

4761.2480 INDEPENDENT TESTING ORGANIZATION REQUIREMENTS.**Subpart 1. Examination notification.**

A. An independent testing organization must notify the commissioner before administering an approved examination by submitting a completed notification on a form provided by the commissioner. If the examination is administered by the Department of Health, the notification requirement does not apply.

B. The commissioner must receive the notice at least five calendar days before the examination is administered.

C. Notices must be mailed, faxed, delivered, or submitted electronically to the commissioner.

Subp. 2. Amending notifications.

A. An independent testing organization must notify the commissioner according to this subpart of any change in the information required on the notice in subpart 1.

B. The commissioner must receive an amended notice at least three calendar days before the examination is administered if the date of the examination is made earlier.

C. The commissioner must receive an amended notice before the examination is administered for any other change in the information contained in the original notice.

Subp. 3. Examination administration. An independent testing organization that has received a permit under part 4761.2460 must:

A. allow access to the commissioner to monitor an examination;

B. verify the identity of each individual by requiring picture identification at the time the individual takes the examination; and

C. verify that each individual has an original training course diploma for the course appropriate to the examination being taken.

Subp. 4. Record retention and reporting. An independent testing organization that has received a permit under part 4761.2460 must:

A. report the following information to the commissioner, on a form provided by the commissioner, within five calendar days after completing the examination:

(1) the date of the examination;

(2) the name of the independent testing organization;

(3) the location where the examination was administered;

(4) the name and current address of each individual who completed the examination; and

(5) the name of the examination completed and the score received by each individual;

B. retain the information under item A for at least three years;

C. provide a report to the commissioner for the examinations that were not developed or approved by the EPA. The report must statistically evaluate the validity of the examinations administered during each calendar year; and

D. notify the commissioner in writing within 30 days after changing the address specified on its most recent permit application. Before an independent testing organization ceases operations, the records required in this subpart must be deposited with a person who will maintain the records for the required time. The independent testing organization must provide the name and address of the person to the commissioner.

Statutory Authority: *MS s 144.9508*

History: *29 SR 531*

Published Electronically: *November 29, 2004*