

3512.2500 PROCEDURES FOR APPROVAL OF LICENSURE PROGRAMS.

Subpart 1. **Request for approval.** Institutions the board approves under this part to prepare persons for licensure may request board approval of licensure programs in administration and supervision. The board must evaluate the programs for initial approval and thereafter audit the programs for continuing approval under this part.

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

- A. verify the institution's commitment to the licensure program;
- B. describe the institution's organizational structure;
- C. describe the process to align strategic planning, assessment, and decision-making for implementing or sustaining the licensure program;
- D. describe the anticipated role for persons who enroll in the licensure program;
- E. list and describe how the licensure program relates individual program components to the knowledge, skills, and dispositions that persons completing the licensure program must achieve;
- F. describe the field-based experience, the assessment of prior experience and preparation, and the situational observation component;
- G. describe the systematic procedure for evaluating the licensure program to ensure that all persons recommended for licensure meet all licensure requirements;
- H. specifically identify the plans for assessing the performance of each person who successfully completed the licensure program;
- I. list the college departments involved with the licensure program, licensed practicing education personnel, school administrators, and interested citizens who participated in developing the licensure program;
- J. describe the procedures to establish and maintain an internal process to systematically evaluate the licensure program; and
- K. include program review data as mandated by Minnesota Statutes, section 122A.091, subdivision 1, and describe how that data are utilized.

Subp. 3. **Evidence required in program description.** Each program description that an institution forwards to the board for each licensure program seeking board approval must include evidence that the licensure program:

- A. meets board rules governing the licensure program;
- B. allocates necessary faculty and physical resources to implement and maintain the licensure program; and

C. provides adequate supervision for practicum experiences required by individual licensure rules.

Subp. 4. **Program appraisal.** Before initially approving the licensure program, persons the board designates as program auditors may visit the institution to examine the licensure program to verify the program description and make a recommendation regarding approval status. During the operation of an approved licensure program, the board may arrange, in consultation with the institution, an audit visit to verify that the approved program complies with this part. Program auditors must make a written report of their findings to the board and to the institution.

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

Based on the institution's appraisal of the program description and the auditors' written report, the board must:

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

Subp. 5. **Conditional approval.** If the board conditionally approves a licensure program, the board must reconsider the licensure program's approval status after verifying that the board's stated conditions are met. If the board's stated conditions are not met within the time lines established by the board, the board must withdraw its conditional approval.

Subp. 6. **Programs that vary in curricular design.** The board must approve licensure programs that vary in curricular design if the program components meet the approval criteria in this part.

Subp. 7. **Revisions made in program.** If an institution revises a board-approved licensure program, the administrator of the defined administrative and instructional unit of that institution must forward to the board a written description of the licensure program revision. The board must undertake an audit to verify that the revised licensure program continues to meet board rules. 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 must 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 122A.14; 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; 44 SR 1385*

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