

7105.0090 EXAMINATIONS AND DIPLOMAS.

Subpart 1. **Administration of examinations.** Examinations must be conducted by the agency, or by personnel of colleges or educational institutes selected and designated by the agency.

Subp. 2. **Examination specifications.** The initial or renewal training course examination administered under this chapter must be a written, comprehensive examination consisting of 100 objective questions, covering the topics discussed in the training course.

Subp. 3. **Examination requirements.** A person seeking certification or recertification as a certified supervisor shall participate in all course requirements and pass a written final examination. An applicant shall score 75 percent or higher to pass the final examination. The final examination must be passed within ten days after completing the training course, except as provided in subpart 4.

Subp. 4. **Retest.** If a person fails to pass the initial or renewal training course examination, one retest may be taken within 30 days after a person receives a notice of failure. If a person fails to pass the retest, the full course must be attended again before further testing.

Subp. 5. **Diplomas.** The training provider shall issue a diploma to each student who completes the initial or renewal training course and successfully passes the examination. The following information must be included on the diploma:

- A. the name of the student;
- B. the name of the course completed;
- C. the dates of the course and the examination;
- D. a statement indicating that the student attended the course and passed the examination; and
- E. an expiration date for accreditation that is four years after the date on which the student passed the examination.

If the person administering the examination is not the same person administering the course, both persons shall sign the diploma.

Statutory Authority: *MS s 14.3895; 116.49; 116.491; 116.497*

History: *14 SR 1718; 16 SR 2207; 18 SR 1059; 30 SR 1130*

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