

3650.0030 REGISTRATION ELEMENTS.**Subpart 1. Appointment of responsible officer.**

A. Each organization must appoint and continuously maintain a responsible officer in the United States who has primary responsibility for supervising placements in Minnesota.

B. The responsible officer must be an employee or officer of the organization.

C. An individual's signature on an application form as responsible officer indicates acceptance by that person of the duties and responsibilities of the position of responsible officer.

Subp. 2. Change of responsible officer or responsible officer address. If an organization changes its responsible officer or the address of the responsible officer, it must change its registration by delivering to the secretary of state a statement that includes:

A. the name of the organization;

B. the new responsible officer address, if the address is to be changed; and

C. the name of the new responsible officer and a written statement from the new officer accepting the duties of responsible officer, if the officer is to be changed.

The statement must be signed by someone who has authority to sign documents on behalf of the organization and must be filed with the secretary within 30 days of the date of the change.

Subp. 3. Resignation of responsible officer. If a responsible officer resigns, a statement of resignation must be sent to the organization. The organization shall then use the procedure outlined in subpart 2 to change the information on file with the secretary.

Subp. 4. Duties of responsible officer. The person who signs the application form as responsible officer must:

A. accept all official communications and inquiries from the secretary on behalf of the organization;

B. maintain copies of documentation as required by part 3650.0020, subpart 12, for each student placed in Minnesota; and

C. furnish all documentation, information, reports, books, files, and other records requested by the secretary on all matters relating to students placed in Minnesota by the organization.

Subp. 5. In-state telephone number.

A. The organization must maintain an in-state telephone number as required by Minnesota Statutes, section 5A.05. To be considered an in-state telephone number,

the telephone number must either be registered to an employee, officer, or volunteer of the organization living in Minnesota or must be a toll-free telephone number for the organization which is answered seven days a week, 24 hours a day.

B. The organization must ensure that the person answering the in-state telephone number has:

- (1) a listing of all students placed by the organization in Minnesota and the location of each student;
- (2) knowledge of emergency procedures;
- (3) 24-hour-a-day contact with the organization for emergencies; and
- (4) the knowledge and capability to assist and advise students in resolving the situation which has prompted the telephone call.

Subp. 6. Application for registration.

A. An organization meeting the requirements in this chapter and Minnesota Statutes, chapter 5A, must register with the secretary. The registration must be made on a form prescribed by the secretary and filed with the secretary's office. The fee must accompany the filing before the filing will be accepted by the secretary.

B. The organization must supply the following:

- (1) a copy of the USIA designation letter showing current registration;
- (2) a copy of the CSIET's approval for listing letters showing current registration; or
- (3) a notarized statement, on a form prescribed by the secretary, declaring that the organization has met all the standards and obligations as required by this chapter and Minnesota Statutes, chapter 5A.

C. Registration is effective for a period of one year from the date of filing by the secretary.

D. Any changes in information must be sent to the secretary of state within 30 days of the change.

Subp. 7. Registration renewal.

A. Before the expiration of an organization's current registration period, the organization must renew its registration for a one year term by completing the registration form if the organization wishes to maintain its registration in Minnesota.

B. The secretary must mail a renewal form to the responsible officer at the responsible officer's address 45 days before the expiration of the registration.

C. The failure of an organization to receive a renewal form does not relieve the organization of its obligation to file its renewal documents in a timely fashion.

D. An application for renewal must be filed by the end of the organization's current registration period. The secretary shall not grant an extension to file a registration renewal to an organization. An organization is considered to be registering for the first time if the previous registration expired before a valid renewal was filed.

Subp. 8. [Repealed, L 1997 c 137 s 19]

Statutory Authority: *MS s 5A.04; 14.06*

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