

3801.3840 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 board 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 in the application must be able to be confirmed 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 or another official representative of the applicant.

Subp. 2. **Processing.** The technical program committee 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 committee shall recommend approval to the full board.

D. If the applicant fails to correct identified deficiencies, the technical program committee shall recommend disapproval to the full board.

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

Statutory Authority: *MS s 326.241; 326.242; 326B.33*

History: *26 SR 1017; L 2007 c 140 art 5 s 32; art 13 s 4*

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