

7506.2200 BOARD CERTIFICATION OF TRAINING PROGRAMS.

Subpart 1. **Contents of application.** A person, business, or school desiring board certification of a training program shall submit an application to the board at least 60 days before commencing the training program. The application for board certification of a training program must be on a form provided or approved by the board and must include:

A. the full name, business address, and telephone number of the applicant; the names and addresses of all additional persons who will be involved in conducting the training; and, if the applicant is a business, however organized, a list of the names, addresses, and telephone numbers of each owner, partner, manager, and officer;

B. a description of the course work that the program will offer, with satisfactory proof that the program:

(1) will offer courses meeting the prescribed minimum requirements as outlined in part 7506.2300, subpart 1, items A to G; and

(2) has reasonable training facilities;

C. the names and resumes outlining the education experience and qualifications of all course instructors employed by the applicant;

D. for courses involving preassignment or weapons training, the policies for the evaluation of students;

E. the location where the training will be held, the dates on which the training will be offered, and the number of training hours, with 50 minutes equaling one training hour, required for each course;

F. other information requested by the board as necessary to determine whether the applicant meets the requirements for a board-certified training program; and

G. the signature of the person submitting the application, verifying that the information in the application is true.

Subp. 2. **Program certification.** Upon review of a properly filed application, the board shall determine if the training program meets the requirements set out in this chapter and shall notify the applicant in writing of its decision to grant or deny certification. The board shall certify a training program unless there is a reason to deny certification. The board shall deny certification for any of the following reasons:

A. The application or the items filed with the application do not meet the requirements of subpart 1.

B. The course work described does not meet the training objectives approved by the board.

C. The information contained in the application is false or inaccurate.

Subp. 3. **Changes in certified programs.** Any change in the certified training program curriculum, the instructors, the location, the evaluation policies, or the dates of training must be reported to the board in advance of the changes being made, if possible, or within ten working days after a change is made if prior notice is not possible.

Subp. 4. **Periodic review of certification.** Board certification is subject to periodic review by the board or the executive director. A renewal application or reaffirmation of original information is required every two years. Certified training programs must be open for audit or on-site inspection by the board or its staff, at the discretion of the board.

Subp. 5. **Denial of certification.** The board shall specify the reasons for denying certification and shall advise the applicant of the right to a hearing on the denial of certification. The board may allow a specified time for correction or explanation of the deficiency.

Statutory Authority: *MS s 326.3361*

History: *22 SR 711*

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