

**3800.4025 REPORTING AND REAPPLICATION FOR APPROVAL.**

A. By July 1 of each year, the administrator of a program approved for experience credit shall provide an annual report to the commissioner. The annual report must include a copy of course syllabi for approved programs, a detailed description of new courses or courses modified over ten percent, and identification and qualification of instructors, including instructor development. The annual report must be signed by the administrator and department head of the program or another official representative of the program provider.

B. An approved program must be resubmitted for approval by July 1 of the fifth year from the last approval date. At the commissioner's discretion, the commissioner may modify the initial time period for resubmission to achieve review of approximately 20 percent of approved programs each year.

C. The administrator of an approved program shall provide information as part of a survey upon request of the commissioner.

D. The administrator of an approved program shall notify the commissioner when an approved program is discontinued.

**Statutory Authority:** *MS s 326B.32*

**History:** *50 SR 971*

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