

**2150.2550 SPONSOR'S APPLICATION FOR APPROVAL.**

Subpart 1. **Content.** Except as provided in part 2150.2570, individuals, organizations, associations, corporations, educational institutions, or groups intending to offer continuing education activities for approval must submit to the board a completed application for approval on a form provided by the board. The sponsor must comply with items A and B to receive and maintain approval.

A. The application for approval must be submitted at least 60 days before the activity is scheduled to begin.

B. The application for approval must include the following information to enable the board to determine whether the activity meets the standards for board approval in part 2150.2540:

(1) a statement of the objectives of the activity and the knowledge the participants will have gained upon completion of the activity;

(2) a description of the content and methodology of the activity which will allow the participants to meet the objectives;

(3) a description of the method to be used by the participants to evaluate the activity;

(4) a listing of the qualifications of each instructor or developer that shows the instructor's or developer's current knowledge and skill in the activity's subject;

(5) a description of the certificate or other form of verification of attendance distributed to each participant upon successful completion of the activity;

(6) the sponsor's agreement to retain attendance lists for a period of five years from the date of the activity; and

(7) a copy of any proposed advertisement or other promotional literature.

Subp. 2. **Approval expiration.** If the board approves an activity, it shall assign the activity a number. The approval remains in effect for one year from the date of initial approval. Upon expiration, a sponsor must submit to the board a new application for activity approval as required by subpart 1.

Subp. 3. **Statement of board approval.** Each sponsor of an approved activity shall include in any promotional literature a statement that "This activity has been approved by the Minnesota Board of Behavioral Health and Therapy for ... hours of credit."

Subp. 4. **Changes.** The activity sponsor must submit proposed changes in an approved activity to the board for its approval.

Subp. 5. **Denial of approval.** The board shall deny approval of an activity if it does not meet the criteria in part 2150.2540. The board shall notify the sponsor in writing of its reasons for denying approval of an activity.

Subp. 6. **Revocation of approval.** The board shall revoke its approval of an activity if a sponsor fails to comply with subpart 4, or if a sponsor falsifies information requested by the board in the application for approval of an activity.

**Statutory Authority:** *MS s 148B.52*

**History:** *29 SR 1605*

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