist(s) with four (4) years of post-doctoral experience.
  - (d) Supervision of the pre-internship experience must include the following:
    - (i) Discussion of services provided by the student;
    - (ii) Selection of service plan for and review of each case or work unit of the student;
    - (iii) Discussion of and instruction in theoretical concepts underlying the work;
    - (iv) Discussion of the management of professional practice and other administrative or business issues;
    - (v) Evaluation of the supervisory process by the student and the supervisor;
    - (vi) Discussion of coordination of services among the professionals involved in the particular cases or work units;
    - (vii) Discussion of relevant state laws and rules;
    - (viii) Discussion of ethical principles including principles applicable to the work;
    - (ix) Review of standards for providers of psychological services; and

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- (x) Discussion of reading materials relevant to cases, ethical issues and the supervisory process.

### **§ 185-10-4930 Internship**

Applicants must successfully complete an organized internship as part of the doctoral degree program described in NMIAC § 185-10-4915.

- (1) The internship must include at least 1,500 hours of supervised experience and be completed within twenty-four (24) months.
- (2) The internship program must:
  - (a) Be accredited by the American Psychological Association (APA); or
  - (b) Be a member program of the Association of Psychology Postdoctoral and Internship Centers (APPIC); or
  - (c) Meet the following requirements:
    - (i) Organization of the internship program.
      - (A) The internship must have a written statement or brochure describing the goals and content of the internship, stating clear expectations and quality of student work, and made available to prospective interns.
      - (B) A psychologist licensed by the appropriate state or provincial licensing authority must be clearly designated as responsible for the integrity and quality of the internship program.
      - (C) Interns must use titles indicating their training status.
    - (ii) Content of the internship program.
      - (A) The internship must be designed to provide a planned sequence of training experiences focusing on breadth and quality of training. Supervision and training related to ethics must be ongoing.
      - (B) At least 25% of the internship experience must be in direct client contact providing assessment and intervention services.
      - (C) For every forty (40) hours of internship experience, the student must receive:
        - (I) At least two (2) hours of regularly scheduled, formal, face-to-face individual supervision that addresses the direct psychological services provided by the intern; and



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- (II) At least two (2) hours of other learning activities such as case conferences, seminars on applied issues, conducting co-therapy with a staff person including discussion of the case, and group supervision.
- (iii) Supervision of the internship experience.
  - (A) The internship setting must have two (2) or more clinical supervisors trained in psychology, at least one (1) of whom is licensed as a psychologist.
  - (B) The internship experience must be supervised by a licensed psychologist who is primarily responsible for the assigned casework.
    - (I) At least 75% of the supervision must be by a licensed psychologist with two (2) years post-license experience.
    - (II) Up to 25% of the supervision may be completed by the following:
      1. A psychiatrist(s) with three (3) years of experience beyond residency;
      2. A licensed mental health counselor(s) with five (5) years of post-license experience.
      3. A licensed marriage and family therapist(s) with at least five (5) years of post-license experience;
      4. A licensed advanced social worker(s) or licensed independent clinical social worker(s) with five (5) years' post-license experience; or

### **§ 185-10-4935 Post-doctoral supervised experience.**

A total of 3,000 hours of supervised experience must be completed, of which a minimum of 1,500 hours of supervised experience must be obtained after the receipt of the doctoral degree.

- (1) Hours of Supervised Experience.
  - (a) Each year (or equivalent) shall be comprised of no less than ten (10) months, but no more than twenty (20) months, and at least 1,500 hours of professional service including direct client contact, supervision, and didactic training;
  - (b) One (1) year may be a doctoral internship which consists of a minimum of 1,500 hours of actual work experience (exclusive of holidays, sick leave, vacations or other such absences);
  - (c) At least 50% of the supervised experience must be in service-related activities such as treatment/intervention, assessment, interviews, report writing, case presentations, or

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consultations;

- (d) At least 50% of service-related activities shall be direct client contact; a maximum of forty-five (45) hours per week, including supervision time, may be credited toward meeting the supervised experience requirement;
- (e) Supervision shall be provided 10% of the total time worked per week;
- (f) A minimum of two (2) hours per week of supervision, one (1) hour of which is individual face-to-face, in-person supervision by a licensed psychologist. At the Board's discretion, tele-supervision may be approved.

(2) Organization of the post-doctoral supervised experience.

- (a) The supervisor is ethically and legally responsible for all supervisee work covered by the supervision agreement. Therefore, the supervisor has authority to alter service plans and direct the course of psychological work.
- (b) Supervisees must use titles indicating their training status, such as "psychological resident," "psychology intern," or "psychology supervisee."
- (c) Clients must be informed of the identity and responsibilities of the supervisor and how they can speak directly to the supervisor.
- (d) Services rendered by the supervisee must not be represented to third parties as having been rendered by the supervisor. Insurance forms must be filled out indicating the nature of the supervisory relationship.

