

3800.4020 APPLICATION FOR PROGRAM APPROVAL.

Subpart 1. **Content.** An application for approval of a program must meet each of the requirements in items A to G.

A. The application must be in a format provided by the commissioner and contain complete, current, and accurate information.

B. The application must include a syllabus for each program course.

C. The application must include a detailed written description of how the program meets the required program content.

D. The application must identify course instructors and their qualifications.

E. The information provided in the application must be verifiable by survey.

F. The application must identify a beginning date corresponding to an initial student enrollment date. Students enrolled after the beginning date who successfully complete an approved program within the approval period are eligible for experience credit.

G. The application must be signed by the administrator and department head of a program or another official representative of the applicant.

Subp. 2. **Processing.** The commissioner shall review all applications. Items A to E apply to all applications.

A. Incomplete applications must be immediately returned to the applicant.

B. Upon review of completed applications, including completion of a survey, any deficiencies must be noted and identified to the applicant.

C. If no deficiencies are noted or all identified deficiencies have been corrected, the commissioner shall recommend approval to the board.

D. If the applicant fails to correct identified deficiencies, the commissioner shall recommend disapproval to the board.

E. An applicant may request a hearing before the board to appeal disapproval of a program.

Statutory Authority: *MS s 326B.32*

History: *50 SR 971*

Published Electronically: *April 16, 2026*