

7411.0250 AUTHORIZED PROGRAM OFFICIAL.

Subpart 1. **Designation, signature.** Each program must designate a person who is authorized on behalf of the program to execute program licensure and approval certificates and sign student contracts, student agreements, and student certificates of course completion.

A. The authorized official need not be a licensed or qualified instructor.

B. The program owner or administrator shall provide written notice to the commissioner of:

(1) the name of the authorized official at the time of initial application for program licensure or approval; and

(2) any change in the designation of the authorized official before the designation of the new official.

C. A complete signature of the full name of the authorized official must be on file with the commissioner before the authorized official may sign or issue the documents specified in this part.

Subp. 2. **Duties of program's authorized official.** The authorized official shall perform the duties specified in this subpart.

A. The authorized official shall issue each student under age 18 a letter of completion of the classroom portion of a program providing instruction to operate a class D motor vehicle, motorcycle, or motorized bicycle in a format provided by or specified by the commissioner, within 15 calendar days after the student completes the classroom portion of a program.

B. If the student completes the classroom portion of a program and demonstrates current financial enrollment in the laboratory portion of a class D or motorcycle program, the authorized official shall issue a certificate of enrollment in the laboratory portion of the class D or motorcycle program. The certificate must be in a format provided or specified by the commissioner.

C. If a student enrolled in a concurrent class D program (1) completes the first 15 hours of the classroom portion of a program, and (2) demonstrates current financial enrollment in the laboratory portion of a class D program and the remaining 15 hours of classroom instruction, the authorized official shall issue a certificate of enrollment in the laboratory portion and remaining 15 hours of classroom instruction. The certificate must be in a format provided or specified by the commissioner.

D. Within 15 days after a student under age 18 completes the laboratory portion of a class D or motorcycle program, the authorized official shall issue a certificate of

completion of the laboratory portion of the program, in a format provided or specified by the commissioner.

E. For a motorcycle endorsement training course where classroom and laboratory instruction may be taken concurrently, the student must be issued a certificate of enrollment by the authorized official, indicating the student is enrolled in both the classroom and laboratory portions of a course at the same time. Upon completion of the motorcycle endorsement training course, a certificate of completion of both the classroom and laboratory portions of the course, in a format provided by or specified by the commissioner, must be issued by the authorized official within 15 calendar days after the student completes both portions of the course.

F. The authorized official shall notify the commissioner within 15 days of the time a student fails to continue or complete the laboratory portion of a class D motor vehicle program or motorcycle endorsement course as specified in the program's contract or agreement with the student.

G. The authorized official shall notify the commissioner within 15 days of the date a student fails to continue or complete the final 15 hours of classroom instruction of a concurrent class D motor vehicle program as specified in the program's contract or agreement with the student.

Statutory Authority: *MS s 14.06; 14.386; 169.26; 169.446; 169.974; 171.02; 171.05; 171.055; 171.0701; 171.33 to 171.41; 299A.01*

History: *28 SR 1167; 39 SR 356*

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