(3) The supervisor and supervisee must have a written agreement for supervision, including:

- (a) The area(s) of professional activity in which supervision will occur;
- (b) Hours of supervision and/or ratio of supervision to professional activity;
- (c) Fees for supervision, if any;
- (d) Processes for supervision including mode(s) of supervision, expectations for recordkeeping, evaluation, and feedback;
- (e) Relevant business arrangements;
- (f) How the supervisee will represent himself or herself; and
- (g) How disagreements will be handled.

(4) Mode of supervision.

- (a) The preferred mode of supervision is face-to-face discussion between the supervisor and

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the supervisee.

- (b) The nature of the supervision may depend on the following:
  - (i) The theoretical orientation of the supervisor;
  - (ii) The training and experience of the supervisee; and
  - (iii) The duration of the supervisory relationship.
- (5) Some direct observation of the supervisee's work is required and the supervisor may use the following:
  - (a) Detailed process notes and progress reports;
  - (b) Audio and/or videotapes;
  - (c) Client supplied information such as behavioral ratings; and
  - (d) One-way mirror observation.
- (6) Supervised experience must be appropriate to the area(s) of professional activity the person intends to practice.
- (7) There must be at least one (1) hour of individual supervision for every twenty (20) hours of psychological work.
- (8) The supervisor and the supervisee must keep records of experience and supervision hours.
- (9) At the end of the supervision period, the supervisor must prepare and forward to the board a written evaluation, including written certification of successfully completed supervised hours of psychological work and any hours not successfully completed. If any hours were not successfully completed, the board may require additional hours of supervision.
- (10) Supervision of the post-doctoral supervised experience.
  - (a) At least 50% of the post-doctoral supervision must be provided by a licensed psychologist with two (2) years post-license experience who is the primary supervisor and is responsible for the supervision and could then delegate up to 50% to another professional in (10) (b) (i-iii).
  - (b) Up to 50% of the supervision may be provided by the following:
    - (i) A licensed psychologist with two (2) years post-license experience;
    - (ii) A psychiatrist with three (3) years of experience beyond residency;
    - (iii) A licensed mental health counselor, a licensed marriage and family therapist, a

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licensed advanced social worker, or a licensed independent clinical social worker, if the supervisor has five (5) years post-license experience.

- (c) The primary post-doctoral supervisor must be on site as well as a (w-9) employee or in contract status with the agency. The board could grant an exception or waiver of this requirement provided that the supervisee and the post-doctoral supervisor petition the board prior to the start of the pre-internship with their reasoning for why the supervisor could not be on site and an employee of the agency and suggest an alternative procedure to ensure the supervisee is getting appropriate supervision. If a waiver is granted, the supervisor still will routinely, on a fixed schedule, visit the site and conduct face-to-face supervision. Also, the supervisee may travel to the supervisor and have face-to-face supervision at that site.

(11) Supervision must include the following:

- (a) Discussion of services provided by the student;
- (b) Selection, service plan, and review of each case or work unit of the student;
- (c) Discussion of and instruction in theoretical concepts underlying the work;
- (d) Discussion of the management of professional practice and other administrative or business issues;
- (e) Evaluation of the supervisory process by the student and the supervisor;
- (f) Discussion of coordination of services among the professionals involved in the particular cases or work units;
- (g) Discussion of relevant State laws and rules;
- (h) Discussion of ethical principles including principles applicable to the work;
- (i) Review of standards for providers of psychological services; and
- (j) Discussion of reading materials relevant to cases, ethical issues and the supervisory process.

(12) Tele-supervision and Supervisory contact.

- (a) In-person supervision must account for at least 50% of any postdoctoral supervision used toward the required 3,000 hours of supervised experience for licensure.
- (b) Tele-supervision or telephonic supervision may account for no more than 50% of postdoctoral supervision hours.
- (c) The supervisor must have a formal policy addressing the utilization of Tele-supervision or telephonic supervision.

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- (d) Tele-supervision or telephonic supervision does not account for more than 50% of the total supervision at the site.
- (e) The doctoral training program shall have a formal policy addressing its utilization of Tele-supervision or telephonic supervision that includes:
  - (i) an explicit rationale for using Tele-supervision or telephonic supervision;
  - (ii) how and when Tele-supervision or telephonic supervision is utilized in clinical training;
  - (iii) how it is determined which trainees can participate in Tele-supervision or telephonic supervision;
  - (iv) how an off-site supervisor maintains full professional responsibility of clinical cases;
  - (v) how non-scheduled consultation and crisis coverage are managed; and
  - (vi) how privacy and confidentiality of the client and trainees are assured.
  - (vii) Any licensed Psychologist providing tele-supervision from outside the CNMI must be licensed by the Board and, if providing services for a fee, must have a CNMI business license to conduct business in the CNMI.
- (f) A person may apply to do more than 50% tele-supervision by requesting in writing their reasons for needing more than 50% tele-supervision. The board may grant or deny any such request at its sole discretion.

### **§ 185-10-4940 Written Exam**

The written or computer examination the Commonwealth of the Northern Marianas Islands uses is the national Examination of Professional Practice in Psychology (EPPP).

