

3512.2500 PROCEDURES FOR APPROVAL OF LICENSURE PROGRAMS.

Subpart 1. **Request for approval.** Institutions approved by the board under part 3512.2500 to prepare persons for licensure may request approval by the board of licensure programs in administration and supervision. The programs shall be evaluated for initial approval and thereafter shall be audited for continuing approval according to this part.

Subp. 2. **Content of program description.** Each institution shall forward from the administrator of the defined administrative and instructional unit of that institution to the board a program description for each licensure program for which approval is requested. The licensure program description shall include:

A. a statement which verifies the institutional commitment to the licensure program;

B. a description of the organizational structure of the institution and procedures for implementing the licensure program;

C. a description of the role for which persons who enroll in the licensure program are being prepared;

D. an enumeration of the specific knowledge, skills, and dispositions to be achieved by persons completing the licensure program;

E. a description of the licensure program which relates individual program components to the knowledge, skills, and dispositions to be achieved by persons completing the licensure program;

F. a description of the field-based experience, the assessment of prior experience and preparation, and the situational observation component;

G. a description of the systematic procedure for evaluation of the licensure program which assures that all requirements for licensure have been met by all persons recommended for licensure;

H. a specific identification of the plans for assessing the performance of each person who is to be judged as having successfully completed the licensure program;

I. evidence that the licensure program forwarded for approval has been developed with participation from the college departments involved with the licensure program, licensed practicing education personnel, school administrators, and interested citizens; and

J. a description of the procedures to establish and maintain an internal process for systematic evaluation of the licensure program.

Subp. 3. **Evidence required in program description.** Each program description forwarded to the board by an institution for each licensure program for which approval is requested shall include evidence that:

- A. rules of the board governing the licensure program are met;
- B. necessary faculty and physical resources are allocated to implement and maintain the licensure program; and
- C. adequate supervision for practicum experiences required by individual licensure rules is provided.

Subp. 4. **Appraisal of program.** Before initial approval for the licensure program is granted, persons designated as program auditors by the board may visit the institution to examine the licensure program for the purpose of verifying the program description and making a recommendation regarding approval status. During the operation of an approved licensure program, an audit visit to verify that the approved program complies with this part may be arranged in consultation with the institution. Program auditors shall make a written report of their findings to the board and to the institution.

Board staff or persons designated as program auditors by the board in consultation with the institution shall make audit visits on a five-year cycle to verify program descriptions and to make a recommendation regarding approval status of each licensure program.

Based upon appraisal of the program description prepared by the institution and the written report of the auditors, the board shall:

- A. grant initial approval;
- B. grant continuing approval;
- C. grant conditional approval, state the conditions, and establish time lines for meeting the stated conditions; or
- D. disapprove the licensure program, state the reasons for disapproval, and, if needed, stipulate a termination date that will accommodate persons enrolled in the program.

Subp. 5. **Conditional approval.** If a licensure program is conditionally approved, the board shall reconsider the approval status of the licensure program upon verification that the stated conditions are met. If stated conditions are not met within the established time lines, conditional approval must be withdrawn.

Subp. 6. **Programs that vary in curricular design.** Licensure programs that vary in curricular design must be approved provided that program components meet the criteria for approval in this part.

Subp. 7. **Revisions made in program.** If an institution makes revisions in an approved licensure program, the administrator of the defined administrative and

instructional unit of that institution shall forward to the board a written description of the licensure program revision. An audit must be made to verify that the revised licensure program continues to meet rules of the board. Each verified licensure program revision is an amendment to the approved licensure program.

Subp. 8. **Revocation or suspension due to failure to meet rules.** The board shall revoke or suspend the approval of a licensure program if the board determines that an approved licensure program no longer complies with this part.

Statutory Authority: *MS s 125.05; L 1993 c 224 art 12 s 34; L 1996 c 412 art 9 s 14; L 2006 c 263 art 2 s 20*

History: *L 1995 1Sp3 art 16 s 13; 21 SR 804; L 1998 c 397 art 11 s 3; L 1998 c 398 art 5 s 55; L 2003 c 130 s 12; 33 SR 658*

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