

2150.2560 INDIVIDUAL LICENSEE'S APPLICATION FOR APPROVAL.

Subpart 1. **Requirement.** A licensee may apply individually for approval of any continuing education activities that have not been approved by the board. The licensee must submit the information required in subpart 2 as well as other information the board reasonably requires to evaluate the activity for approval. A licensee may apply for approval of a continuing education activity at any time, except that in order to obtain approval prior to taking the activity, the licensee must apply at least 60 days before the activity is scheduled to begin.

Subp. 2. **Content.** To apply for approval, a licensee shall complete and submit a form provided by the board, and provide the following information:

- A. the name and address of the organization sponsoring the activity;
- B. a detailed description of the content of the activity;
- C. the name of each instructor or presenter and the instructor's or presenter's credentials; and
- D. the location, including the name and address of the facility, at which the activity will be conducted.

Subp. 3. **Activity not previously approved.** Licensees intending to take an activity not previously approved by the board are strongly encouraged to seek board approval before attending the activity.

Subp. 4. **Denial of approval.** The board shall deny approval for an activity if it does not meet the standards in part 2150.2540. The board shall notify the applicant in writing of its reasons for denying approval under this subpart.

Subp. 5. **Addition to list of approved activities.** Once an activity has been approved for an individual licensee, the activity shall be assigned a number and added to the board's list of approved continuing education activities.

Statutory Authority: *MS s 14.389; 148B.52*

History: *29 SR 1605; 31 SR 325*

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