- (1) The Association of State and Provincial Psychology Board (ASPPB) is responsible for the development and administration of the national exam.
- (2) To be considered for licensure applicants must meet the ASPPB pass point.

### **§ 185-10-4945 Failure of written examinations.**

An applicant who fails either examination required under NMIAC§ 185-10-4940 may sit for re-examination up to four (4) times a year as follows:

- (1) First re-examination: At any following examination administration date;
- (2) Second or subsequent re-examination: A minimum of two (2) months after the failure of the previous examination.

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### § 185-10-4950      **Qualifications for granting of license by endorsement.**

- (1) Applicants applying for licensure by endorsement shall:
  - (a) Submit official transcripts documenting the completion of a doctoral degree with a primary emphasis on psychology from a regionally accredited institution, or equivalent accreditation from another country.
  - (b) Document that he or she has been licensed as a psychologist in another state or country for at least two (2) years or is a current member of a professional organization identified in subsection (3) of this section.
  - (c) Document that he or she has an active license as a psychologist in another state or country deemed by the board as essentially equivalent, or is a current member of a professional organization identified in subsection (3) of this section.
  - (d) All application documents submitted in a foreign language shall be accompanied by an accurate translation of those documents into English. Translated documents shall bear a notarized affidavit certifying that the translator is competent in both the language of the document and the English language and that the translation is a true and complete translation of the foreign language original. Costs of all documents shall be at the expense of the applicant.
  - (e) Successfully pass the written examination required by NMIAC § 185-10-4940 and Test of English as a Foreign Language (TOEFL) for foreign applicants.
  - (f) All foreign credentials must be evaluated by an organization such as the National of Credential Evaluation Services (NACES) or the Western Evaluation Services (WES) to be paid for by the applicant.
- (2) If the board determines that the applicant's other state or country's licensing-requirements are not essentially equivalent, the applicant must:
  - (a) Provide documentation of meeting Commonwealth of the Northern Marianas Islands licensing requirements in the area(s) the board has determined a state or country of endorsement's requirements are not essentially equivalent.
  - (b) Ensure documents submitted in a foreign language meet the requirements of subsection (1)(d) of this section.
  - (c) If the board determines that the applicant's state or country of endorsement's licensing requirements are not essentially equivalent, the applicant will be provided with a hearing under the Administrative Procedure Act (1 CMC §§ 9101–9115).
- (3) The board shall recognize psychologists as having met the requirements of this chapter who, at the time of application, provide documentation of current membership in any of the following professional organizations:

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- (a) Health service psychologist credentialed by the National Register of Health Service Psychologists;
- (b) Diplomate from the American Board of Examiners in Professional Psychology;
- (c) Certificate of Professional Qualification in Psychology from the Association of State and Provincial Psychology Boards; or
- (d) Diplomate of the American Board of Professional Neuropsychology.
- (e) The board may recognize additional professional organizations deemed to meet the essential standards of this chapter.

### **§ 185-10-4955 Continuing Education Requirements.**

- (1) A total of thirty (30) credit hours of continuing education within each two (2) year licensure period is required of each licensee to qualify for a renewal. At least twenty (20) of these credit hours must be in the licensee's specific area of practice. Psychologists are required to take six (6) total hours in suicide assessment, treatment, and management every 4 years. Renewal includes four (4) hours of professional ethics and/or CNMI laws and regulations related to the practice of psychology and four (4) hours of cultural competency.

The Board shall prorate the continuing education credit hours requirement for licenses issued less than two (2) years prior to the renewal period.

- (2) Continuing education hours may include:
  - (a) membership in national associations;
    - (i) membership in a national association of the licensee's practice area will provide four (4) credit hours within the renewal period; and
    - (ii) other appropriate national professional association membership will provide two (2) credit hours for each, a maximum of four (4) credit hours within the renewal period;
  - (b) subscription to appropriate professional journals will provide two (2) credit hours per subscription, limited to five (5) subscriptions;
  - (c) attendance of a conference will provide one (1) credit hour for each hour of conference attended (The conference must be within the renewal period.);
  - (d) teaching, workshops and in-service will provide one (1) credit per hour of teaching, workshop or in-service (This is limited to ten (10) credit hours.);
  - (e) speeches or presentation of papers will provide five (5) credit hours each for non-professional audience; ten (10) credit hours each for professional audience;

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- (f) publication in a professional journal, any publication within the field, will provide ten (10) credit hours;
  - (g) attendance at local association meetings will provide one (1) point per meeting, up to twelve (12) credit hours;
  - (h) videotapes, webinars, or other audio-visual and print materials prepared by a professional association or educational institution, including other institutions, such as the VA, and approved by the Board, will provide one (1) credit hour for every hour viewed, limited to ten (10) credit hours; or
  - (i) others, as required by discipline.
- (3) The Board, in its sole discretion, may require the licensee to provide receipts, attendance certification or other evidence of participation for credit hours claimed.