

**4761.2420 TRAINING COURSE REQUIREMENTS.**

Subpart 1. **Applicability.** This part applies to all lead training courses issued permits under part 4761.2370.

Subp. 2. **Separation of training courses.** Training courses for lead workers, lead supervisors, lead inspectors, lead risk assessors, and lead project designers must be taught separately.

Subp. 3. **Written examinations.**

- A. A training course must include a written examination according to this subpart.
- B. Each training course must include a written examination that is given only at the end of the training course.
- C. The training course provider must administer training course examinations unless other arrangements are reported in advance to the commissioner.
- D. When the training course provider or an approved alternate administers the examination, the training course provider must:
  - (1) not reveal any portion of the examination contents to any participant before administering the examination;
  - (2) ensure the security of the examination;
  - (3) ensure that no written material other than the examination materials are allowed within the participant's view; and
  - (4) ensure that any participant who passes the examination does so on the participant's own merit.
- E. Written examinations for initial and refresher training courses must incorporate questions about Minnesota statutes and rules related to lead and must comply with the requirements of Code of Federal Regulations, title 40, part 745, subpart L.
- F. A score of at least 70 percent is required to pass an initial or refresher training course written examination.
- G. The initial and refresher training course written examinations must consist of:
  - (1) at least 50 multiple-choice questions for a lead worker training course;
  - (2) at least 100 multiple-choice questions for a lead supervisor training course;
  - (3) at least 50 multiple-choice questions for a lead inspector training course;
  - (4) at least 100 multiple-choice questions for a lead risk assessor training course; and

(5) at least 50 multiple-choice questions for a lead project designer training course.

H. If a participant in a lead worker training course is unable to read the written examination, the training course provider may arrange to administer the examination in an alternative manner to the participant.

Subp. 4. **Initial training course completion.** To successfully complete an initial training course, a participant must:

- A. attend the entire training course;
- B. demonstrate to the instructor the participant's proficiency during the hands-on portion of the course; and
- C. pass a closed-book written examination that complies with subpart 3.

Subp. 5. **Refresher training course completion.** To complete a refresher training course, a participant must:

- A. attend the entire training course; and
- B. pass a closed-book written examination that complies with subpart 3.

Subp. 6. **Record retention and reporting.**

A. For each training course, the training course provider must keep, at the address specified on the permit application, the following documentation for three years:

(1) all documents that demonstrate the qualifications of all training instructors, including the training manager and principal instructors according to part 4761.2380, subparts 2, 4, and 6;

(2) annual performance evaluations of all principal instructors as specified in part 4761.2380, subpart 3, item C;

(3) current curriculum and course materials according to part 4761.2370, subpart 2, item A, subitem (3);

(4) all questions that might be used in the course examination, the correct answers to the questions, and a description of the proportion of test questions devoted to each major topic in the course;

(5) information regarding how the hands-on assessment is conducted, including:

- (a) who conducts the assessment;
- (b) how the skills are graded;
- (c) what facilities are used; and

- (d) the pass and fail rate;
- (6) the quality control plan required under part 4761.2380, subpart 3, item B;
- (7) results of each trainee's hands-on skills assessments and course examinations;
- (8) a record of each trainee's course diploma according to part 4761.2400, subpart 2; and
- (9) a record of each trainee's attendance as recorded on sign-in forms according to part 4761.2400, subpart 5.

B. If the commissioner requests information regarding a training course from a training course provider, copies of the requested information must be made available at no charge to the commissioner.

C. A training course provider must notify the commissioner in writing within 30 days after changing the address specified on the provider's permit application under part 4761.2370, subpart 2, or after transferring records from that address. Before a training course provider ceases operations, the provider must deposit the provider's training records with a person who will maintain the records for the required time. The training course provider must provide the name and address of the person to the commissioner.

**Statutory Authority:** *MS s 144.9508*

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