

4761.2400 TRAINING COURSE PROVIDER REQUIREMENTS AND DUTIES.

Subpart 1. **Instructor as trainee.** A training course provider may not allow an instructor to present information at a training course that the instructor intends to complete as a trainee to obtain or renew a license under parts 4761.2240 to 4761.2320.

Subp. 2. **Diplomas.** If a training course is issued a permit under part 4761.2370, the training course provider must ensure that each trainee who successfully completes a training course, by passing the course examination, receives an original diploma. A diploma must include:

- A. the name of the individual;
- B. a unique identification number for the individual;
- C. the name of the training course that the individual completed;
- D. the location of the training course;
- E. the course completion date;
- F. the name, address, and telephone number of the training course provider; and
- G. the following statement: "Approved by the State of Minnesota under Minnesota Rules, parts 4761.2000 to 4761.2700."

Subp. 3. **Training course notification.** A training course provider must notify the commissioner before offering a training course. The provider must submit a completed notification on a form provided by the commissioner. The notification form must be:

- A. received at least five calendar days before the training course begins; and
- B. mailed, faxed, delivered, or submitted electronically to the commissioner.

Subp. 4. **Amending notifications.**

- A. A training course provider must notify the commissioner according to this subpart of any change in the information on the notice required under subpart 3.
- B. The commissioner must receive an amended notice at least three calendar days before the training course begins if the beginning date of the training course is made earlier.
- C. The commissioner must receive an amended notice before a training course begins for any other change in the information contained in the original notice.

Subp. 5. Attendance requirements.

A. A training course provider must document that participants attended the entire training course as a condition of successfully completing the training course. A training course provider must:

(1) maintain a daily sign-in log as documentation of attendance for each training course; and

(2) submit a copy of the daily sign-in log to the commissioner within five calendar days of completing the training course.

B. The daily sign-in log must include:

(1) each trainee's name, printed and signed;

(2) the name of the course;

(3) the name of the training course provider;

(4) the date of the course; and

(5) the location at which the course was presented.

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