

3800.3603 CREDIT FOR INSTRUCTION.

Subpart 1. **Approval of educational programs.** To qualify for credit under part 3800.3602, educational programs shall be approved by the department. The provider shall submit an application for approval on a form provided by the department, which shall include an outline of the educational program; the number of hours of instruction provided; and the names, addresses, telephone and facsimile numbers, and qualifications of the instructors. The provider shall submit a new application for approval if the instruction provided deviates substantively from the outline previously submitted or the hours of instruction provided is changed. Applications for approval shall be received by the department at least 30 days prior to the first presentation of an educational program. Approval of individual educational programs expires 36 months from the date of approval. An interactive educational program may also be approved for presentation through electronic media. In addition to the requirements of parts 3800.3600 to 3800.3603, a program presented through electronic media that does not include real-time interaction between the presenter and the licensee or registrant must include an examination process that ensures a licensee or registrant has successfully completed the program.

Subp. 2. **Notification of presentations.** Not less than 14 days prior to a presentation of an educational program, the provider shall notify the department in writing of the date, time, and location of the presentation.

Subp. 3. **Exception to preapproval.** Notwithstanding subparts 1 and 2, educational programs that are offered in other states and not granted prior approval according to this part shall be considered for credit if the department is provided with evidence that the educational program meets the requirements of part 3800.3602 and is approved for continuing education credit by a public authority licensing electricians, satellite system installers, or power limited technicians in the other state.

Subp. 4. **Review of educational programs.** The department shall have authority to audit or review educational programs and presentations of educational programs for compliance with parts 3800.3600 to 3800.3603 and review the provider's records concerning individuals who have attended such presentations for credit. The department shall withdraw approval of any educational program not in compliance with parts 3800.3600 to 3800.3603.

Subp. 5. **Qualifications of instructors.** All educational programs shall be conducted by department-approved instructors who have the qualifications described in at least one of the following items:

A. a personal electrical license and at least four years' experience in electrical inspection, electrical installations, or teaching subjects within the scope of electrical work permitted by the instructor's license;

B. a registered or licensed electrical engineer with at least four years' experience in the design of premises electrical power systems or technology systems;

C. at least five years' practical experience in the subject being taught. An instructor in this category may only be approved for instruction on technical topics related to electrical installations and equipment; or

D. for technology systems and satellite broadcast communication systems, an instructor certified by a national training program.

Subp. 6. **Credit for teaching.** Instructors of educational programs approved under this part shall receive instruction credit for each hour of instruction allowable under subpart 1.

Subp. 7. **Report of credits earned.** Within 14 days after presentation of an educational program for credit under part 3800.3602, the provider shall provide a certificate of completion to each licensee or registrant in attendance and shall forward an attendance list and original attendance sign-in document to the department on a form supplied by the department, or in a format approved by the department. Each certificate of completion and attendance list shall include the name of the provider, date and location of the presentation, educational program identification that was provided to the department, hours of instruction or continuing education units, and the licensee's or registrant's name and license or registration number or the last four digits of the applicant's Social Security number. The attendance list must be typewritten and provide a summary of each attendee's hours for each course attended.

Subp. 8. **Credit for completing an educational program.** Participants in an educational program must complete the entire program to receive credit. Partial credit must not be granted.

Statutory Authority: *MS s 214.12; 326.241; 326B.32*

History: *19 SR 2221; 29 SR 947; 34 SR 473; 38 SR 1657*

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