

3800.3607 APPLICATION FOR PROGRAM APPROVAL.

Subpart 1. **Content.** An application for approval of a program must meet each of the requirements in items A to G.

A. The application must be in a format provided by the commissioner and contain complete, current, and accurate information.

B. The application must include a syllabus for the entire program.

C. The application must include a detailed written description of how the program meets the required program content.

D. The application must identify program instructors and their qualifications.

E. The information in the application must be able to be confirmed by a survey.

F. The information must identify the total hours of instruction and examination.

G. The application must be signed by the administrator or another official representative of the applicant.

Subp. 2. **Processing.** The commissioner shall review all applications. Items A to D apply to all applications.

A. Incomplete applications must be returned to the applicant.

B. Upon review of completed applications, including completion of a survey, any deficiencies must be noted and identified to the applicant.

C. If no deficiencies are noted or all identified deficiencies have been corrected and resubmitted, the commissioner shall approve the program.

D. If the applicant fails to correct identified deficiencies within 60 days of being notified of the deficiencies, the commissioner must not approve the program.

Statutory Authority: *MS s 326B.32*

History: *38 SR 1657*

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