

4761.2370 TRAINING COURSE PERMITS.**Subpart 1. General requirements.**

A. This part applies to all training courses that are intended to qualify trainees for licensure under parts 4761.2240 to 4761.2320.

B. A training course provider must obtain a permit under this part before presenting a lead training course to qualify trainees for licensure.

C. An application must be submitted at least 60 days before the first course is presented.

D. A training course provider must employ a training manager who meets the requirements in part 4761.2380, subpart 2.

E. A training course provider must employ at least one principal instructor for each training course. The principal instructor must meet the requirements in part 4761.2380, subpart 4.

Subp. 2. Permit application.

A. To apply for a permit for either an initial or refresher training course, the training course provider must submit to the commissioner:

- (1) a completed application on a form provided by the commissioner;
- (2) a nonrefundable application fee as follows:
 - (a) \$500 for an initial training course; or
 - (b) \$250 for a refresher training course; and
- (3) a copy of the following:
 - (a) the course agenda;
 - (b) a sample sign-in sheet;
 - (c) the instructor manual;
 - (d) the trainee manual;
 - (e) any paper prints of transparencies or slides used in training;
 - (f) any videotapes used for training;
 - (g) any audiotapes used for training;
 - (h) any other instructional materials provided to the trainee;
 - (i) a sample diploma;

(j) all questions that might be used in the course examination with the correct answers identified and a description of the proportion of course examination questions devoted to each major topic in the course;

(k) a description of the hands-on evaluation of a trainee's ability to do work practices for courses that include hands-on training;

(l) a description of the training manager's qualifications under part 4761.2380, subpart 2;

(m) a description of the principal instructor's qualifications under part 4761.2380, subpart 4;

(n) a description of all other instructors' qualifications under part 4761.2380, subpart 6;

(o) the location and description of the facilities in which the training course will be presented; and

(p) a copy of any enforcement actions taken against the provider by the EPA or any state or tribal lead program.

B. The commissioner shall review and approve an application or notify the applicant of any deficiencies. The commissioner shall reject a deficient application after 60 days unless the applicant corrects the deficiencies.

Subp. 3. **Expiration; transfer.** A permit is valid for two years and is not transferable.

Subp. 4. **Renewal application.** A renewal application must include:

A. a completed application on a form provided by the commissioner; and

B. a nonrefundable application fee as follows:

(1) \$250 for renewal of an initial training course; or

(2) \$125 for renewal of a refresher training course.

Subp. 5. **Denial; conditions.** The commissioner shall deny an application for a training course permit if the applicant fails to comply with all applicable requirements in this part. The commissioner may also deny an application or set conditions on the permit according to Minnesota Statutes, section 144.99, subdivision 8. If a permit application is denied, the applicant:

A. must be notified in writing of the denied permit application and reasons for the denial; and

B. is not required to pay a second fee if the applicant submits a second application according to subpart 2 within 30 days of receiving the notice that the application was denied. Fees are required for all subsequent applications.

Statutory Authority: *MS s 144.9508*

History: *29 SR 531*

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