

**2110.0330 SCHOOL LICENSE RENEWAL.**

Subpart 1. **Requirements.** The requirements of subparts 3 to 6 must be met in order to renew a school license.

Subp. 2. **School license expiration and renewal.**

A. School licenses expire on the last day of the month of initial licensure of the year due and each school owner and designated school manager (DSM) is responsible for renewing the school's license.

B. The school must submit a complete renewal application at least 30 days prior to the expiration date to ensure that a renewed license is issued before the expiration date. Not receiving a notice of renewal from the board does not constitute a valid excuse for not renewing the license.

Subp. 3. **School continuation of insurance and surety bond.** The school licensee must provide evidence of continued professional liability insurance coverage of at least \$150,000 as required by part 2110.0310, subpart 1, item G, and evidence of continued workers' compensation insurance in compliance with Minnesota Statutes, section 176.182, by providing Certificates of Insurance for both policies, and a current corporate surety bond as specified under part 2110.0310, item I.

Subp. 4. **School licensee roster.** The school licensee must provide a current and complete roster of the DSM and instructional staff, including license numbers and expiration dates, employment status, and days and hours scheduled to work.

Subp. 5. **Course offerings.** The school licensee must provide a list of courses offered and an anticipated course schedule for the next 12 months with the current and projected enrollment listed for each course scheduled. The school licensee must submit a copy of the board's approval letter for the curriculum with a statement attesting that the curriculum has not changed since the approval date, or submit the items required for new or changed curriculums in part 2110.0320, subpart 10, item B. If concurrent courses are to be offered, the school must demonstrate it has available instructors and classroom and clinical space for each course.

Subp. 6. **Fees.** The school licensee must pay the fees required in Minnesota Statutes, section 155A.25.

Subp. 7. **Failure to renew before license expiration date.**

A. Late fees required by Minnesota Statutes, section 155A.25, apply if the complete renewal application is received after the expiration date of the license.

B. If a renewed school license has not been issued by the expiration date, the school is considered delinquent. The school licensee and DSM are subject to inspection

finer detailed in part 2110.0125, and penalties as described in Minnesota Statutes, section 155A.22.

C. If a complete renewal application is not received by the board within 30 days after the license expiration date, the school license is not eligible for renewal, and the school must reapply for a school license as a new applicant.

D. The board must not accept or recognize student hours earned on or after the 31st day of the school's license expiration.

**Statutory Authority:** *MS s 14.388; 45.023; 154.45; 154.47; 154.48; 155A.05; 155A.08; 155A.09; 155A.23; 155A.26; 155A.27; 155A.29; 155A.30*

**History:** *11 SR 389; 13 SR 1056; 22 SR 594; L 2005 c 27 s 9; L 2009 c 78 art 6 s 26; 38 SR 778; 41 SR 305*

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