

4620.3720 RECORD KEEPING FOR TRAINING COURSE PROVIDERS.

Each provider of a permitted training course must comply with this part.

A. If the commissioner requests any or all of the documents described in item B, the provider must submit the requested documents so the commissioner receives them within seven calendar days of the commissioner's request.

B. For each permitted training course, the provider must keep for six years:

- (1) copies of all training course materials;
- (2) records of all instructor qualifications and commissioner approvals of instructors;
- (3) records of examinations including the name of the person who proctors the examination, a copy of the examination, the date and location of each examination, and participant scores of each individual taking the examination;
- (4) records of certificates issued on completion of the training course including the discipline, unique certificate number, training dates and location, recipient, examination date and location, and expiration date of the certificate; and
- (5) records of the time and place the training course was held and the instructors for each day of the training course.

C. If a training course provider ceases to conduct training, the training course provider must notify the commissioner and give the commissioner the training records within 60 days of ceasing to provide training.

Statutory Authority: *MS s 144.05; 326.70 to 326.81*

History: *20 SR 2765*

Published Electronically: *June 3, 2013*